CATALOG 2009 2010

Clark State Community College

SUMMER QUARTER 2009 JUNE 22-AUGUST 28

May 11- 15 Priority registration – Students enrolled and students any of the previous four quarters
May 18 Open registration begins
June 5 Last day to pay without late fee for students enrolled in Summer Quarter
June 10 Last day to pay for students enrolled in Summer A/C/D
June 12 General registration 8am- 5pm
Records Office, Rhodes Hall Room 220 and Greene Center Main Office
Payment is due at time of registration
June 15 Mature Citizens and SOCHE registration begins
June 20 Registration and payment; offices open 9am - 12pm Greene Center offices open 9am - 12pm
June 22 Summer A/C/D begin
June 23 Last day to register/add for Summer A, C, and D
Payment due at time of registration
July 3 College closed for Independence Day
July 15 Last day to drop with a "W" for Summer A
July 18 Summer A ends
July 23 Last day to pay for Summer B
July 27 Summer B begins
July 28 Last day to register/add for Summer B
Aug 3 Last day to drop with a "W" for Summer C
Aug 7 Last day to drop with a "W" for Summer D
Aug 18 Last day to drop with a "W" for Summer B
Aug 21 Summer C ends
Aug 28 Summer B and D ends

FALL QUARTER 2009 SEPTEMBER 9 - NOVEMBER 24

May 11-15 Priority registration for students currently enrolled and students enrolled in any of the previous four quarters
May 18 Open registration begins
Aug 20 Last day to pay without late fee for students enrolled in Fall Quarter
Aug 26 Last day to pay fees for students enrolled in Fall Quarter
Aug 28 General registration 8am- 5 pm
Records Office, Rhodes Hall Room 220, and Greene Center Main Office
Payment is due at time of registration
Aug 29 Registration and payment; offices open 9am - 12pm Greene Center offices open 9am - 12pm
Payment is due at time of registration
Sept 1 Mature citizen and SOCHE registration begins
Sept 7 College closed for Labor Day
Sept 9 Fall Quarter begins
Sept 12 Registration and payment; offices open 9am - 12pm Greene Center offices open 9am - 12pm
Oct 12-16 Midterm week
Oct 23 Last day to drop a Fall Quarter class with a "W"
Nov 11 College closed for Veterans Day
Nov 18-24 Final exams
Nov 24 Fall Quarter ends
Nov 26-27 College Closed for Thanksgiving

WINTER QUARTER 2010 JANUARY 4 - MARCH 20

Nov 6 – 13 Priority registration for students currently enrolled and students enrolled in any of the previous four quarters
Nov 16 Open registration begins
Nov 30 Winter Quarter Short-Term begins
Dec 11 Last day to pay without late fee for students enrolled in Winter Quarter
Dec 16 Last day to pay fees for Winter Quarter
Dec 18 General registration 8am - 5pm
Records Office, Rhodes Hall Room 220 and Greene Center Main Office
Payment is due at time of registration
Dec 22 Winter Quarter Short-Term ends
Dec 24-25 College Closed for Christmas
Dec 28 Mature citizen and SOCHE registration begins
Jan 1 College Closed – New Year's Day Holiday
Jan 2 General registration and payment; offices open 9am - 12pm
Records Office, Rhodes Hall Room 220
Greene Center offices open 9am - 12pm
Jan 4 Winter Quarter begins
Jan 18 College Closed – Martin Luther King Day
Feb 8–12 Midterm week
Feb 19 Last day to drop with a "W" for Winter Quarter
Mar 15–20 Final exams
Mar 20 Winter Quarter ends

SPRING QUARTER 2010 MARCH 29 - JUNE 11

Feb 15 - 19 Priority registration for students currently enrolled and students enrolled in any of the previous four quarters
Feb 22 Open registration begins
Mar 12 Last day to pay without late fee for students enrolled in Spring Quarter
Mar 17 Last day to pay fees for students enrolled in Spring Quarter
Mar 19 General registration 8am - 5pm
Records Office, Rhodes Hall Room 220 and Greene Center Main Office
Payment is due at time of registration
Mar 22 Mature citizen and SOCHE registration begins
Mar 27 Registration and payment; offices open 9am - 12pm Greene Center offices open 9am - 12pm
Mar 29 Spring Quarter begins
May 3 - 7 Midterm week
May 14 Last day to drop a Spring Quarter class with a "W"
May 31 College Closed - Memorial Day
June 7 - 11 Final exams
June 11 Spring Quarter ends
June 12 Graduation

Table of Contents

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 3,600 students chose their community's college 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.

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

Best Regards,

Karen E. Rafinski

Karen E. Rafinski, Ph.D.
President

This Catalog was prepared prior to the 2009-2010 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, sex, 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 American with Disabilities Act and other applicable statutes.

In accordance with the Americans with Disabilities Act, it is the policy of Clark State Community College to provide reasonable accommodations to persons with disabilities. If you require disability-related accommodations, please contact the Office of Disabilities 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've chosen Clark State because of our small class sizes, our devotion to quality education, our affordability or our 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 outstanding learning institution it is today. It will also give you valuable insight into our mission, and how we can serve you, our students.

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 degrees 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:

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 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:

- 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 Beavercreek, Bellefontaine, and in several high schools. The Springfield campus has two locations: one being 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'll find our easy-to-follow campus maps on the inside of the back cover. The Clark State Greene Center is located in Beavercreek in Hobson Hall in the College Park development on Pentagon Blvd. The Clark State satellite location in Bellefontaine is on the campus of Ohio Hi-Point Career Center.

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 over 180 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 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 spent is in the online environment. The college also offers self-paced and directed learning courses. In self-paced courses, you set your own pace and can take up to two quarters to complete your 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 this initiative, 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 the course 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 READI (Readiness for Education At a Distance Indicator) to assess their 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.

Accreditations/Approvals

Clark State Community College is accredited by The Higher Learning Commission: A Commission of the North Central Association of College and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, or call 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. Telephone: (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. Telephone: (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 or online at www.nursing.ohio.gov and accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006. Telephone: (800) 669-1656, extension 153, or online at 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. Telephone (614) 466-3947 or online at www.nursing.ohio.gov.

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. Telephone: (773) 714-8800 or online at www.naacls.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. Telephone (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. Telephone: (800) 999-2782, or online at www.apta.org/education/accreditation.

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 three additional quarters 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).

Agriculture Technologies

Agricultural Business Technology	AAB
*Agricultural Engineering Technology Option	AAS
Horticultural Industries Technology	
*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

Graphic Design Technology	AAB

Business Technologies

Accounting Technology	AAB
Computer Networking Option	AAB
*Advanced Computer Networking Option	AAB
*CyberSecurity Specialist Option	AAB
*Technical Systems Support Option	AAB
Computer Software Development	AAB
Geospatial Technology	ATS
Information Services Library Paraprofessional	AAS
Judicial Reporting	AAB
*Broadcast Captioning/CART Option	AAB
Paralegal Technology (1st year)	AAB
Professional Services Management	ATS
Management Technology	AAB
*CyberSecurity Management Option	AAB
*Human Resource Management Option	AAB
*Logistics and Supply Chain Management Option	AAB
*Marketing and E-Business Option	AAB
Office Administration Technology	AAB
*Medical Office Administration	AAB
*Professional Office Administration	AAB

Industrial & Engineering Technologies

Advanced Technical Intelligence	AS
CAD Drafting	AAS
Engineering Transfer	AS
Industrial Technology	AAS
Manufacturing Engineering Technology	AAS
Mechanical Engineering Technology	AAS

Health & Human Services Technologies

Early Childhood Education	AAS
Early Childhood Education	
*Administration Option	AAS
*Early Literacy Option	AAS
*Special Needs Option	AAS
Early Elementary Paraprofessional	AAS
Medical Assisting	AAS
Medical Laboratory Technology	AAS
Nursing Transition LPN to RN	AAS
Physical Therapist Assistant Technology	AAS
Registered Nursing Technology	AAS
Registered Nursing - Evening Technology	AAS
Social Services Technology	AAS

Public Services Technologies

Criminal Justice Technology AAS
*Basic Police Officer Training
*Criminal Justice AAS
*Corrections Technology AAS
Emergency Medical Services/Paramedic Technology AAS

Certificate Programs

Accounting Certificate
Computer-Aided Design Certificate (CAD)
Electrical Maintenance Certificate
Management Certificate
Manufacturing Certificate
Medical Assisting Certificate
Multi-Skilled Health Care Certificate
Photography Certificate
Practical Nursing Certificate

Departmental Certificates

Advanced Medical Coding Certificate
Advanced Technical Intelligence Certificate
Agriculture Business Certificate
Agriculture Engineering Technology Certificate
Agriculture Equipment Certificate
Agriculture Pest Certificate
Chemical Dependency Certificate
Communication Certificate
Computer Programming Certificate
Customer Service Certificate
CyberSecurity Certificate
Early Literacy Development Certificate
Electrocardiography Certificate
Electronics Certificate
EMT-Basic Certificate
EMT-Intermediate Certificate
Landscape Design Certificate
Logistics and Supply Chain Management Certificate
Marketing E-Business Certificate
Medical Coding Certificate
Medical Transcription Certificate
Network Administration Certificate
Network Infrastructure Certificate
Nurse Aide Certificate
Oracle Database Management Certificate
Paramedic Certificate
Paramedic Certificate for RN
Parks and Recreation Operations Certificate
Patient Care Technician Certificate
Phlebotomy Certificate
Small Business Certificate
Supervisory Certificate
Technical Support Certificate
Theatre Arts Administration Certificate
Turf Certificate
Web Services 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 60 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 administrator.

An Associate of Technical Studies program must contain at least 21 credit hours of basic courses, 23 credit hours of non-technical courses and 9 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 Community College, a graduate will be able to:

- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Work effectively in teams.
- Use critical thinking and problem solving to draw logical conclusions.
- Articulate issues or concepts from diverse perspectives.

The Assessment Committee has established tools by which the CORE is assessed and how the results of the assessment are used to improve student learning at Clark State Community College.

Requirements in English, Humanities and Social Sciences

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 English and Humanities/Social Sciences.

Students in technical programs take English I, English II and either Business Communications or Technical Report Writing, whichever is required.

If you are pursuing a technical degree, you must also take four courses in the humanities and social sciences (including at least one in each area). The Arts and Sciences Division recommends that you take no more than one course from each discipline (psychology, sociology, etc.).

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:

Social Sciences

ECO 110	General Economics*
GEO 110	World Human Geography (GA)
GEO 220	World Regional Geography (GA)
PLS 110	American National Government
PLS 120	American Issues
PLS 130	Political Issues (GA)
PLS 220	Constitutional Law
PLS 230	International Politics (GA)
PSY 111	Psychology I
PSY 112	Psychology II
PSY 221	Human Growth and Development
PSY 223	Lifespan Human Growth and Development
PSY 230	Abnormal Psychology
RST 260	Regional Studies: Asia-China (GA)
RST 262	Regional Studies: Asia-India (GA)
RST 270	Regional Studies: Africa (GA)
RST 280	Regional Studies: Latin America (GA)
SOC 110	Sociology
SOC 220	Comparing Cultures (GA)
SOC 230	Social Problems
SOC 240	Racial and Cultural Minorities (GA)
SOC 250	Sociology of Poverty

Humanities

ART 130	Appreciation of the Arts (GA)
ART 133	Art History I (GA)
ART 134	Art History II (GA)
ART 135	Art History III (GA)
ART 138	Arts of Africa (GA)
COM 111	Interpersonal Communications
COM 121	Public Speaking
ENG 130	Introduction to Literature (GA)
ENG 225	Creative Writing
ENG 230	Great Books: World Literature (GA)
ENG 231	Great Books of World Literature: Honors (GA)
ENG 241	Poetry (GA)
ENG 243	Fiction (GA)
ENG 245	Drama (GA)
ENG 250	American Literature
ENG 261	British Literature to 1700 (GA)
ENG 262	British Literature 1700-present (GA)
HON 291	Science & Religion (GA)
HST 111	Western Civilization to the 14th Century (GA)
HST 112	Western Civilization from the 14th through the 18th Century (GA)
HST 113	Western Civilization from the 19th Century to the Present (GA)
HST 114	Western Civilization to the 14th Century: Honors (GA)
HST 121	American History to 1810
HST 122	American History 1810-1900
HST 123	American History 1900-Present
HST 220	Topics in African-American History and Culture (GA)
HUM 299	Capstone Seminar (GA)
MUS 130	Music Appreciation (GA)
PHL 110	Problems in Philosophy (GA)
PHL 111	Problems in Philosophy: Honors (GA)
PHL 200	Critical Thinking
PHL 205	Deductive Logic
PHL 210	Ethics (GA)
PHL 220	Business Ethics (GA)
PHL 230	Medical Ethics (GA)
PHL 240	Philosophy of World Religions (GA)
PHL 250	Great Books: Philosophy (GA)
SPN 100	Survival Spanish
THE 105	Oral Interpretation of Literature
THE 130	Introduction to Theatre (GA)
THE 133	Script Analysis
THE 241	Theatre History I (GA)
THE 242	Theatre History II (GA)
The 243	Theatre History III (GA)

*ECO 110 cannot be used as a general education elective for the Accounting, Human Resource Management, Logistics and Supply Chain Management, Management or Marketing and E-Business programs.

Transfer Options

Students commonly combine credits to reach an academic goal such as an associate degree or a baccalaureate 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), Dual Enrollment, 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 baccalaureate degree. The Associate of Arts degree or the Associate of Science degree at Clark State Community College are the transfer degrees and are designed to facilitate that process. 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.

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 CSCC 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 baccalaureate 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 quarterly schedules that would facilitate a timely transition to a four-year Institution.

Clark State Community College 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 CSCC. Upon enrolling in CSCC, 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:

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'll 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 92 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 quarter.

The primary purpose of the AA and AS degrees is to provide transfer credit to four-year colleges and universities. Students readily 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 CSCC 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, McGregor
- 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
- 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 Community College's credit hours may be found by accessing U. Select at CAS at https://oh.transfer.org/cas/. Students interested in transferring credits to Clark State Community College 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, PO 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.

- Pre-Business
- Pre-English
- Pre-Psychology (BA)
- Pre-Psychology (BS)
- Pre-Social Work

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 1 ½ 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 that 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 16 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. The following Clark State courses are part of the general education bridge for most Franklin University majors:

ENG 111	English I	4
ENG 112	English II	4
ENG 221	Business Communication or	
ENG 223	Technical Report Writing	3
ECO 221	Macroeconomics or	
ECO 222	Microeconomics	3
COM 111	Interpersonal Communication or	
COM 121	Public Speaking	3
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
STT 264	Statistics I	4
MTH 121	College Algebra I	3
--- ---	Science Elective (chemistry, physics, biology, geology)	
--- ---	Social/Behavioral Science Elective (sociology, psychology, political science)	
--- ---	Humanities Elective (ethics, philosophy, literature)	

The following Clark State courses are part of the business core bridge for most Franklin University majors that require a business core:

ACC 111	Principles of Accounting I	4
ACC 112	Principles of Accounting II	4
ACC 113	Principles of Accounting III	4
MGT 112	Principles of Management	4
MKT 200	Principles of Marketing	4
MGT 260	Legal Environment of Business	3
MGT 270	Business Finance	4

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 Coordinator of Articulation and Transfer for assistance with these guides. The majors currently available at Franklin University via this alliance include the following:

- Accounting
- Applied Management
- Business Administration
- Business Forensics
- Computer Science
- E-Marketing
- Financial Management
- Forensic Accounting
- Healthcare Management
- Human Resources Management
- Information Technology
- Management
- Management Information Sciences
- Marketing
- Public Safety Management
- Web Development

Urbana University Transfer Options

Clark State Community College 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 Associates degree they have earned, for a Bachelor of Science Degree from Urbana University. "Seamless" articulation agreements are available in the following Clark State programs and are provided below.

- 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 University McGregor Transfer Options

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

Clark State Community College and Antioch University McGregor have developed an articulation agreement for students who earn an associate's 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 University McGregor without loss of credits or duplication of coursework.

Antioch McGregor offers the following Bachelor's 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 Community College student may pursue studies toward the fulfillment of personal and career goals.

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 baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program 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 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 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 54 quarter hours required for the Transfer module. *(Note: 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.)*

Please note that 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

Complete ENG 111 and ENG 112.

COM 111	Interpersonal Communication	3
COM 121	Public Speaking	3
ENG 111	English I	4
ENG 112	English II	4
ENG 221	Business Communications	3
ENG 223	Technical Report Writing	3
ENG 225	Creative Writing	3

Mathematics

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

MTH 105	Mathematics and Today's World	3
MTH 120	College Algebra 1A	5
MTH 121	College Algebra I	3
MTH 122	College Algebra II	3
MTH 140	Trigonometry	3
MTH 220	Calculus for the Management, Life and Social Sciences	5
MTH 221	Calculus I	5
MTH 222	Calculus II	5
MTH 223	Calculus III	5
MTH 224	Calculus IV	5
MTH 230	Differential Equations	5
MTH 240	Linear Algebra	3
STT 264	Statistics I	4
STT 265	Statistics II	4

Arts & Humanities

Complete nine quarter hours by choosing either: six quarter hours from Category A and three quarter hours from Category B or three quarter hours from Category A and six quarter hours from Category B.

Category A

ART 130	Appreciation of the Arts	3
ART 133	Art History I	3
ART 134	Art History II	3
ART 135	Art History III	3
ART 138	Arts of Africa	3
ENG 130	Introduction to Literature	3

ENG 230	Great Books: World Literature	3
ENG 231	Great Books of World Literature:Honors	3
ENG 241	Poetry	3
ENG 243	Fiction	3
ENG 245	Drama	3
ENG 250	American Literature	3
ENG 261	British Literature to 1700	3
ENG 262	British Literature 1700-Present	3
THE 105	Oral Interpretation of Literature	3
THE 130	Introduction to Theatre	3
THE 133	Script Analysis	3
THE 241	Theatre History I	4
THE 242	Theatre History II	4
THE 243	Theatre History III	4

Category B

HST 111	Western Civilization through the 14th Century	3
HST 112	Western Civilization from the 14th to the 18th Century	3
HIS 113	Western Civilization from the 19th Century to the Present	3
HST 114	Western Civilization to the 14th Century: Honors	3
HST 121	American History to 1810	3
HST 122	American History 1810-1900	3
HST 123	American History 1900-Present	3
PHL 110	Problems in Philosophy	3
PHL 111	Problems in Philosophy: Honors	3
PHL 200	Critical Thinking	3
PHL 205	Deductive Logic	3
PHL 210	Ethics	3
PHL 220	Business Ethics	3
PHL 230	Medical Ethics	3
PHL 240	Philosophy of World Religions	3
PHL 250	Great Books: Philosophy	3

Social & Behavioral Sciences

Complete nine quarter hours chosen from at least two different subject areas from among the following:

ECO 110	General Economics	3
ECO 221	Principles of Macroeconomics	3
ECO 222	Principles of Microeconomics	3
GEO 110	World Human Geography	3
GEO 220	World Regional Geography	3
PLS 110	American National Government	3
PLS 120	American Issues	3
PLS 130	Political Issues	3
PLS 220	Constitutional Law	3
PSY 111	Psychology I	3
PSY 112	Psychology II	3
PSY 221	Human Growth & Development I	3
PSY 222	Human Growth & Development II	3
PSY 230	Abnormal Psychology	3
RST 260	Regional Studies: China	3
RST 262	Regional Studies: India	3
RST 270	Regional Studies: Africa	3
RST 280	Regional Studies: Latin America	3
SOC 110	Sociology	3
SOC 140	Marriage and Family	3
SOC 220	Comparing Cultures	3
SOC 230	Social Problems	3
SOC 240	Racial and Cultural Minorities	3
SOC 250	Sociology of Poverty	3

Natural & Physical Sciences

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

BIO 110	Fundamentals of Human Biology	4
BIO 141	Evolution, Diversity & Ecology	5
BIO 142	The Human Organism	5
*BIO 143	Cell Biology/Genetics	5
*BIO 121	Anatomy & Physiology I	4
BIO 122	Anatomy & Physiology II	4
BIO 123	Anatomy & Physiology III	4
BIO 131	Microbiology	4
BIO 140	Plant Science	4
BIO 151	Evolution and Ecology	5
BIO 152	Human and Animal Anatomy	5
BIO 153	Cellular Biology & Genetics	5
CHM 110	Fundamentals of Chemistry	5
CHM 114	Intro to General Chemistry Review	4
CHM 115	Intro to General Chemistry	5
CHM 116	Intro to Organic Chemistry	5
*CHM 121	General Chemistry I	5
CHM 122	General Chemistry II	5
CHM 123	General Chemistry III	5
CHM 211	Organic Chemistry I	5
CHM 212	Organic Chemistry II	5
CHM 213	Organic Chemistry III	5
*GLG 131	Physical Geology	5
GLG 132	Historical Geology	5
GLG 133	Environmental Geology	5
GLG 121	Meteorology	4
PHY 105	Fundamentals of Scientific Methods	3
PHY 110	Fundamentals of Physics	5
*PHY 111	Technical Physics I	4
PHY 112	Technical Physics II	4
PHY 113	Technical Physics III	4
PHY 120	Astronomy	4
*PHY 250	General Physics I	6
PHY 251	General Physics II	5
PHY 252	General Physics III	5

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 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 baccalaureate 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 baccalaureate 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 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. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D). While this reflects the baseline policy requirements, individual institutions may set equitable institutional policies that are more accepting.

Pass/fail courses, credit by examination courses, experiential learning courses, and other non-traditional credit courses that met 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. 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, 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; so 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 divisional administrators and the Transfer Credit 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

2009
2010

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 assure 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's 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:

(Note: The buildings and phone numbers listed below are for Clark State's Leffel Lane Campus located at 570 E. Leffel Lane, Springfield, OH. If it is more convenient for you, you can complete many of these steps at our Greene Center located behind the Fairfield Commons Mall at 3775 Pentagon Blvd., Beavercreek, OH 45431. You may contact the Greene Center at (937) 429-8819 or zelinskis@clarkstate.edu for more specific information.)

Apply for Admission

Sara T. Landess Technology & Learning Center, Room 120. You may also complete an application online at www.clarkstate.edu/apply. If you have questions, please contact the Admissions Office at (937) 328-6028 or 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) and our Financial Aid Office application online at www.clarkstate.edu/financial_aid.php. If you have questions, please visit the Financial Aid Office. You may also contact them at (937) 328-6034 or finaid@clarkstate.edu.

Request that your College Transcripts be sent to our Admissions Office.

If you have previous college credits for transfer to 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. Transcripts must be received in a sealed envelope in order to be considered "official."

Take the Compass Placement Test

Success Center, Room 117, Sara T. Landess Technology and Learning 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 is available from 8:30am – 7pm Monday through Thursday and from 8:30am – 4pm on Fridays. 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) 328-3847 or successcenter@clarkstate.edu. Greene Center hours for testing are Monday through Thursday 8:00am – 6:00pm; Friday, 8:00am-4:00pm. Contact Greene Center at (937) 429-8819.

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 or by calling (937) 328-6084.

You will complete the following at orientation:

Meet with our advising staff who will help you decide on your first quarter schedule.

Obtain your schedule and invoice from the Records and Registration Office – Rhodes Hall, Room 220 or at the Greene Center, (937) 429-8914. You may contact the Records and Registration Office at (937) 328-6015 or 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 or 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 a photo ID. The bookstore is located in Rhodes Hall, Room 103 or at the Greene Center. You may contact the bookstore at (937) 328-6099 or bookstore@clarkstate.edu.

Pick up your parking pass request form from the bookstore cashier. 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 also obtain your ID in Rhodes Hall, Room 220 or at the Greene Center, Front Desk. One week after the start of the quarter, photo IDs are taken in the Records and Registration Office. Please bring an existing photo ID with you.

Have your Student ID Validated

Library, Sara T. Landess Technology and Learning Center, Room 122. Your validated student ID will allow you to access and check out materials. You may contact the Library at (937) 328-6022 or 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.

What Kind of Student Are You?

Adult Student

For an 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 classes day or evening at our four campus locations or online with over 150 courses offered quarterly, 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

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's guidance counselor or the Admissions Office at (937) 328-6028 or (937) 429-8819.

- Post-Secondary Enrollment Option (PSEO)
- Dual Enrollment
- College Tech Prep
- Advanced Placement
- International Baccalaureate
- Seniors to Sophomores
- Jump Start Option (previously 910)

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

College Tech Prep Student

Ohio College Tech Prep prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science and technology and lead to post-secondary education. Educators, employers and communities collaborate to develop and deliver all Tech Prep pathways. The Clark State Community College Tech Prep Consortium has over 30 pathways, which are direct sequences of study from high school to college for programs such as Engineering, Agriculture, Health Technologies, Information Technologies and Teaching Professions, in all four counties in Clark State's service area.

Jump Start Option (previously 910)

High school students who are not participating in the Post-Secondary Enrollment Option (PSEO) Program or Seniors-to-Sophomores 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.

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. Transcripts must be mailed directly from the college to the Admissions Office.

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.

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. The following documents are required:

Clark State Application: Request an application in the Admissions Office or complete one online at www.clarkstate.edu

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: A minimum TOEFL score of 500 is required for the paper- based test and 173 for the computer-based test. A minimum score of 50 is required for each section (listening, writing and reading) for the paper-based test and a minimum of 18 for each section of the computer- based test. Your scores should be directly sent from the TOEFL Testing Center. The TOEFL number for Clark State Community College is 1127.

Financial Support: Student and sponsor must complete the Financial Certification & 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 signed by the appropriate bank or government official.

Acknowledgement of Responsibility: Clark State Community College will issue an I-20 for the 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.

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 also have the opportunity to use the College facilities and educational services. We also encourage you to take part in student activities. If you'd like more information, call or visit the Clark State Admissions Office.

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, this office has everything you need. Complete the Clark State admissions application and submit it to the Admissions Office. An application may also be completed and submitted from our website, 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 on page 20. Students applying to the Realtime Reporting program must submit a high school transcript upon graduation or GED certificate.

Applicants are notified of their acceptance within 28 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 or by calling (937) 328-6084.

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're 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 college-level English and math credits to transfer from another college or university, 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'll 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 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. A study guide is available in the Admissions Office and Success Center in the Sara T. Landess Technology and Learning Center, at the Greene Center or online at 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 Monday through Thursday, 8:30am-7pm and Friday, 8:30am-4pm. For further information call (937) 323-6049 or visit the Clark State website at www.clarkstate.edu. Testing is also available at the Greene Center Monday through Thursday, 8:00am – 6:00pm; Friday, 8:00am -4:00pm. For further information regarding testing at the Greene Center, call (937) 429-8819.

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 Disability/Retention Specialist by calling (937) 328-6019.

College Tech Prep Students

Students who have completed high school college tech prep programs, recognized by the Clark State Tech Prep Consortium, may qualify for scholarships and/or have the opportunity to earn college credit from Clark State while still enrolled in their high school programs. For more information contact the College Tech Prep Office at Clark State or call (937) 328-3888.

Career Technical Center Graduates

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: Greene County Career Center, Miami Valley Career Technical Center, Ohio Hi-Point Career Center, Springfield-Clark Career Technology Center, Tolles Technical Center, and Upper Valley JVS.

Agreements with these career technical schools may allow for one or more credit hours to be granted toward an associate degree or certificate at Clark State. For additional information about this program contact the Director of the Tech Prep Consortium at (937) 328-3888.

Fresh Start

If you re-enroll after an absence of three or more consecutive years, you may petition the Records and Registration Office at any time prior to graduation to eliminate the cumulative

GPA 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.

For more information about Fresh Start, contact the Records and Registration Office.

Re-Admission

If you are returning 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.

Students who interrupt their attendance for four or more consecutive quarters 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 quarter before he or she would be registered for the class. For Fall Quarter, 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 Laboratory Technology, Physical Therapist Assistant, Practical Nursing, Registered Nursing and Nursing Transition (Practical Nursing to Registered Nursing). Please refer to the program pages or contact the Admissions Office for further information.

Health Technologies Admissions

High school applicants for these programs are encouraged to apply for admission to the College in their junior or senior year. Students must fulfill the prerequisites as listed prior to petitioning to a health program.

All applicants are considered for admission in the Registered Nursing, Practical Nursing, Nursing Transition (Practical Nursing to Registered Nursing), Medical Laboratory Technology and Physical Therapist Assistant programs by the date in which they file a petition and have that petition approved.

While on the waiting list, 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. Practical Nursing, Registered Nursing, Nursing Transition (Practical Nursing to Registered Nursing), Physical Therapist Assistant and Medical Laboratory Technology 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.

Physical Therapist Assistant

Students must:

- Successfully complete the reading, writing and math placement tests or equivalency. Refer to PTA program information pages or Petitioning Handbook for information.
- Complete the chemistry and physics pre-requisites. Refer to the PTA program information pages and PTA Program Petitioning Handbook
- Complete 30 hours of observation. Refer to the PTA program information pages and PTA Program Petitioning Handbook.
- Students must obtain the PTA Program Petitioning Handbook from the Admissions Office, Health and Human Services Division Office or online at www.clarkstate.edu/petitioning_process.php and complete a petition to enter the PTA program. Petitions are accepted in the Health and Human Services office (ASC 133) throughout the year.

Students are entered into the program once a year in fall quarter. Admission and waiting list notifications are made initially in April of each year.

Medical Laboratory Technology

Students must successfully complete reading, 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.

Students are entered into the program twice a year in fall and winter quarter 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 and math 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. If all requirements are complete, the student's name will be placed on the waiting list.

Students must successfully complete MST 181 or equivalent nurse aide training course and furnish verification of nurse aide competency at the time of enrollment in the technical courses (MST 181 is not a requirement for the waiting list).

Registered Nursing / Evening Registered Nursing / Nursing Transition (Practical Nursing to Registered Nursing)

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

- Reading, writing and math placement tests or equivalency. Refer to nursing program information for equivalencies.
- One unit of high school chemistry or CHM 115, CHM 114 or the equivalent with a grade of C or better within the previous five years.

After the petitioning requirements have been completed, students must petition for the program online at 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 181 or equivalent nurse aide training course and furnish verification of nurse aide competency at the time of enrollment in the technical courses. MST 181 is not a requirement for the waiting list; MST 181 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, finger printing, or drug screening. In such situation, 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.

Orientation

New Student Orientation is offered during registration periods. Students should attend orientation prior to registering for classes. During orientation students will complete many necessary steps including placement testing, scheduling, registering, and completing financial aid. In addition students will become familiar with tutoring, the library, bookstore services, and student activities. Please visit www.clarkstate.edu/new_student_orientation_registration.php or call (937) 328-6084 to schedule an orientation.

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 quarter student, please attend New Student Orientation for placement test score interpretation and first quarter 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 quarter 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. 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 (Arts & Sciences), or on each advisor's door (Health & Human Services, Corporate & Public Services, or Business & Applied Technologies).

Beyond the first quarter, 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.

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 quarter; then transition to Faculty Advisor.
- Utilize online services such as WebAdvisor and Student Webmail.
- 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 quarter 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 quarters. 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 in the Records and Registration Office, on our web site and at other campus locations approximately two weeks before priority registration for a new quarter 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.

Web: Register online at www.clarkstate.edu.

In person: Register 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, Front Desk.

Credit Hour Limit

You may enroll for a maximum of 20 credit hours per quarter 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, Winter or Spring Quarters 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 attend 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 ten-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 the seventh week of the term, the grade of W will appear on the transcript.
- If the course is dropped after the published date indicating completion of the seventh week 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.

For the last date to withdraw from a ten-week term course and receive a grade of W, check the quarterly schedule. For the last date to withdraw from courses that run for less than a full quarter, please contact the Records and Registration Office. Drop/Add forms are available from division offices, the Advising offices and from Records and Registration. 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 Veterans' 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 quarter could result in an overpayment dating back to the first day of the quarter.

Repeating Courses

You may repeat any course at the College one time without having to request permission. Permission to take developmental courses a third or more times must be obtained from a review panel convened by the Dean of Arts & Sciences. 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 and in the cumulative grade point average. Both the original grade and the new grade will appear on the transcript. However, only the higher grade counts towards your GPA.

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 won't 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 Veterans' 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. 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.

Credit/No-Credit Enrollment

You may petition the Records and Registration Office for permission to take one course each quarter 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 quarter has begun, you cannot change back to the standard grading system. Your instructor will not know of your decision. At the end of the quarter, 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 Community College 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 Community College.

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 them 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.

If the student is not satisfied with the decision made by the Vice President for Academic and Student Affairs, he/ she may appeal to the state-level Articulation and Transfer Appeals Review Committee.

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

The state-level Articulation and Transfer Appeals Review Committee shall review and recommend to Clark State Community College the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

Paying for College

How Much Does Clark State Cost?

	Ohio Resident (per credit hour)	Non-Resident (per credit hour)
Instructional fee (up to 16 credit hours)	$65.50	$131.00
General fee (up to 14 credit hours)	$6.00	$6.00
Technology fee (up to 16 credit hours)	$6.00	$6.00
Total Cost	$77.50	$143.00

Other Fees and Expenses

- Application fee (one time only) $15
- Late payment fee (per quarter) $15
- Late registration fee (per quarter) $25
- Transcript fee ..... $ 2
- Auxiliary services fee (per quarter) ..... $ 5
- Delayed Payment Plan (DPP) service charge $15
- 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 Retest Fee (maximum of one retake per subject area) $5
- Corporate Proficiency (per credit hour) $5

Instructional fees are charged on the first 16 credit hours registered in any one academic quarter. 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 and Career Management.

Auxiliary services 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, up to a maximum of 16 credit hours. Revenue generated by this fee is used to directly benefit students.

All of our fees and expenses are established by the Clark State Community College Board of Trustees and are subject to change without notice. Your quarterly fees and expenses are due and payable prior to the beginning of the quarter in which you are enrolled. Although we make every effort to maintain tuition and fees at the lowest possible level, some of our 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 quarters 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). This plan allows you to make payments of one-third of your bill at each of the three published deadlines. If you register after the fee payment deadline, you must pay the initial installment 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, Winter and Spring Qtrs.

Date	Refund
By the 7th calendar day of the quarter	100%
By the 14th calendar day of the quarter	75%
By the 21st calendar day of the quarter	50%
After the 21st calendar day of the quarter	None

Fee Refund Schedule for Summer Qtr.

Date	Refund
The 1st day of class	100%
By the 4th calendar day after the first day of class	75%
By the 9th calendar day after the first day of class	50%
After the 9th calendar day after the first day of class	None

Parking Enforcement and Penalties

Warnings and/or fines are assessed for vehicles not displaying a current parking permit or for violating other parking procedures. You may register your vehicle on-line by clicking the Safety and Security section of the website and then Parking Permits. Then click Parking Registration Form. Permits are free of charge and can be picked up in the Bookstore or the lobby of the Brinkman Educational Center. 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 quarter. For Clark State citations issued to faculty and staff that are not paid within ten days, a payroll deduction will be assessed on the first pay of the next quarter. 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 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 permit	$10
Parking in visitor designated spaces	$10

City of Springfield violations and fines include the following:

Handicapped parking violation	$260 (minimum)
Fire lane parking violation	$25 (minimum)
Disobeying traffic control device	$120 (minimum)
Reckless operation/drag racing	$200 (minimum)

Other violations that could be cited and requiring 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 quarter if the reclassification is to be effective.

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 their family 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 Quarter. 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. 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 submitted a paper FAFSA. 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 notifies students with an award notification via the financial aid web page 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 quarter, providing the student meets all eligibility requirements and has submitted all requested documents.

Priority Deadlines

Summer	March 15
Fall	June 15
Winter	October 15
Spring	December 15

Generally, Pell Grants may be used for the academic year beginning with Summer Quarter and ending with Spring Quarter. Students who attend in summer quarter will be awarded a Pell grant, if eligible and as long as they will be at least a half-time student the remainder of the academic year.

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. Please 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's eligibility requirements are listed below:

- Generally, you must show financial need.
- You need to have a high school diploma, GED or have passed an independently administered test approved by the U.S. Department of Education.
- You are enrolled as a regular student in an eligible program.
- You need to be a U.S. citizen or eligible non-citizen.
- You will need to 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 quarter 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's degree is not eligible for this grant. During 2008/09 the annual value of Pell Grants at Clark State ranged from $523 to $4,731 for part-time and full-time students, respectively.

Academic Competitiveness Grant (ACG)

The ACG grant is another federal grant that can provide up to $750 for a first year student and up to $1,300 for a second year student. Students must be Pell eligible, enrolled in a two-year degree program or a one or two year certificate program, be at least half-time and must have completed a rigorous high school schedule consisting of four years of English, three years of Math, three years of Science, three years of Social Studies and one year of a foreign language. Students must submit a high school transcript or Ohio honors diploma to be considered. To be eligible for the second year of funding, students must obtain a cumulative GPA of 3.00 by the end of their first year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a federal grant which provides assistance to eligible undergraduate students who have not earned a bachelor's 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 Subsidized Stafford Loan Program

This program offers long-term interest-bearing loans made available to students by lending institutions (banks, savings and loan associations and credit unions) 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 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. There is no deferment option or grace period for the PLUS program.

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.

Ohio College Opportunity Grant (OCOG)

This is a grant funded by the Ohio Board of Regents for students that were considered freshman beginning with the 2006-07 award year. Students may be full-time or part-time and awards are adjusted based on actual enrollment status. The grant is awarded to eligible residents of Ohio who show financial need. Students must be in a two year degree granting program. Students who complete the FAFSA are automatically considered for OCOG. Students must complete the FAFSA by October 1st.

Foundation Loan

The Foundation Short-Term Loan is an emergency loan program for the payment of tuition, fees and books. This loan cannot exceed $1,500 per quarter and must be repaid by the eighth week of the quarter. 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.

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 quarter and must be repaid by the eighth week of the quarter. 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 ACG grant, Federal SEOG, Federal work-study and Federal Family Educational 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, both quarterly and cumulatively, with an A, B, C, D, IP or S. You must also maintain an appropriate grade point average as determined by the College to retain eligibility for federal aid.

Total Credit Hours Attempted	GPA Required
1-15	Above 1.49
16-30	Above 1.59
31-45	Above 1.69
46-60	Above 1.79
over 60	Above 1.99

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, they are still required to complete within the same maximum timeframe.

Credit Hour Probation

Students who fail to complete 67% of their attempted hours and/or falls below the minimum GPA requirement, they are placed on financial aid probation. Aid is applied for one quarter only and is re-evaluated before the next term. Students must successfully complete 67% of attempted hours and meet GPA requirements during their probation quarter and until an overall 67% rate is achieved. Students who fail to meet the requirements will be suspended from federal financial aid.

Grade Point Probation

You must maintain the minimum quarterly GPA until your overall GPA reaches the minimum. The student will be awarded federal financial aid on a quarterly basis only, maintaining probation status. All students must have attained a 2.0 GPA by the end of the second year of their program.

Financial Aid Suspension

If the probationary 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 24 credit hours. 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 probationary status until you reach an overall 67 percent successful completion rate. The decision of the Appeals Committee is final.

New Programs of Study

Students who 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 quarter to be eligible to participate. During the Summer Quarter, you must be enrolled for at least six credit hours. Currently, the wage rate is $7.50 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 following policy regarding the return of Federal Title IV funds:

Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term (quarter) 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 quarter 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. quarter). For example, if a student completely withdrew on the 20th day of a quarter 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 Community College 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 Community College 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 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 (quarter) 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 Community College 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 within Ohio. 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 Community College 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. Please pick up an application in the Financial Aid Office, the Admissions Office, the Foundation Office, 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 College Tech Prep Scholarship

Students who have completed the high school portion of a Tech Prep program located in the Clark State Tech Prep Consortium may apply for the George Mueller Scholarships. Students must apply no later than the Winter Quarter following high school graduation, have a 95% attendance rate, earn a 2.5 GPA during their junior and senior year in high school and continue in their Tech Prep Pathway at Clark State. Contact the Clark State College Tech Prep Office in Shull Hall, Room 108 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 Academic Scholarship

The Ohio Board of Regents awards a $1,000 a year scholarship to recent high school graduates based on their high school grades and ACT scores. At least one scholarship is awarded through each high school. Application is made through the high school counselor.

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 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 record by completing a transcript request form in the Records and Registration Office or by visiting the Clark State website and downloading the form. You may also mail or fax a written request to the Records and Registration Office. A transcript request form is available at www.clarkstate.edu/student_records.php. When requesting a transcript, include your name, Social Security number, birth date, the term you last attended Clark State, legal signature and payment. If faxing, a credit card number and expiration date is required. The fax number is (937) 328-6097. All copies are $2 each. Normally, transcripts will be sent within three to five working days of the request date.

All financial obligations to the College (all fees and fines) must be paid and all college equipment returned before a transcript can be released.

Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records.

You have the right to inspect and review your education 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 education records if you believe it is inaccurate or misleading. You should write the College 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 education 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 following sections are intended to be an overview of academic services at Clark State. For more detailed information, contact the Dean of Student Affairs or Dean of Library and Online Learning.

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, 180 periodicals with electronic access to thousands more and over 2,000 audio-visual titles. The library houses computers with access to the Internet and electronic databases through OhioLINK. Numerous handouts are available at the reference desk, as well as extensive information on getting started with research on the library's web page at 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.

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 46 million items along with over 100 electronic databases and 12,000 electronic 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 quarters may be rejected due to Library obligations.

The Library is open Monday through Thursday, 8am-9pm, Friday, 8am-5pm and Saturday, 10am-3pm Summer hours vary. Between academic quarters, hours are Monday through Friday, 8am-5pm The Library is closed when the College is closed. Please call (937) 328.6022 for more information. Students can also access the Dunbar Library on the campus of Wright State University.

Counseling Services

Clark State has an experienced professional staff on campus that will provide you with a variety of services that can assist you in resolving problems and concerns that may impede your academic performance. Services include career development and assessment, new student orientations, consultation and referral, personal development workshops and personal growth classes.

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 your written permission. Referrals to community agencies may be made when appropriate. For online resources on various counseling topics, visit www.dr-bob.org/vpc/.

To schedule an appointment for a consultation, please contact the Student Life Office at (937) 328-6084.

Tutoring

You are entitled to free tutoring as a Clark State student. If you are interested in obtaining a tutor or becoming one, please contact the tutoring assistant in the Sara T. Landess Technology and Learning Center, Room 117 or in the Brinkman Center, Room 106. The assistant assigns tutors and assists in arranging contact hours - usually two hours per week per subject. Online tutoring is now available through the Clark State website.

Disability Services

Disability Services is the official contact for students with any type of disability who request academic adjustments, reasonable modifications, 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. Services are offered on a voluntary basis and the student must request them. Students must 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 several weeks before enrolling in classes to determine eligibility for services. Students who qualify for services must meet with the disability specialist before each quarter 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, 8:30am-7pm and Friday, 8:30am-5pm. 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 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 quarter of full-time study, then a quarter 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 quarter. 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'll 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 cumulative grade point average. They do, however, count in the calculation of full-time status 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 a review panel convened by the Dean of Arts and Sciences.

Personal Growth Courses

A variety of personal growth courses are offered to support and enrich your academic work. The personal growth courses cover an array of subjects from college transition to stress management skills and career exploration. They are intended to help you gain self-confidence and a greater sense of self-knowledge. For more information, see the PGR course descriptions in this catalog.

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 the two-year college. 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 and to nurture its members, the campus and the community by sponsoring various activities which educate, stimulate and enrich. 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.

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 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's 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, 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 five weeks after the end of the quarter. If the grade was for a Spring or Summer Quarter class, you should discuss it with your instructor by the fifth week of Fall Quarter. If the problem is still not resolved, you may discuss it with the divisional administrator and then the Vice President of Academic and Student Affairs.

Dean's List

If you carry a minimum of six credit hours of college courses and maintain a grade point average of 3.5 or better for a quarter's work, you will be enrolled on the Dean's List in recognition of achievement that quarter. 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 cumulative grade point average falls into the ranges listed below:

Hours attempted	Cumulative GPA
1-15	Below 1.50
16-30	Below 1.60
31-45	Below 1.70
46-60	Below 1.80
Over 60	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 should confer with your advisor to select a course schedule. 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 quarter those courses are offered.

Dismissal

A student is dismissed from the College when his/her cumulative grade point average falls below the probation levels listed below. Dismissal means that you must sit out the quarter following the term in which your GPA falls below probation levels. However, you will be placed on probation at least one quarter 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 GPA by the end of the quarter will result in dismissal.

You will be dismissed when your cumulative grade point average falls into the following ranges.

Hours attempted	Cumulative GPA
1-15	Below .80
16-30	Below .90
31-45	Below 1.20
46-60	Below 1.40
over 60	Below 1.60

Re-Admittance on Probation

You may be re-admitted to Clark State on probation after you have sat out one quarter, 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 reinstatement, you must meet with the program advisor/divisional administrator 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 quarters and must maintain a 2.0 grade point average (GPA) in each of those quarters. Once this requirement is met, you and your program advisor/division dean will mutually agree upon the class load you will take for subsequent quarters.

In order to avoid being dismissed again, a quarter GPA of 2.0 must be maintained or dismissal will occur when your cumulative grade point average falls into one of the above ranges.

Computer Literacy

Computer literacy is essential for Clark State graduates to be productive in the workplace. Clark State requires that you complete the computer requirements listed in your program.

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:

A-Excellent	(4 grade points per credit hour)
B-Good	(3 grade points per credit hour)
C-Average	(2 grade points per credit hour)
D-Poor	(1 grade point per credit hour)
F-Failing	(0 grade points per credit hour)
Z–Non-Attendance*	(0 grade points per credit hour)

(*Student registered for class but never attended)

Your 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 grade point average. A cumulative 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:

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

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 quarter. 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 quarter.

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 fifth week of the following quarter to an F grade on your transcript. A student receiving an incomplete grade at the end of Spring or Summer Quarter must complete all conditions by Friday of the fifth week of Fall Quarter.

Global Awareness

Because of the importance of international events to our lives, we require each graduate to successfully complete a course or 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 cumulative 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, Early Elementary Paraprofessional, Emergency Medical, Medical Assisting, Medical Laboratory, Practical Nursing, Registered Nursing, Physical Therapist Assistant and Social Services. 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 30 credit hours of coursework at Clark State for an associate degree or 18 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 administrator.

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 1 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 quarter you should complete the Petition to Graduate form prior to March 31. If you anticipate completing graduation requirements by the end of Fall or Winter quarter, you have until the last day of the quarter 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 June. Blank diplomas will be issued at graduation. If you finish your degree or certificate requirements at the end of the Fall, Winter or Spring Quarters, your diploma will be mailed at that time and you may elect to participate in the June graduation ceremony.

If you have a cumulative 2.0 average and need no more than four courses that will be offered during the Summer Quarter to complete degree requirements, you may petition the Records and Registration Office for graduation and participate in the June graduation ceremony. Diplomas will be issued after your degree requirements are completed during the Summer Quarter.

Students with a cumulative grade point average of 3.5 or better at the end of Winter Quarter 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 quarter, you are part-time.

You are a first-year student if you are registered in a specific program and have earned fewer than 46 quarter hours of credit, including transfer credit. You are a second-year student once you have earned 46 or more quarter 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; 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.

Beginning in the Fall term 2009:

Students obtaining an Advanced Placement (AP) exam score of 3 or above will be 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 towards 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 can also participate in recreational and intramural sports. Some of the activities include flag football, co-ed volleyball and 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.

Degree Programs

2009
2010

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

Transfer Degrees

Associate of Arts
Associate of Arts - Honors Concentration
Associate of Arts - Teacher Education Transfer Concentration
Associate of Science
Associate of Science - Honors Concentration
Associate of Science - Aviation Technology Concentration
Aviation Technology Pilot Flight Certificate
Business Transfer - Wright State University
Early Childhood Education Transfer Concentration
Engineering Transfer
English 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

Advanced Technical Intelligence

Advanced Technical Intelligence

Advanced Technical Intelligence Certificate

Advanced Technical Intelligence Certificate

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

Agriculture and Horticulture Certificates

Agricultural Business Departmental Certificate
Agricultural Engineering Technology Departmental Certificate
Agricultural Equipment Departmental Certificate
Agriculture Pest Departmental Certificate
Landscape Design Departmental Certificate
Parks and Recreation Operations Departmental Certificate
Turf Departmental Certificate

Business

Accounting
Management
Management - CyberSecurity Management Option
Management - Human Resource Management Option
Management - Logistics and Supply Chain Management Option
Management - Marketing and E-Business Option
Paralegal
Professional Office Administration
Professional Office Administration - Medical Office Administration
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 and E-Business Departmental Certificate
Medical Coding Departmental Certificate
Medical Transcription Departmental Certificate
Office Administration Certificate
Small Business Departmental Certificate
Supervisory Departmental Certificate

Computer and IT

Computer Networking
Computer Networking - Advanced Computer Networking Option
Computer Networking - CyberSecurity Specialist Option
Computer Networking - Technical Systems Support Option
Computer Software Development
Geospatial Technology
Information Services Library Paraprofessional

Computer and IT Certificates

Computer Programming Departmental Certificate
CyberSecurity Departmental Certificate
Network Administration Departmental Certificate
Network Infrastructure Departmental Certificate
Oracle Database Management Departmental Certificate
Technical Support Departmental Certificate
Web Services Departmental Certificate

Court Reporting / Captioning

Judicial Reporting
Judicial Reporting - Broadcast Captioning/CART Option

Court Reporting / Captioning Certificates

Judicial Reporting Scopist Departmental Certificate

Early Childhood / Teacher Education

Career and Technical Education - ATS
Early Childhood Education
Early Childhood Education - Administrative Option
Early Childhood Education - Early Literacy Option
Early Childhood Education - Special Needs Option
Early Elementary Paraprofessional (Teaching Assistant)

Early Childhood / Teacher Education Certificates

Early Literacy Development Certificate

Engineering

Computer-Aided Design
Industrial Technology
Manufacturing Engineering
Mechanical Engineering

Engineering Certificates

Computer-Aided Design (CAD) Certificate
Electrical Maintenance Certificate
Electronics Certificate
Manufacturing Certificate

Graphic Design / Photography

Graphic Design

Graphic Design / Photography Certificates

Photography Certificate

Health

Medical Assisting
Medical Laboratory Technology
Physical Therapist Assistant
Registered Nursing
Registered Nursing - Evening
Registered Nursing-LPN to RN Transition
Nursing Transition-Paramedic to RN Transition

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

Public Safety

Corrections
Criminal Justice Technology
Emergency Medical Services

Public Safety Certificates

Basic Peace Officer Academy
EMT-Basic Certification
EMT-Intermediate Certification
Paramedic Certification
Paramedic Certification for Registered Nurses

Social Services

Social Services Technology

Social Services Certificates

Chemical Dependency Departmental Certificate

Theatre Arts

Theatre Arts – Option One: Performance
Theatre Arts – Option Two: Technical Theatre

Theatre Arts Certificates

Arts Administration Departmental Certificate

Start a Bachelor's Degree / Transfer

Associate of Arts

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 92 credit hours necessary to earn an AA degree at Clark State, a minimum of 59 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 30 hours of coursework in these two categories, no more than 15 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).

Area 1 - English (8 credit hours)

Grades of C or better in ENG 111 English I and ENG 112 English II are required for graduation with the AA degree.

Area 2 - Literature and the Arts (9 credit hours)

Three courses, at least one of which is chosen from Art (ART 130 Appreciation of the Arts or ART 133 Art History I, ART 134 Art History II or ART 135 Art History III), Theatre (THE 130 Introduction to Theatre, THE 133 Script Analysis, THE 241 Theatre History I, THE 242 Theatre History II or THE 243 Theatre History III), Music (MUS 130 Music Appreciation); and at least one from those listed under English (other than English I and II, Technical Report Writing and Business Communications).

Area 3 - Humanities (9 credit hours)

Three courses from those listed under History or Philosophy.

Area 4 - Social Sciences (15 credit hours)

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

Area 5 - Mathematics & Computers (6 credit hours)

Two courses including one from those listed under Mathematics (in the Transfer Module) and one from Information Technology Systems (at least 3 credit hours).*

Area 6 - Natural Sciences (12-15 credit hours)

Two options are available; choose the one most suited to your transfer institution.

Option 1

Take three courses, each from a different science area. (Possible classes include BIO 110, BIO 140, CHM 110, CHM 115, CHM 116, GLG 130, GLG 114, PHY 105, PHY 110 and PHY 120.)

Option 2

Take a three-course sequence in Biology, Chemistry, Geology or Physics. (Possible sequences include BIO 121-123, BIO 140-143, BIO 151-153, CHM 121-123, PHY 111-113, PHY 250-252, GLG 131-133)

Concentration (15-20 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.*

Electives (15-17 credit hours)

These hours should be clearly transferable and count toward the major at the transfer institution. These hours should be planned carefully with an advisor. These classes may be used to support those listed under concentration hours, fulfill additional general education requirements or serve as free electives at the four-year institution.*

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 six courses with significant international content. Courses meeting the requirement can be found on page 6.

Capstone Seminar
All students pursuing either the AA or AS degree are required to take the Capstone Seminar (HUM 299). Students must have earned at least 60 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.

In addition to the Capstone Seminar, all students pursuing either the AA or AS degree are required to complete at least 9 credit hours in courses numbered 200 or higher. These classes will typically be in the Concentration or Elective areas, but may also fulfill requirements in Areas 2 - 6 above.

Total Credit Hours = 92

* The number of credit hours and courses may vary with specific curriculum guides. Check with your advisor first.

Associate of Arts - Honors Concentration

The purpose of the Honors Concentration AA degree at Clark State is to offer courses and recognition to students who seek a more comprehensive approach to their studies, with a more in-depth analysis and evaluation of course content within a seminar-style class setting.

The Honors Concentration emphasizes the Associate of Arts CORE outcomes of Reading, Writing, Critical Thinking and Diverse Perspectives. Each Honors course will be designated as meeting part of the Global Awareness requirement.

Requirements for graduation with Honors status:
Students must meet all requirements for the Associate of Arts degree.

Required Courses* (satisfy Arts & Humanities category of the Transfer Module):
ENG 231 Great Books of World Literature: Honors
HST 114 Western Civilization to the 14th Century: Honors
PHL 111 Problems in Philosophy: Honors

Elective courses* (must take 2 of 3)
HON 291: Science & Religion
HON 294: Science, Humanity, & Technology
HON 292: Literature, Gender, & Humanism

Minimum grade of B required in each Honors course. Minimum overall GPA of 3.25 required.

Students must indicate their intent to graduate with Honors status when petitioning to graduate with an Associate of Arts degree.

* Prerequisites: HON and Honors sections of other courses are open to any student with a GPA of 3.25 who has successfully completed ENG 112.

Associate of Arts - Teacher Education Transfer Concentration (331)

The Associate of Arts Teacher Education Transfer Concentration is designed for students who plan to transfer into a Teacher Education (Middle Child or Adolescent/Young Adult) program at a four-year college or university. Students interested in Early Childhood or Early Elementary Education should consider the AAS degree in Early Childhood Education. Students seeking an AA, Teacher Education Concentration should plan the details of the program at Clark State according to the requirements of the individual transfer institution. Some of the schools to which students may choose to transfer includes: the University of Dayton, Urbana University, Wittenberg University, and Antioch University McGregor.

The program schedule that follows is designed for full-time students who have completed necessary prerequisites and have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional quarters of study. Also, some four-year colleges and universities may accept more or fewer classes than are indicated in the sample schedule. Students should consult their academic advisors and their intended transfer institutions for help in planning their schedules.

Learning Outcomes
In addition to meeting the requirements and demonstrating the learning outcomes of the Associate of Arts degree, upon completion of the Teacher Education concentration, a graduate will be able to:

- Demonstrate an understanding of child and human growth and development.
- Promote child development and learning.
- Display an appreciation and respect of diversity.

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 other additional coursework at Clark State.

Degree Availability
Most classes for these concentrations are offered in the day and evening. Contact your academic advisor for course sequencing.

If you follow the recommended progression of courses listed below, most classes should transfer to most other institutions, but the transfer institutions make the final determinations in acceptance of credit.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
PSY 111	Psychology I	3
PHL 200	Critical Thinking	3
ITS 103	Information Technology Basics	3
- -	Science *	4
Winter		
ENG 112	English II	4
PSY 112	Psychology II	3
PHL 210	Ethics	3
ART 130	Appreciation of the Arts	or
THE 130	Introduction to Theatre	3
- -	Science *	4
Spring		
COM 121	Public Speaking I	3
SOC 110	Sociology	3
PSY 221	Human Growth & Development I ^	3
- -	Science *	4
- -	Concentration area elective, EDU course, other elective **	3
Fall		
ENG 230	Great Books: World Literature	3
HST 111	Western Civilization to the 14th Century ****	or
HST 112	Western Civilization from the 14th through 18th Centuries ****	or
HST 113	Western Civilization from 19th Century to the Present ****	3
HST 121	American History to 1810 ****	or
HST 122	American History 1810-1900 ****	or
HST 123	American History 1900-Present ****	3
- -	Concentration area elective, EDU course, other elective **	3
- -	Concentration area elective, EDU course, other elective **	3
Winter		
STT 264	Statistics I	4
HST 111	Western Civilization to the 14th Century ****	or
HST 112	Western Civilization from the 14th through 18th Centuries ****	or
HST 113	Western Civilization from 19th Century to the Present ****	3
HST 121	American History to 1810 *	or
HST 122	American History 1810-1900 *	or
HST 123	American History 1900-Present *	3
- -	Concentration area elective, EDU course, other elective **	3
- -	Concentration area elective, EDU course, other elective **	3
Spring		
HUM 299	Capstone Seminar	3
PSY 222	Human Growth & Development II ^	3
- -	Literature/Arts Elective ***	3
- -	Concentration area elective, EDU course, other elective **	3
- -	Concentration area elective, EDU course, other elective **	3
	Total Credit Hours	96

* Science classes chosen must meet either Option 1 or Option 2 in the AA degree, as listed in the Clark State catalog. Select classes that are compatible with the degree plan at the intended transfer institution.

** Specific classes will vary, depending on the age (Middle Child or Adolescent/Young Adult) and subject area (Language Arts, Math, Science or Social Studies) of the concentration. EDU 110 Introduction to Education, EDU 216 Technology for Educators and EDU 217 Individuals with Exceptionalities are strongly recommended classes for most transfer institutions. Please check with the transfer institution for specific guidelines. Qualified students may have earned Tech Prep credit for EDU 110, 216 or 217.

*** Literature/Arts electives may be found under category A of the Arts and Humanities portion of the Transfer Module, as listed in the Clark State catalog.

^ Some transfer Institutions may accept PSY 223, Lifespan Growth & Development (5 cr hrs) as an alternate for PSY 221 and PSY 222

**** Choose different number than from above - same course cannot be used twice

Associate of Science

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 92 credit hours necessary to earn an AS degree at Clark State, a minimum of 59 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 30 hours in these two categories, no more than 15 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).

Area 1 - English (8 credit hours)

Grades of C or better in ENG 111 English I and ENG 112 English II are required for graduation with the AS degree.

Area 2 - Literature & the Arts (6 credit hours)

Two courses, at least one of which is chosen from Art (ART 130 Appreciation of the Arts or ART 133 Art History I, ART 134 Art History II or ART 135 Art History III), Theatre (THE 105 Oral Interpretation, THE 130 Introduction to Theatre, THE 133 Script Analysis, THE 241 Theatre History I or THE 242 Theatre History II), THE 243 Theatre History III, or Music (MUS 130 Music Appreciation); and at least one from those listed under English (other than English I and II, Technical Report Writing and Business Communications).

Area 3 - Humanities (6 credit hours)

Two courses from those listed under History or Philosophy.

Area 4 - Social Sciences (15 credit hours)

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

Area 5 - Mathematics & Computers (12 credit hours)

Nine credit hours excluding MTH 105 and MTH 106 listed under Mathematics (in the Transfer Module) and at least 3 credit hours from Information Technology Systems.

Area 6 - Natural Sciences (12-15 credit hours)

Two options are available; choose the one most suited to your major and the requirements of your transfer institution.

Option 1

Take three courses, each from a different science area. (Possible classes include BIO 110, BIO 140, CHM 110, CHM 115, CHM 116, GLG 130, GLG 114, PHY 105, PHY 110 and PHY 120.)

Option 2

Take a three-course sequence in Biology, Chemistry, Geology or Physics. (Possible sequences include BIO 121-123, BIO 140-143, BIO 151-153, CHM 121-123, PHY 111-113, PHY 250-252, GLG 131-133)

Concentration (15-20 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.*

Electives (15-17 credit hours)

These hours should be clearly transferable and count toward the major at the transfer institution. These hours should be planned carefully with an advisor. These classes may be used to support those listed under concentration hours, fulfill additional general education requirements or serve as free electives at the four-year institution.*

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 six courses with significant international content. Courses meeting the requirement can be found on page 6.

Capstone Seminar

All students pursuing either the AA or AS degree are required to take the Capstone Seminar (HUM 299). Students must have earned at least 60 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.

In addition to the Capstone Seminar, all students pursuing either the AA or AS degree are required to complete at least 9 credit hours in courses numbered 200 or higher. These classes will typically be in the Concentration or Elective areas, but may also fulfill requirements in Areas 2 - 6 above.

Total Credit Hours = 92

* The number of credit hours and courses may vary with specific curriculum guides. Check with your advisor first.

Associate of Science - Honors Concentration

The purpose of the Honors Concentration AS degree at Clark State is to offer courses and recognition to students who seek a more comprehensive approach to their studies with a more in-depth analysis and evaluation of course content within a seminar-style class setting.

The Honors Concentration emphasizes the Associate of Science CORE outcomes of Reading, Writing, Critical Thinking and Diverse Perspectives. Each Honors course will be designated as meeting part of the Global Awareness requirement.

Requirements for graduation with Honors status:

- Students must meet all requirements for the Associate of Science degree.
- Required Courses* (satisfy Arts & Humanities category of the Transfer Module):
  ENG 231 Great Books of World Literature: Honors
  HST 114 Western Civilization to the 14th Century: Honors
  PHL 111 Problems in Philosophy: Honors
- Elective courses* (must take 2 of 3)
  HON 291: Science & Religion
  HON 294: Science, Humanity, & Technology
  HON 292: Literature, Gender, & Humanism
- Minimum grade of B required in each Honors course. Minimum overall GPA of 3.25 required.
- Students must indicate their intent to graduate with Honors status when petitioning to graduate with an Associate of Science degree.

* Prerequisites: HON and Honors sections of other courses are open to any student with a GPA of 3.25 who has successfully completed ENG 112.

Associate of Science - Aviation Technology Concentration

The Aviation Technology Concentration of an Associate of Science degree is designed to prepare students for careers in aviation and for transfer to four-year institutions to complete Bachelors' degrees in aviation or business. The program is a partnership between Clark State Community College and the Springfield Flight Academy (SFA) whereby the SFA provides the formal ground school and flight courses using SFA aircraft and instruction. Flight fees are collected as lab 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 quarter. 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
Fall		
ENG 111	English I	4
AVN 101	Private Pilot Ground	4
AVN 102	Private Pilot Test Prep	1
AVN 103	Private Pilot Flight Lab	2.5
MTH 121	College Algebra I	3
HST 111	Western Civilization to the 14th Century	3
ITS 12A	Windows Concepts	2
Winter		
ENG 112	English II	4
AVN 107	Supervised Flight I	2.5
AVN 111	Instrument Ground	4
AVN 115	Aviation Weather	3
AVN 112	Instrument Test Prep	1
ECO 110	General Economics	3
ITS 12D	Beginning Database	1
Spring		
PSY 111	Physics I	4
MTH 122	College Algebra II	3
AVN 113	Instrument Flight Lab	2
AVN 121	Commercial Ground	4
AVN 122	Commercial Test Prep	1
MTH 140	Trigonometry	3
PHL 200	Critical Thinking	3

Summer

AVN 117	Supervised Flight II	2.5
AVN 118	Supervised Flight III	2.5

Fall

AVN 123	Commercial Flight Lab	1.25
AVN 201	Certified Flight Instructor Ground	4
AVN 202	Certified Flight Instructor Test Prep	1
AVN 211	Certified Flight Instructor Instrument Ground	2
AVN 212	Certified Flight Instructor Instrument Test Prep	1
GEO 110	World Regional Geography	3
CHM 110	Fundamentals of Chemistry	5

Winter

AVN 203	Certified Flight Instructor Flight Lab	1.25
AVN 213	Certified Flight Instructor Instrument Flight Lab	0.75
PHY 120	Astronomy	4
ENG 230	Great Books: World Literature	3
PLS 230	International Politics	3
GLG 130	Earth and Space Science	3

Spring

RST -	Regional Studies *	3
AVN 221	Multi-Engine Ground	2
AVN 223	Multi-Engine Commercial Flight Lab	0.75
AVN 233	Multi-Engine Instructor Flight Lab	0.5
ART 130	Appreciation of the Arts	3
HUM 299	Capstone	3
	Total Credit Hours	107.5

*Regional Studies Course Choose from:
Regional Studies: 262 North India
Regional Studies: 270 Africa, or
Regional Studies: 280 Latin America

Aviation Technology Pilot Flight Certificate

The Aviation Technology Pilot Flight Certificate is intended to prepare the student to acquire the Private Pilot's License. The student will upon completion of this Certificate be able to qualify to test for the Private Pilot's License.

Course #	Course Title	Credit Hours
AVN 101	Private Pilot Ground	4
AVN 102	Private Pilot Test Prep	1
AVN 107	Supervised Flight I	2.5
AVN 113	Instrument Flight Lab	2
AVN 103	Private Pilot Flight Lab	2.5
AVN 111	Instrument Ground	4
AVN 121	Commercial Ground	4
	Total Credit Hours	20

Business Transfer - Wright State University (321)

The Business Transfer program is a calculus-based curriculum that will prepare a student to transfer into the Raj Soin College of Business at Wright State University. This selection of courses is designed to allow a student to enter the College of Business with junior status upon completion, provided the student has maintained a GPA of 2.5 or higher.

The program schedule that follows is 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an associate degree in pre-business, a graduate will be able to meet the goals outlined for the general associate of science degree; additionally, the student will be able to demonstrate awareness of:

- The role of the business person in society.
- The rapidly changing global business environment.

Scholastic Preparation

Students entering this program should have taken mathematics courses each year of high school. Students who do not test into MTH 121, College Algebra I, will need to take the necessary prerequisite mathematics courses before beginning the mathematics sequence.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
ACC 111	Principles of Accounting I	4
HST 111	Western Civilization to the 14th Century	3
STT 264	Statistics I	4
ITS 12A	Windows Concepts	2
ITS 12W	Beginning Word Processing	1
Winter		
ENG 112	English II	4
ACC 112	Principles of Accounting II	4
STT 265	Statistics II	4
HST 112	Western Civilization from the 14th through 18th Centuries	3
ITS 12D	Beginning Database	1
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
ENG 221	Business Communication	3
ACC 113	Principles of Accounting III	4
SOC 110	Sociology	3
PSY 111	Psychology I	3
RST -	Regional Studies **	3
COM 121	Public Speaking I	3
Fall		
ECO 221	Principles of Macroeconomics	3
MTH 121	College Algebra I	3
BIO 141	Evolution, Diversity & Ecology	or
GLG 131	Physical Geology	5
PSY 112	Psychology II	3
ENG 230	Great Books: World Literature	3
Winter		
MTH 220	Calculus for the Management, Life & Social Sciences	5
ECO 222	Principles of Microeconomics	3
MKT 200	Principles of Marketing	4
BIO 142	The Human Organism	or
GLG 132	Historical Geology	5
MGT 260	Legal Environment of Business	3
Spring		
HUM 299	Capstone Seminar	3
BIO 143	Cell Biology/Genetics *	or
GLG 133	Environmental Geology *	5
ART 130	Appreciation of the Arts	3
PLS 110	American National Government	3
	Total Credit Hours	106

* Students should complete either all three BIO courses or all three GLG courses.
** Choose from Regional Studies: Regional Studies: 262: North India, Regional Studies: 270: Africa, or Regional Studies: 280: Latin America

Early Childhood Education Transfer Concentration

The Associate of Arts 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.

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. 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 McGregor.

Students completing this degree option will satisfy 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 Kindergarten through third grade levels.

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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

In addition to meeting the requirements and demonstrating the learning outcomes of the Associate of Arts degree, upon completion of the Early Childhood Education transfer concentration the graduate will be able to:

- Demonstrate an understanding of child growth and development.
- Demonstrate a global understanding of education in the United States and the teaching profession.
- Promote child development and learning.
- Display an appreciation and respect of diversity.

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 course work at Clark State.

Transferability

If you follow the recommended progression of courses listed below, most classes should transfer to most other institutions, but the transfer institutions make the final determinations in acceptance of credits. Students should consult with their academic advisors and their intended transfer institutions for help in planning their schedules.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
PSY 111	Psychology I	3
PHL 200	Critical Thinking	3
ITS 103	Information Technology Basics	3
- -	Science *	4
Winter		
ENG 112	English II	4
PSY 112	Psychology II	3
PHL 210	Ethics	3
EEP 122	Diversity in Education	3
- -	Science *	4
Spring		
COM 121	Public Speaking I	3
SOC 110	Sociology	3
PSY 221	Human Growth & Development I	3
ART 130	Appreciation of the Arts	or
THE 130	Introduction to Theatre	3
- -	Science *	4
Fall		
ENG 230	Great Books: World Literature	3
HST 111	Western Civilization to the 14th Century	or
HST 112	Western Civilization from the 14th through 18th Centuries	or
HST 113	Western Civilization from 19th Century to the Present	3
HST 121	American History to 1810	or
HST 122	American History 1810-1900	or
HST 123	American History 1900-Present	3
EDU 110	Introduction to Education **	5
EEP 200	Educational Teaming: Working with Parents	3
Winter		
STT 264	Statistics I	4
HST 111	Western Civilization to the 14th Century	or
HST 112	Western Civilization from the 14th through 18th Centuries	or
HST 113	Western Civilization from 19th Century to the Present	3
HST 121	American History to 1810	or
HST 122	American History 1810-1900	or
HST 123	American History 1900-Present	3
EDU 217	Individuals with Exceptionalities **	4
- -	Concentration area elective, other elective	3
Spring		
HUM 299	Capstone Seminar	3
SOC 220	Comparing Cultures	or
SOC 240	Racial & Cultural Minorities	3
- -	Literature/Arts for Educators ***	3
EDU 216	Technology for Educators **	4
- -	Concentration area elective, other elective	3
	Total Credit Hours	100

* Science classes chosen must meet either Option 1 or Option 2 in the AA degree, as listed in the catalog under Associates of Arts Degree area. Select classes that are compatible with the degree plan at the intended transfer institution.
** TAG courses. In addition, qualified students may have earned Tech Prep credit for EDU 110, 216 or 217.
*** Literature/Arts electives may be found under category A of the Arts and Humanities portion of the Transfer Module.

Engineering Transfer (324)

The Engineering and Industrial Technologies Transfer program is a calculus-based, pre-engineering curriculum that will prepare a student to transfer into a baccalaureate degree engineering program at a college or university. It serves as a general guideline for transfer. The best selection of courses for a given student will vary depending upon the area of engineering in which the student is interested and the institution to which the student plans to transfer.

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

Learning Outcomes

Upon completion of an associate degree in pre-engineering, a graduate will be able to meet the goals outlined for the general associate of science degree plus the student will be able to:

- Formulate the mathematical models for physical and engineering problems.
- Analyze the mathematical models of physical and engineering problems.
- Formulate kinematics and dynamics problems.
- Analyze kinematics and dynamics problems.

Scholastic Preparation

Students entering this program should have taken all of the high-level mathematics and calculus-based courses offered by their high schools. Students who cannot test into Calculus I will need to take the necessary prerequisite mathematics courses before beginning the calculus sequence. Students should also have taken all of the high school physics and chemistry courses available to them. If they have not had adequate preparation in these areas, they will need to take the prerequisite chemistry (CHM 115) and physics (PHY 110) courses. Students who have not had two years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting I.

Course #	Course Title	Credit Hours
Fall		
CHM 121	General Chemistry I	5
ENG 111	English I	4
HST 111	Western Civilization to the 14th Century	3
MTH 221	Calculus I	5
Winter		
DFT 211	Computer-Aided Design I	4
ENG 112	English II	4
HST 112	Western Civilization from the 14th through 18th Centuries	3
MTH 222	Calculus II	5
Spring		
ENG 230	Great Books: World Literature	3
ART 130	Appreciation of the Arts	3
HST 113	Western Civilization from 19th Century to the Present	3
MTH 223	Calculus III	5
SOC 110	Sociology	3
Summer		
ECO 110	General Economics	3
MTH 240	Linear Algebra	3
PLS 130	Political Issues	3
Fall		
MTH 224	Calculus IV/ Multivariate Calculus	5
PHY 250	General Physics I	6
PSY 111	Psychology I	3
GEO 220	World Regional Geography	3
ITS 12K	Keyboarding/Word Processing	or
ITS 12S	Beginning Spreadsheet	1
Winter		
ENT 261	Engineering Mechanics I	5
MTH 230	Differential Equations	or
CHM 122	General Chemistry II	5
MUS 130	Music Appreciation	or
THE 130	Introduction to Theatre	3
PHY 251	General Physics II	5
Spring		
ENT 262	Engineering Mechanics II	5
HUM 299	Capstone Seminar	3
PHY 252	General Physics III	5
RST 262	Regional Studies North India	or
RST 270	Regional Studies of Africa	or
RST 280	Regional Studies of Latin America	3
	Total Credit Hours	112

*This is a general guideline for Engineering transfer. The best selection of courses for a given student will vary depending upon the actual area of engineering he or she wishes to enter and the college or university to which the student plans to transfer. All engineering transfer students should consult with their engineering academic advisor.

** Students who are not prepared for calculus must take the necessary math prerequisites before MTH 221. Students who need the College Algebra sequence and Trigonometry courses will need three years to progress through the course sequence.

*** Students who cannot test out of PHY 110 will need to take that as a prerequisite to PHY 250.

**** Some students may wish to complete the 3-quarter chemistry sequence for transfer purposes.

English Transfer - Wright State University (332W)

The English Transfer program is a curriculum that will prepare a student to transfer into a major in English at Wright State University. It serves as a quarter-by-quarter guideline for transfer.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory education recommendations. Many individuals, especially part-time students and those taking college preparatory education courses, will require additional quarters 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-English, a graduate will be able to meet the goals outlined for the general Associate of Arts degree; additionally, the student will:

- Demonstrate familiarity with English, American, and/or World Literature (in English).
- Exhibit a high level of writing proficiency.

Scholastic Preparation:

Students entering this program should have taken the college preparatory courses offered by their high schools. Students who do not test into STT 264, Statistics I, will need to take the necessary prerequisite mathematics courses before beginning the Statistics sequence. Ideally, students should also have taken a foreign language in high school. Foreign language proficiency may replace the foreign language courses listed; the student who has taken foreign language courses should consult with advisors at Wright State University regarding this requirement.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
SPN 111	Spanish I	4
HST 111	Western Civilization To the 14th Century	3
ART 130	Appreciation of the Arts	3
ITS 12A	Windows Concepts	2
ITS 12W	Beginning Word Processing	1
Winter		
ENG 112	English II	4
SPN 112	Spanish II	4
STT 264	Statistics I	4
HST 112	Western Civilization from the 14th through 18th Centuries	3
ITS 12D	Beginning Database	1
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
SPN 113	Spanish III	4
HST 113	Western Civilization from 19th Century to the Present	3
PSY 111	Psychology I	3
RST -	Regional Studies	3
Fall		
SPN 211	Spanish IV	4
BIO 141	Evolution, Diversity & Ecology	or
GLG 131	Physical Geology	5
PSY 112	Psychology II	3
ENG 230	Great Books: World Literature	3
Winter		
SPN 212	Spanish V	4
ENG 250	American Literature	3
COM 121	Public Speaking I	3
BIO 142	The Human Organism	or
GLG 132	Historical Geology	5
Spring		
HUM 299	Capstone Seminar	3
BIO 143	Cell Biology/Genetics	or
GLG 133	Environmental Geology	5
SOC 110	Sociology	3
PLS 110	American National Government	3
	Total Credit Hours	92

* Students should take either all three BIO courses or all three GLG courses.
** Students may also choose one from ENG 261 and ENG 262, British Literature. See elective courses.

Psychology Transfer - Wright State University (Bachelor of Arts) (330W)

The Psychology Transfer program provides curricular options to prepare a student to transfer into the Bachelor of Arts or the Bachelor of Science degree in Psychology at Wright State University. It serves as a general guideline for transfer. The best selection of courses for a given student will vary depending upon the area of Psychology in which the student is interested and on the area selected for a minor at Wright State University.

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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Wright State University offers both Bachelor of Arts and Bachelor of Science degrees in Psychology. There is considerable flexibility within either of these degrees for students to pursue either a minor or a specialized area of study, including a Bachelor of Science in Psychology with a Concentration in Behavioral Neuroscience. Students interested in pursuing the Pre-Psychology degree at Clark State are encouraged to contact the Psychology Undergraduate Program Office at Wright State by calling (937) 775-4155 to arrange a pre-admission advising appointment.

Learning Outcomes

Upon completion of an Associate degree in pre-Psychology, a graduate will be able to meet the goals outlined for the general Associate of Arts or Associate of Science degree; additionally, the student will:

- Demonstrate proficiency in a foreign language.
- Assess divergent aspects of individual and group human behavior in a wide variety of contexts.

Scholastic Preparation

Students entering this program should have taken the college preparatory courses offered by their high schools. Students who do not test into STT 264, Statistics I, will need to take the necessary prerequisite mathematics courses before beginning the Statistics/Math sequence. Ideally, students should also have taken a foreign language in high school. Those students who have not taken a foreign language in high school should include a full year of college level foreign language among their electives.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
PSY 111	Psychology I	3
HST 111	Western Civilization to the 14th Century	3
ART 130	Appreciation of the Arts	3
ITS 12A	Windows Concepts	2
ITS 12W	Beginning Word Processing	1
Winter		
ENG 112	English II	4
PSY 112	Psychology II	3
STT 264	Statistics I	4
HST 112	Western Civilization from the 14th through 18th Centuries	3
ITS 12D	Beginning Database	1
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
SOC 110	Sociology	3
HST 113	Western Civilization from 19th Century to the Present	3
ECO 110	General Economics	3
RST -	Regional Studies	3
- -	Literature Arts Elective	3
Fall		
- -	Literature Arts Elective	3
BIO 141	Evolution, Diversity & Ecology	or
GLG 131	Physical Geology	5
PSY 223	Lifespan Human Growth & Development	5
ENG 230	Great Books: World Literature	3
Winter		
STT 265	Statistics II	4
PSY 230	Abnormal Psychology	3
COM 121	Public Speaking I	3
BIO 142	The Human Organism	or
GLG 132	Historical Geology	5
Spring		
HUM 299	Capstone Seminar	3
BIO 143	Cell Biology/Genetics	or
GLG 133	Environmental Geology	5
PLS 110	American National Government	3
	Total Credit Hours	90

*Students should take either all three BIO courses or all three GLG courses.
**Choose from Regional Studies: Regional Studies: 262: North India, Regional Studies: 270: Africa, or Regional Studies: 280: Latin America

Psychology Transfer - Wright State University (Bachelor of Science) (326W)

The Psychology Transfer program provides curricular options to prepare a student to transfer into the Bachelor of Arts or the Bachelor of Science degree in Psychology at Wright State University. It serves as a general guideline for transfer. The best selection of courses for a given student will vary depending upon the area of Psychology in which the student is interested and on the area selected for a minor at Wright State University.

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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Wright State University offers both Bachelor of Arts and Bachelor of Science degrees in Psychology. There is considerable flexibility within either of these degrees for students to pursue either a minor or a specialized area of study, including a Bachelor of Science in Psychology with a Concentration in Behavioral Neuroscience. Students interested in pursuing the Pre-Psychology degree at Clark State are encouraged to contact the Psychology Undergraduate Program Office at Wright State by calling 937.775.4155 to arrange a pre-admission advising appointment.

Learning Outcomes

Upon completion of an Associate degree in pre-Psychology, a graduate will be able to meet the goals outlined for the general Associate of Arts or Associate of Science degree; additionally, the student will:

- Demonstrate proficiency in a foreign language.
- Assess divergent aspects of individual and group human behavior in a wide variety of contexts.

Scholastic Preparation

Students entering this program should have taken the college preparatory courses offered by their high schools. Students who do not test into STT 264, Statistics I, will need to take the necessary prerequisite mathematics courses before beginning the Statistics/Math sequence. Ideally, students should also have taken a foreign language in high school. Those students who have not taken a foreign language in high school should include a full year of college level foreign language among their electives.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
PSY 111	Psychology I	3
HST 111	Western Civilization to the 14th Century	3
ART 130	Appreciation of the Arts	3
ITS 12A	Windows Concepts	2
ITS 12W	Beginning Word Processing	1
Winter		
ENG 112	English II	4
PSY 112	Psychology II	3
STT 264	Statistics I	4
HST 112	Western Civilization from the 14th through 18th Centuries	3
ITS 12D	Beginning Database	1
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
SOC 110	Sociology	3
HST 113	Western Civilization from 19th Century to the Present	3
ECO 110	General Economics	3
- -	Regional Studies **	3
- -	Literature Arts Elective	3
Fall		
MTH 121	College Algebra I	3
BIO 141	Evolution, Diversity & Ecology	or
BIO 151	Evolution & Ecology	5
PSY 223	Lifespan Human Growth & Development	5
ENG 230	Great Books: World Literature	3
Winter		
STT 265	Statistics II	4
PSY 230	Abnormal Psychology	3
BIO 142	The Human Organism	or
BIO 152	Human & Animal Anatomy	5
Spring		
HUM 299	Capstone Seminar	3
BIO 143	Cell Biology/Genetics	or
BIO 153	Cellular Biology & Genetics	5
PLS 110	American National Government	3
	Total Credit Hours	87

*The Psychology Department at WSU strongly encourages BIO for the Science sequence for Psychology majors.(BIO 141, 142, 143). Those interested in the Behavioral neuroscience option should take the Biology sequence designed for Biology majors. (BIO 151, 152, 153).

Social Work Transfer - Wright State University (319W)

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 quarter-by-quarter 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an Associate 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 required for BA in social work from WSU. Students may take SPN 111, 112, 113, and 211 at Clark State toward this requirement. Foreign language courses are not required for Clark State AA degree. 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 111 and 112, 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
Fall		
ENG 111	English I	4
BIO 141	Evolution, Diversity & Ecology *	5
PSY 111	Psychology I	3
HST 111	Western Civilization to the 14th Century	3
ITS 12A	Windows Concepts	2
Winter		
ENG 112	English II	4
BIO 142	The Human Organism *	5
PSY 112	Psychology II	3
SOC 110	Sociology	3
ITS 12W	Beginning Word Processing	1
Spring		
BIO 143	Cell Biology/Genetics *	5
- -	History (Western Civ) Elective (GA) **	3
PSY 223	Lifespan Human Growth & Development	5
SWK 136	Affective Education ***	4
ITS 12S	Beginning Spreadsheet	1
Fall		
MTH 105	Mathematics & Today's World	3
ECO 110	General Economics	3
ENG 230	Great Books: World Literature	3
SWK 100	Intro to Social Welfare & Social Work	4
ITS 12D	Beginning Database	1
Winter		
ART 130	Appreciation of the Arts	3
PLS 130	Political Issues	3
SWK 121	Social Work Methods & Procedures	5
SW 272	Cultural Competence in a Diverse World #	4
ITS 12P	Beginning Presentation Graphics	1
Spring		
HUM 299	Capstone Seminar	3
- -	Philosophy Elective ^	3
- -	Literature & Arts Elective (GA) ^^	3
- -	Non-Western World Elective (GA) ^^^	3
SWK 131	Social Policy & Services for Assoc. of Arts/Pre-SWK Majors ##	4.2
	Total Credit Hours	97.2

* Recommend taking the BIO 141, 142, 143 sequence to meet Natural Science requirement since BIO 142 or BIO 110 is required as one of the natural science courses for this program. BIO 151, 152, 153 sequence can be substituted for BIO 141, 142, 143.
** Students may choose from the following Western Civilization courses: HST 112 or HST 113.
*** COM 111, Interpersonal Communications, may be substituted for SWK 131, Affective Education.
# CSCC students will enroll in SWK 272 at WSU via either SOCHE or dual admission process. If large enough cohort of students enrolled, course may be offered by WSU at the Greene Center.
SWK 130 and SWK 271 can be substituted for SWK 131.
^ Students may choose from PHL 110, 111, 200, 205, 210, 220, 230, 240, or 250.
^^ Students may choose from the following CSCC Arts or Literature courses: ART 133, 134, 135, or 138; THE 105, 130, 241, 242, or 243; ENG 130, 241, 243, 261, or 262.
^^^ Students may choose from the following CSCC (Non-Western) courses - GEO 220, PHL 240, SOC 220, RST 260, RST 270, RST 280.

Advanced Technical Intelligence

Advanced Technical Intelligence (329)

The Advanced Technical Intelligence (ATI) degree program is designed for individuals desiring a career in ATI 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 ATI or those desiring to change career paths within industry and government.

Students must be US Citizens and be able to qualify for a security clearance in order to complete the course of study. The program serves to develop the advanced technical intelligence workforce of the future by familiarizing the students with the ATI field and by providing them core knowledge of the collection and analysis methods applied by ATI 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 ATI professionals.
- Demonstrate proficiency in analysis methods applied by ATI professionals.

Scholastic Preparation

Students starting the degree program should have at least one year each of high school algebra, trigonometry, and physics and experience in a technical field. Students who do not have this background will be required to take MTH 120 or 121, MTH 122, MTH 140, and PHY 110 or PHY 111, 112, and 113 as part of their degree plan. Students that do not have these prerequisites should consult with the ATIC Program Director before registering for ATI courses numbered higher than 101.

Students who wish to transfer credits to a baccalaureate 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.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
ATI 101	Introduction to the Intelligence Community	3
HST 111	Western Civilization to the 14th Century	3
MTH 121	College Algebra I	3
ITS 12A	Windows Concepts	2
ITS 12W	Beginning Word Processing	1
Winter		
ENG 112	English II	4
MTH 140	Trigonometry	3
CHM 110	Fundamentals of Chemistry	5
HST 112	Western Civilization from the 14th through 18th Centuries	3
ITS 12D	Beginning Database	1
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
ENG 223	Technical Report Writing	3
HST 113	Western Civilization from 19th Century to the Present	3
MTH 122	College Algebra II	3
PHL 200	Critical Thinking	3
RST -	Regional Studies	3
ART 130	Appreciation of the Arts	3
Fall		
ATI 110	Fundamentals of Remote Sensing in Intelligence	3
GEO 110	World Human Geography	3
RST -	Regional Studies	3
PHY 111	Physics I	4
ENG 230	Great Books: World Literature	3
PLS 230	International Politics	3
Winter		
ATI 210	Introduction to Spectral Sensing w/ Applications in Intelligence	3
ATI 215	Introduction to Radar for MASINT	3
PHY 112	Physics II	4
GLG 130	Earth & Space Science	5
GEO 220	World Regional Geography	3
Spring		
HUM 299	Capstone Seminar	3
PHY 113	Physics III	4
PHL 205	Deductive Logic	3
COM 150	Presentation Skills for the Intelligence Community	3
ATI 220	Introduction to Overhead Non-Imaging Infrared (ONIR)	3
ATI 225	MASINT Fundamentals	3
	Total Credit Hours	108

** Choose from Regional Studies: 260: Asia-China, Regional Studies: 262: North India, Regional Studies: 270: Africa, or Regional Studies: 280: Latin America

Advanced Technical Intelligence Certificate

Advanced Technical Intelligence Certificate (506)

Students with sufficient high school background in math and science may be able to have certain course prerequisites waived to initially enroll in an ATI course. Students requiring CPE or other college preparatory coursework should begin the CPE courses prior to the summer term.

Students must be US Citizens and be able to qualify for a security clearance in order to complete the certificate. In order to earn the certificate, all course requirements must be met. Students with college degrees or prior college work may be able to transfer in many of the non ATI courses. Students may also earn credit for some of the non ATI courses via proficiency exam.

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
Summer		
ENG 111	English I	4
PHY 105	Fundamentals of Scientific Methods & Problem Solving	or
CHM 110	Fundamentals of Chemistry	or
PHY 110	Fundamentals of Physics	3
MTH 121	College Algebra I	3
Fall		
ATI 101	Introduction to the Intelligence Community	3
ATI 110	Fundamentals of Remote Sensing in Intelligence	3
ENG 112	English II	4
Winter		
ATI 210	Introduction to Spectral Sensing w/ Applications in Intelligence	3
ATI 215	Introduction to Radar for MASINT	3
Spring		
ATI 220	Introduction to Overhead Non-Imaging Infrared (ONIR)	3
ATI 225	MASINT Fundamentals	3
COM 150	Presentation Skills for the Intelligence Community	3
	Total Credit Hours	35

Agriculture & Horticulture

Agricultural Business (120)

Agricultural Business program emphasizes preparation for agriculture service industry occupations. Courses are offered in soil science, animal science, weed and pest management, sales, business management, marketing and economics. 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 quarters 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:

- Identify plant nutrient deficiencies and describe corrective measures.
- Develop a written agricultural business plan.
- Locate current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Demonstrate basic sales principles.
- Identify major plant pests, including weeds, insects and diseases.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 150	Soil Science	4
AGR -	Ag Elective *	3
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
BIO 140	Plant Science	4
ENG 112	English II	4
- -	Social Science Elective	3
Spring		
AGR 19B	Agricultural Business Co-Op Experience I	4
Summer		
AGR 109	Animal Agriculture	4
COM 121	Public Speaking I	3
Fall		
AGR 122	Plant Pests	4
AGR 174	Agribusiness Principles	3
AGR 214	Crop Production	4
ACC 111	Principles of Accounting I	4
- -	Humanities/Social Science Elective (GA)	3
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
AGR -	Ag Elective *	3
ENG 223	Technical Report Writing	3
Spring		
AGR 106	Principles of Ag Sales II	3
AGR 206	Agribusiness Marketing	3
AGR 262	International Ag Trade	3
AGR 295	Agriculture Capstone Seminar	3
ECO 110	General Economics	or
ECO 221	Principles of Macroeconomics	or
ECO 222	Principles of Microeconomics	3
- -	Humanities/Social Science Elective	3
	Total Credit Hours	100

* AGR electives may be any AGR course not required above. Suggested courses include: AGR 115 Welding, AGR 187 Small Gas Engines, AGR 29B Agribusiness Co-op Experience II, AGR 245 Advanced Welding, AGR 252 Equipment Maintenance, INT 120 Hydraulic/Pneumatics I or INT 150 Electrical Systems. Other coursework may be approved by the division.

Agricultural Business - Agricultural Engineering Technology Option (121)

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, 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 quarters 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:

- Identify plant nutrient deficiencies and describe corrective measures.
- Develop a written agricultural business plan.
- Locate current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Demonstrate basic sales principles.
- Weld using basic arc welding and oxy-acetylene welding techniques.
- Demonstrate basic trouble shooting and maintenance skills for small gas engines.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 150	Soil Science	4
AGR 187	Small Gas Engines	4
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 115	Welding	3
AGR 151	Soil Fertility	4
COM 121	Public Speaking I	3
ENG 112	English II	4
Spring		
AGR 219	Landscape Construction	4
AGR 224	Irrigation Systems	3
ENT 205	Circuits & Machines	4
- -	Humanities/Social Science Elective (GA)	3
Summer		
AGR 19E	Agricultural Engineering Co-op Experience I	4
Fall		
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
AGR -	Ag Elective	3
ENG 223	Technical Report Writing	3
INT 120	Hydraulics/Pneumatics I	4
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 252	Equipment Maintenance & Operation	4
AGR 284	Agribusiness Management	4
INT 170	Mechanical Maintenance	4
- -	Social Science Elective	3
Spring		
AGR 106	Principles of Ag Sales II	3
AGR 245	Advanced Welding	4
AGR 295	Agriculture Capstone Seminar	3
INT 125	Hydraulics/Pneumatics II	4
- -	Humanities/Social Science Elective	3
	Total Credit Hours	105

* AGR electives may be any AGR course not required above. Suggested courses include: AGR 29E Ag Engineering Co-op Experience II, AGR 122 Plant Pests or INT 150 Electrical Systems. Other coursework may be approved by the division.

Horticulture Industries - Golf Course Operations Option (131)

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 quarters 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:

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects and diseases.
- Develop a written agricultural business plan.
- Locate current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape and herbaceous plant materials.
- Demonstrate the proper care of established plants in the landscape.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 133	Turf Science	3
AGR 150	Soil Science	4
AGR 187	Small Gas Engines	4
ENG 111	English I	4
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
BIO 140	Plant Science	4
ENG 112	English II	4
ENT 121	Computer Basics for Applied Technology	3
Spring		
AGR 19G	Golf Course Co-op Experience I	3
AGR 224	Irrigation Systems	3
- -	Humanities/Social Science Elective (GA)	3
Summer		
AGR 29G	Golf Course Co-op Experience II	3
COM 121	Public Speaking I	3
- -	Humanities/Social Science Elective	3
Fall		
AGR 122	Plant Pests	4
AGR 143	Landscape Plant Materials	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
AGR 236	Turfgrass Management	3
Winter		
AGR 252	Equipment Maintenance & Operation	4
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
ACC 111	Principles of Accounting I	4
Spring		
AGR 145	Herbaceous Plant Materials	4
AGR 219	Landscape Construction	4
AGR 295	Agriculture Capstone Seminar	3
ENG 223	Technical Report Writing	3
- -	Social Science Elective	3
	Total Credit Hours	106

Horticulture Industries - Landscape Design Option (135)

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, drafting 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 quarters 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:

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects and diseases.
- Develop a written agricultural business plan.
- Locate current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape and herbaceous plant materials.
- Demonstrate the proper care of established plants in the landscape.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 143	Landscape Plant Materials	4
AGR 150	Soil Science	4
DFT 101	Drafting I	3
ENG 111	English I	4
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
AGR 226	Landscape Design	4
BIO 140	Plant Science	4
ENT 121	Computer Basics for Applied Technology	3
Spring		
AGR 19L	Landscape Design Co-op Experience I	3
AGR 145	Herbaceous Plant Materials	4
ENG 112	English II	4
Summer		
AGR 29L	Landscape Design Co-op Experience II	3
- -	Humanities/Social Science Elective(GA)	3
Fall		
AGR 122	Plant Pests	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
COM 121	Public Speaking I	3
ENG 223	Technical Report Writing	3
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 284	Agribusiness Management	4
AGR 297	Landscape Design II	4
DFT 211	Computer-Aided Design I	4
Spring		
AGR 219	Landscape Construction	4
AGR 287	Computer Aided Landscape Design	4
AGR 295	Agriculture Capstone Seminar	3
- -	Social Science Elective	3
- -	Humanities/Social Science Elective	3
	Total Credit Hours	102

Horticulture Industries - Nursery Operations Option (133)

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 landscape plant production 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 quarters 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:

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects and diseases.
- Develop a written agricultural business plan.
- Locate current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape and herbaceous plant materials.
- Demonstrate the proper care of established plants in the landscape.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 143	Landscape Plant Materials	4
AGR 150	Soil Science	4
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
AGR 226	Landscape Design	4
AGR -	Ag Elective *	3
BIO 140	Plant Science	4
Spring		
AGR 19N	Nursery Operations Co-op Experience I	3
AGR 145	Herbaceous Plant Materials	4
ENG 112	English II	4
Summer		
AGR 29N	Nursery Operations Co-op Experience II	3
- -	Humanities/Social Science Elective (GA)	3
Fall		
AGR 122	Plant Pests	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
ACC 111	Principles of Accounting I	4
COM 121	Public Speaking I	3
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 231	Plant Propagation	4
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
Spring		
AGR 219	Landscape Construction	4
AGR 295	Agriculture Capstone Seminar	3
ENG 223	Technical Report Writing	3
- -	Science Elective	3
- -	Humanities/Social Science Elective	3
	Total Credit Hours	103

* AGR electives may be any AGR course not required above. Suggested courses include: AGR 224 Irrigation Systems, AGR 252 Equipment Maintenance, AGR 297 Landscape Design II or INT 150 Electrical Systems. Other coursework may be approved by the division.

Horticulture Industries - Parks and Recreation Operations Option (136)

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 quarters 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:

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects and diseases.
- Develop a written agricultural business plan.
- Locate current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape and herbaceous plant materials.
- Demonstrate the proper care of established plants in the landscape.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 133	Turf Science	3
AGR 150	Soil Science	4
DFT 101	Drafting I	3
ENG 111	English I	4
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
BIO 140	Plant Science	4
ENG 112	English II	4
ENT 121	Computer Basics for Applied Technology	3
Spring		
AGR 19P	Parks & Recreation Co-op Experience I	3
AGR 145	Herbaceous Plant Materials	4
Summer		
AGR 29P	Parks & Recreation Co-op Experience II	3
COM 111	Interpersonal Communication	3
COM 121	Public Speaking I	3
Fall		
AGR 122	Plant Pests	4
AGR 143	Landscape Plant Materials	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
AGR 236	Turfgrass Management	3
Winter		
AGR 252	Equipment Maintenance & Operation	4
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
ENG 223	Technical Report Writing	3
Spring		
AGR 219	Landscape Construction	4
AGR 295	Agriculture Capstone Seminar	3
ACC 111	Principles of Accounting I	4
- -	Humanities/Social Science Elective	3
- -	Social Science Elective	3
	Total Credit Hours	102

Horticulture Industries - Turf and Landscape Operations Option (134)

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 quarters 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:

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects and diseases.
- Develop a written agricultural business plan.
- Locate current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape and herbaceous plant materials.
- Demonstrate the proper care of established plants in the landscape.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 133	Turf Science	3
AGR 150	Soil Science	4
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
BIO 140	Plant Science	4
COM 121	Public Speaking I	3
ENG 112	English II	4
Spring		
AGR 19T	Turf & Landscape Operations Co-op Experience I	3
AGR 145	Herbaceous Plant Materials	4
Summer		
AGR 29T	Turf & Landscape Operations Co-op Experience II	3
ENG 223	Technical Report Writing	3
- -	Humanities/Social Science Elective (GA)	3
Fall		
AGR 122	Plant Pests	4
AGR 143	Landscape Plant Materials	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
AGR 236	Turfgrass Management	3
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 252	Equipment Maintenance & Operation	4
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
Spring		
AGR 219	Landscape Construction	4
AGR 295	Agriculture Capstone Seminar	3
ACC 111	Principles of Accounting I	4
- -	Social Science Elective	3
- -	Humanities/Social Science Elective	3
	Total Credit Hours	102

Agriculture & Horticulture Certificates

Agricultural Business Departmental Certificate (120)

This certificate provides skills in a variety of areas necessary to begin a successful career in the Agricultural Business career field.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 150	Soil Science	4
AGR 174	Agribusiness Principles	3
ENG 111	English I	4
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
ENT 121	Computer Basics for Applied Technology	3
Spring		
AGR 106	Principles of Ag Sales II	3
AGR 206	Agribusiness Marketing	3
	Total Credit Hours	33

Agricultural Engineering Technology Departmental Certificate (120)

This certificate provides skills in a variety of areas necessary to begin a successful career in the Agricultural Engineering Technology career field.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 187	Small Gas Engines	4
ENT 121	Computer Basics for Applied Technology	3
INT 120	Hydraulics/Pneumatics I	4
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 115	Welding	3
AGR 252	Equipment Maintenance & Operation	4
ENT 205	Circuits & Machines	4
Spring		
AGR 219	Landscape Construction	4
AGR 245	Advanced Welding	4
AGR -	AGR/INT Elective *	3
INT 170	Mechanical Maintenance	4
	Total Credit Hours	43

Agricultural Equipment Departmental Certificate (120)

This certificate provides skills in a variety of areas necessary to begin a successful career in the Agricultural Equipment career field.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 187	Small Gas Engines	4
AGR 225	Landscape Maintenance	4
ENT 121	Computer Basics for Applied Technology	3
Winter		
AGR 115	Welding	3
AGR 252	Equipment Maintenance & Operation	4
INT 170	Mechanical Maintenance	4
INT 150	Electrical Systems	4
Spring		
AGR 219	Landscape Construction	4
AGR 224	Irrigation Systems	3
AGR 245	Advanced Welding	4
INT 120	Hydraulics/Pneumatics I	4
	Total Credit Hours	44

Agricultural Pest Departmental Certificate (120)

This certificate is designed to provide entry-level skills and knowledge necessary to gain an Ohio pesticide applicators license.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 122	Plant Pests	4
AGR 150	Soil Science	4
ENT 121	Computer Basics for Applied Technology	3
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 108	Technical Math for Agriculture	3
AGR 253	Pest Management	5
AGR 151	Soil Fertility	4
	Total Credit Hours	29

Landscape Design Departmental Certificate (120)

This certificate is designed for the landscape design technician. The coursework will provide a foundation for entry into the landscape design career field.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 143	Landscape Plant Materials	4
AGR 225	Landscape Maintenance	4
DFT 101	Drafting I	3
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 226	Landscape Design	4
DFT 211	Computer-Aided Design I	4
ENT 121	Computer Basics for Applied Technology	3
Spring		
AGR 145	Herbaceous Plant Materials	4
AGR 219	Landscape Construction	4
AGR 287	Computer Aided Landscape Design	4
	Total Credit Hours	40

Parks and Recreation Operations Departmental Certificate (120)

This certificate is designed for someone interested in a career in the parks and recreation career field. The coursework is designed to provide skills and information to be successful in an entry-level parks and recreation job.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 133	Turf Science	3
AGR 143	Landscape Plant Materials	4
AGR 150	Soil Science	4
AGR 225	Landscape Maintenance	4
Winter		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
AGR 252	Equipment Maintenance& Operation	4
ENT 121	Computer Basics for Applied Technology	3
Spring		
AGR 145	Herbaceous Plant Materials	4
AGR 219	Landscape Construction	4
COM 111	Interpersonal Communication	3
COM 121	Public Speaking I	3
	Total Credit Hours	46

Turf Departmental Certificate (120)

This certificate is designed to provide the skills and knowledge to be successful in an entry-level position in the turf industry.

Course #	Course Title	Credit Hours
Fall		
AGR 104	Agricultural Survey & Employment Skills	3
AGR 133	Turf Science	3
AGR 150	Soil Science	4
AGR 225	Landscape Maintenance	4
Winter		
AGR 105	Principles of Ag Sales I	3
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
AGR 236	Turfgrass Management	3
ENT 121	Computer Basics for Applied Technology	3
	Total Credit Hours	30

Business

Accounting (410)

Accountants compile and analyze business transactions and prepare financial reports such as income statements, balance sheets, cash flow statements, cost studies and tax reports. The major fields are public, management and governmental accounting. Accountants in any field may work in such areas as general accounting, auditing, taxes, cost accounting, budgeting and control, information processing or systems and procedures.

Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

This program is available to both day and evening students. 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:

- Perform basic accounting functions in an established accounting system.
- Apply generally accepted accounting principles as they relate to recording, measuring and communicating financial information.
- Prepare financial reports for internal and external use.
- Use microcomputer accounting software to perform necessary accounting functions for a profit-making enterprise.
- Calculate amounts for and prepare fundamental individual federal, state and local tax returns.
- Calculate amounts for and prepare fundamental business federal, state and local returns.
- Record, analyze and use cost information for job order and process cost systems.
- Apply accounting principles related to governmental and not-for-profit entities.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ACC 111	Principles of Accounting I	4
COM 121	Public Speaking I	3
ENG 111	English I	4
ITS 103	Information Technology Basics	3
MGT 105	Contemporary American Business	3
Winter		
ACC 112	Principles of Accounting II	4
ENG 112	English II *	or
ENG 135	Business Report Writing *	4
ITS 12S	Beginning Spreadsheet	1
MGT 112	Principles of Management	4
MTH 106	Business Mathematics	3
Spring		
ACC 113	Principles of Accounting III	4
ACC 120	Microcomputer Accounting Systems	4
ENG 221	Business Communication	3
MGT 260	Legal Environment of Business	3
- -	Social Science Elective***	3
Fall		
ACC 205	Spreadsheet Accounting	4
ACC 211	Intermediate Accounting I	4
ACC 221	Tax Accounting I	4
ITS 12D	Beginning Database	1
STT 264	Statistics I	4
Winter		
ACC 212	Intermediate Accounting II	4
ACC 222	Tax Accounting II	4
ECO 221	Principles of Macroeconomics	3
MGT 270	Business Finance ***	4
- -	Humanities/Social Science Elective (GA)***	3
Spring		
ACC 213	Intermediate Accounting III	4
ACC 233	Cost Accounting	4
ACC 250	Government & Nonprofit Accounting	4
ECO 222	Principles of Microeconomics	3
- -	Humanities/Social Science Elective***	3
	Total Credit Hours	103

* ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.
** The following co-op experiences may be substituted for MGT 270: EBE 100 plus EBE 282.
*** ECO 110 is not acceptable for a social science elective; at least one humanities or one social science elective must be designated as a global awareness (GA) course.

Management (435)

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 quarters 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.

Students who would like to enhance a degree in any field or those who do not plan to complete an associate degree in Management may select an abbreviated education by completing the course requirements for any of several certificate programs in Marketing and E-Business, Human Resources Management, Logistics and Supply Chain Management, Management, Small Business, Customer Service and Supervision. Courses taken completing these certificates can be counted in the relevant degree programs.

Learning Outcomes

Upon completion of an Associate of Applied Business degree in 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, ethical and legal issues.
- Demonstrate understanding of international business issues.
- Effectively use information technology skills in the business environment.

Degree Availability

The Management program is available during the day and the evening. 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 103	Information Technology Basics *	3
Winter		
MGT 112	Principles of Management	4
ACC 112	Principles of Accounting II	4
COM 121	Public Speaking I	3
ENG 135	Business Report Writing ****	or
ENG 112	English II ****	4
ITS 12P	Beginning Presentation Graphics *	1
ITS 12S	Beginning Spreadsheet *	1
Spring		
MGT 202	Quality Management	4
HRM 225	Human Resource Management	3
ACC 113	Principles of Accounting III	4
ENG 221	Business Communication	3
ITS 12D	Beginning Database *	1
MTH 106	Business Mathematics	3
Fall		
MGT 200	Introduction to Project Management	4
ECO 221	Principles of Macroeconomics	3
PSY 111	Psychology I	3
STT 264	Statistics I	4
- -	Technical Elective or Co-op **	3
Winter		
MGT 260	Legal Environment of Business	3
MGT 270	Business Finance	4
MKT 200	Principles of Marketing	4
LSC 272	Operations & Supply Chain Management	5
- -	Humanities/Social Science Elective (GA)***	3
Spring		
MGT 250	Leadership in Organizations	4
MGT 265	Negotiation Skills	3
MGT 290	Business Strategy & Policy Seminar	4
ECO 222	Principles of Microeconomics	3
- -	Humanities/Social Science Elective ***	3
	Total Credit Hours	106

* Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking

other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, Keyboarding/Word Processing.
** Technical electives must total 3 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, LSC ,MGT, MKT, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080, ITS 081 or other college-prep -level course), NTK, OAD, RES.
*** ECO 110 is not acceptable for a social science elective; at least one humanities or one social science elective must be designated as a global awareness (GA) course.
**** ENG 135 will not necessarily transfer as the equivalent of ENG 112.

Management - Cybersecurity Management Option (439)

The CyberSecurity 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 CyberSecurity Management option provides insight into the information security threats faced by all business organizations. This option prepares students to manage corporate data assets in a secure and legally responsible way.

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 quarters 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.

Students who would like to enhance a degree in any field or those who do not plan to complete an associate degree in Management may select an abbreviated education by completing the course requirements for any of several certificate programs in Marketing and E-Business, Human Resources Management, Logistics and Supply Chain Management, Management, Small Business, Customer Service and Supervision. Courses taken completing these certificates can be counted in the relevant degree programs.

Learning Outcomes

Upon completion of an Associate of Applied Business degree in CyberSecurity Management Option, 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, ethical and legal issues.
- Demonstrate understanding of international business issues.
- Demonstrate understanding of cybersecurity management and technical issues.

Degree Availability

The CyberSecurity Management Option is available during the day and the evening. 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6

Course #	Course Title	Credit Hours
Fall		
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 103	Information Technology Basics *	3
Winter		
MGT 112	Principles of Management	4
ACC 112	Principles of Accounting II	4
COM 121	Public Speaking I	3
ENG 135	Business Report Writing ****	or
ENG 112	English II ****	4
ITS 12P	Beginning Presentation Graphics *	1
ITS 12S	Beginning Spreadsheet *	1
Spring		
MGT 202	Quality Management	4
HRM 225	Human Resource Management	3
ACC 113	Principles of Accounting III	4
ENG 221	Business Communication	3
ITS 12D	Beginning Database *	1
MTH 106	Business Mathematics	3
Fall		
MGT 211	CyberSecurity Management I	5
PSY 111	Psychology I	3
STT 264	Statistics I	4
- -	Technical Elective or Co-op**	3
- -	Humanities/Social Science Elective (GA) ***	3

Winter

MGT 212	CyberSecurity Management II	5
MGT 260	Legal Environment of Business	3
ECO 222	Principles of Microeconomics	3
LSC 272	Operations & Supply Chain Management	5
MKT 200	Principles of Marketing	4

Spring

MGT 250	Leadership in Organizations	4
MGT 290	Business Strategy & Policy Seminar	4
NTK 246	CyberSecurity - Firewall Technologies	or
NTK 247	CyberSecurity - Forensic Analysis	5
- -	Humanities/Social Science Elective ***	3
	Total Credit Hours	107

* Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K Keyboarding/Word Processing.
** Technical electives must total 3 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, LSC ,MGT, MKT, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080, ITS 081 or other college -prep -level course), NTK, OAD, RES.
*** ECO 110 is not acceptable for a social science elective; at least one humanities or one social science elective must be designated as a global awareness (GA) course.
**** ENG 135 will not necessarily transfer as the equivalent of ENG 112.

Management - Human Resource Management Option (458)

The Human Resource Management option provides students with a well-rounded education. It consists of basic management courses complemented with in-depth studies of staffing, training and development, employment law and compensation and benefits. The program culminates with a discussion of current human resource management trends.

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 quarters 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.

Students who would like to enhance a degree in any field or those who do not plan to complete an associate degree may select an abbreviated education by completing the course requirements for any of several certificate programs in Human Resource Management, Marketing and E-Business, Logistics and Supply Chain Management, Management, Small Business, Customer Service and Supervision. Courses taken completing these certificates can be counted in the relevant degree program.

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:

- 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, ethical and legal issues.
- Demonstrate understanding of international business issues.
- Effectively use information technology skills, including the use of Internet resources and tools.
- Apply knowledge and skills in four functional areas of human resources including staffing, training and development, employment law, and compensation and benefits.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 103	Information Technology Basics *	3
Winter		
MGT 112	Principles of Management	4
ACC 112	Principles of Accounting II	4
COM 121	Public Speaking I	3
ENG 135	Business Report Writing ****	or
ENG 112	English II ****	4
ITS 12P	Beginning Presentation Graphics *	1
ITS 12S	Beginning Spreadsheet *	1
Spring		
HRM 225	Human Resource Management	3
MGT 202	Quality Management	4
ENG 221	Business Communication	3
ITS 12D	Beginning Database *	1
MTH 106	Business Mathematics	3
SOC 110	Sociology	3
Fall		
HRM 230	Training & Development	3
HRM 235	Employment Law	3
ECO 221	Principles of Macroeconomics	3
PSY 111	Psychology I	3
STT 264	Statistics I	4
- -	Technical Elective or EBE 100**	2
Winter		
HRM 240	Staffing	4
HRM 245	Compensation & Benefits	3
MGT 260	Legal Environment of Business	3
MKT 200	Principles of Marketing	4
- -	Humanities/Social Science Elective (GA)***	3
Spring		
HRM 270	Human Resource Management Trends	2
MGT 250	Leadership in Organizations	4
MGT 265	Negotiation Skills	3
MGT 290	Business Strategy & Policy Seminar	4
- -	Technical Elective or Co-op**	4
	Total Credit Hours	104

* Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, Keyboarding/Word Processing, before taking a computer class.

** Technical electives must total 6 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, LSC ,MGT, MKT, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080, ITS 081 or other college-prep- level course), NTK, OAD, RES.

*** ECO 110 is not acceptable for a social science elective; at least one humanities elective or one social science elective must be designated as a global awareness (GA) course.

**** ENG 135 will not necessarily transfer as the equivalent of ENG 112.

Management - Logistics and Supply Chain Management Option (437)

The Logistics and Supply Chain Management option provides a well-rounded education consisting of basic management courses enhanced with concentrated studies in purchasing, logistics, negotiation and inventory and materials management. The associate degree in Logistics and Supply Chain Management provides students with foundational knowledge and skills for managing the logistics and supply chain functions in a company's 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 quarters 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.

Students who would like to enhance a degree in any field or those who do not plan to complete an associate degree in Logistics and Supply Chain Management may select an abbreviated education by completing the course requirements for any of several certificate programs in Marketing and E-Business, Human Resources Management, Logistics and Supply Chain Management, Management, Small Business, Customer Service and Supervision. Courses taken completing these certificates can be counted in the relevant degree programs.

Learning Outcomes

Upon completion of an 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, ethical and legal issues.
- Demonstrate understanding of international business issues.
- 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. 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 12S	Beginning Spreadsheet *	1
ITS 103	Information Technology Basics *	3
MGT 105	Contemporary American Business	3
MTH 106	Business Mathematics	3
Winter		
ENG 135	Business Report Writing ****	or
ENG 112	English II ****	4
ITS 12P	Beginning Presentation Graphics *	1
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
MKT 200	Principles of Marketing	4
Spring		
LSC 210	Purchasing & Supply Management	4
ENG 221	Business Communication	3
ITS 12D	Beginning Database *	1
MGT 202	Quality Management	4
MGT 268	Introduction to International Business	3
PSY 111	Psychology I	3
Fall		
LSC 220	Logistics & Physical Distribution	4
ECO 221	Principles of Macroeconomics	3
STT 264	Statistics I	4
- -	Humanities/Social Science Elective (GA) ***	3
- -	Technical Elective or EBE 100 **	2
Winter		
LSC 272	Operations & Supply Chain Management	5
COM 121	Public Speaking I	3
MGT 260	Legal Environment of Business	3
MKT 240	Electronic Business Applications	4
- -	Technical Elective or Co-op **	3
Spring		
LSC 275	Inventory & Materials Management	4
MGT 265	Negotiation Skills	3
MGT 290	Business Strategy & Policy Seminar	4
- -	Humanities/Social Science Elective ***	3
- -	Technical Elective or Co-op **	2
	Total Credit Hours	103

* Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, Keyboarding/Word Processing, before taking a computer class.

** Technical electives must total 7 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, LSC ,MGT, MKT, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080, ITS 081 or other college-prep- level course), NTK, OAD, RES.

*** ECO 110 is not acceptable for a social science elective; at least one humanities elective or one social science elective must be designated as a global awareness (GA) course.

**** ENG 135 will not necessarily transfer as the equivalent of ENG 112.

Management - Marketing and E-Business Option (436)

The Marketing and E-Business option provides students with a well-rounded education. It includes a strong foundation in marketing and electronic business, highlighting each of the four P's to provide the knowledge and skills necessary for marketing and e-business 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 quarters 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.

Students who would like to enhance a degree in any field or those who do not plan to complete an associate degree in Marketing and E-Business may select an abbreviated education by completing the course requirements for any of several certificate programs in Marketing and E-Business, Logistics and Supply Chain Management, Management, Small Business, Customer Service and Supervision. Courses taken completing these certificates can be counted in the relevant degree programs.

Learning Outcomes

Upon completion of an Associate of Applied Business degree in Marketing and E-Business, 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, ethical and legal issues.
- Demonstrate understanding of international business issues.
- Use information technology skills, including the use of Internet resources and tools.
- Apply knowledge and skills in the four P's of marketing: product management, promotional strategies, pricing strategies and logistics & physical distribution.
- Apply electronic business theories and concepts.

Degree Availability

The Marketing and E-Business option is available during the day and in the evening. 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 12S	Beginning Spreadsheet *	1
ITS 103	Information Technology Basics *	3
MGT 105	Contemporary American Business	3
MTH 106	Business Mathematics	3
Winter		
MKT 200	Principles of Marketing	4
ACC 112	Principles of Accounting II	4
ENG 221	Business Communication	3
MGT 112	Principles of Management	4
- -	Humanities/Social Science Elective (GA) ***	3
Spring		
ENG 135	Business Report Writing ****	or
ENG 112	English II ****	4
ITS 12D	Beginning Database *	1
MGT 106	Organizational Behavior	4
MGT 202	Quality Management	4
PSY 111	Psychology I	3
- -	Technical Elective or EBE 100**	2
Fall		
MKT 210	Pricing Strategies	4
MKT 215	Product Management	3
ITS 12P	Beginning Presentation Graphics *	1
LSC 220	Logistics & Physical Distribution	4
STT 264	Statistics I	4
- -	Technical Elective or Co-op**	2

Winter

MKT 240	Electronic Business Applications	4
MKT 255	Promotion Strategies	4
COM 121	Public Speaking I	3
ECO 221	Principles of Macroeconomics	3
MGT 260	Legal Environment of Business	3

Spring

MKT 245	Sales & Sales Management	3
MGT 250	Leadership in Organizations	4
MGT 265	Negotiation Skills	3
MGT 290	Business Strategy & Policy Seminar	4
- -	Humanities/Social Science Elective ***	3
	Total Credit Hours	106

* Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, Keyboarding/Word Processing.
** Technical electives must total 4 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, LSC ,MGT, MKT, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080, ITS 081 or other college-prep- level course), NTK, OAD, RES.
*** ECO 110 is not acceptable for a social science elective; at least one humanities elective or one social science elective must be designated as a global awareness (GA) course.
**** ENG 135 will not necessarily transfer as the equivalent of ENG 112.

Paralegal (470)

The Paralegal Technology program trains persons to assist attorneys in the delivery of legal services. 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 to offer approximately one year of courses leading toward an associate degree with a major in paralegal. Students are cautioned that it will take more than a year to complete the remainder of the courses at Sinclair. By taking a year of coursework at Clark State, many students are able to minimize commuting time.

Students enrolled in the Clark State program are asked to contact the Dean of Business and Applied Technologies.

Course #	Course Title	Credit Hours
Fall		
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
OAD 105	Business English	4
ITS 12P	Beginning Presentation Graphics	1
ITS 12W	Beginning Word Processing	1
ITS 12S	Beginning Spreadsheet	1
Fall or Winter		
- -	Career elective**	2
Winter		
ACC 112	Principles of Accounting II	4
ENG 112	English II	4
MTH 106	Business Mathematics	or
MTH 121	College Algebra I	3
OAD 130	Advanced Grammar & Proofreading	4
Winter or Spring		
- -	Humanities elective*	3
Spring		
ECO 221	Principles of Macroeconomics	3
COM 111	Interpersonal Communication	3
PLS 110	American National Government	3
PSY 111	Psychology I	or
SOC 110	Sociology	3
	Total Credit Hours	47

* Select one of the following: ART 130, ENG 250, HST 121, MUS 130, PHL 210, THE 130
**Select one of the following: ACC 113, ACC 221, ACC 205, ECO 222, MST 105, PLS 220, RES 240, RES 245

Professional Office Administration (452)

Professional office administrators function in a continually shifting role in a variety of office settings because of the availability of 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 professional 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 professional 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, professional office administrators have opportunities for promotion to management positions.

Learning Outcomes

Upon completion of an Associate of Applied Business degree in Professional 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

Students must possess the ability to key the alphabetic and numeric keys "by touch" using appropriate techniques to enroll in OAD 101 Document Production I. Students who do not keyboard by touch at a rate of at least 25 wpm must take ITS 081 or ITS 12K before OAD 101. Students who have never used a computer must take ITS 080 before OAD 101.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
OAD 101	Document Production I	5
OAD 105	Business English	4
ITS 103	Information Technology Basics	3
MTH 106	Business Mathematics	3
MGT 105	Contemporary American Business	3
Winter		
OAD 102	Document Production II	5
OAD 130	Advanced Grammar & Proofreading	4
COM 121	Public Speaking I	3
ENG 111	English I	4
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
OAD 135	Office Procedures	4
OAD 140	Records Management	3
ENG 112	English II	4
ENG 221	Business Communication	3
ITS 12D	Beginning Database	1
Fall		
ACC 111	Principles of Accounting I	4
ITS 14S	Intermediate Spreadsheet	2
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
SPN 100	Survival Spanish I	3
Winter		
OAD 260	Office Simulation	5
EBE 100	Employability Skills	2
ENG 135	Business Report Writing	4
ITS 230	Introduction to Web Design	3
HRM 225	Human Resource Management	3
Spring		
OAD 285	Co-op Education/Internship	2
COM 111	Interpersonal Communication	3
ITS 14D	Intermediate Database	2
MGT 250	Leadership in Organizations	or
MGT 265	Negotiation Skills	3
- -	Social Science Elective	3
	Total Credit Hours	98

Professional Office Administration - Medical Office Administration (453)

Medical office administrators function in a wide variety of medical settings, including physicians' offices, hospitals, nursing homes, etc. 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. Demonstrating mastery of these skills should give 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

Students must possess the ability to key the alphabetic and numeric keys "by touch" using appropriate techniques to enroll in OAD 101 Document Production I. Students who do not keyboard by touch at a rate of at least 25 wpm must take ITS 081 or ITS 12K before OAD 101. Students who have never used a computer must take ITS 080 before OAD 101.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
OAD 101	Document Production I	5
OAD 105	Business English	4
ITS 103	Information Technology Basics	3
MTH 106	Business Mathematics	3
MGT 105	Contemporary American Business	3
Winter		
OAD 102	Document Production II	5
OAD 130	Advanced Grammar & Proofreading	4
COM 121	Public Speaking I	3
ENG 111	English I	4
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
OAD 135	Office Procedures	4
OAD 140	Records Management	3
ENG 112	English II *	or
ENG 135	Business Report Writing *	4
ENG 221	Business Communication	3
ITS 12D	Beginning Database	1
Fall		
OAD 248	Basic Medical Machine Transcription	4
OAD 272	ICD-9-CM Coding	5
BIO 105	Fundamentals of Anatomy & Physiology	4
MST 105	Medical Terminology	3
SPN 100	Survival Spanish I	3
Winter		
OAD 249	Advanced Medical Machine Transcription	4
OAD 256	Medical Office Management	4
OAD 270	CPT-Coding	5
EBE 100	Employability Skills	2
SPN 102	Survival Spanish II	3
Spring		
OAD 285	Co-op Education/Internship	2
COM 111	Interpersonal Communication	3
- -	HRM, MGT, or OAD Elective **	3
- -	Social Science Elective	3
	Total Credit Hours	99

* ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.

** Students are required to take three credit hours of HRM, MGT, or OAD courses not already prescribed.

Professional Services Management (900)

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 20 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 quarters 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.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 103	Information Technology Basics	3
Winter		
MGT 112	Principles of Management	4
ACC 112	Principles of Accounting II	4
ENG 135	Business Report Writing ****	or
ENG 112	English II ****	4
ITS 12S	Beginning Spreadsheet	1
MKT 200	Principles of Marketing	4
Spring		
ACC 113	Principles of Accounting III	4
HRM 225	Human Resource Management	3
ENG 221	Business Communication	3
ITS 12D	Beginning Database	1
MTH 106	Business Mathematics	3
Fall		
PSY 111	Psychology I	3
- -	Humanities/Social Science Elective (GA)***	3
- -	Business Electives*	3
- -	Professional Electives**	10
Winter		
MGT 115	Customer Relations	3
MGT 260	Legal Environment of Business	3
MGT 270	Business Finance	4
MGT 214	Small Business Theory & Practice	4
Spring		
COM 121	Public Speaking I	3
- -	Humanities/Social Science Elective***	3
- -	Business Elective*	3
- -	Professional Electives**	10
	Total Credit Hours	101

*A total of 6 hours of business electives from any of the following courses: ACC 120, ACC 205, ECO 222, HRM 235, HRM 245, LSC 210, MGT 100, MGT 200, MGT 265, MKT 210, MKT 240.

**A total of 20 hours must be earned from the professional area. Up to 20 hours can be earned from professional licensure. Any of the 20 hours not granted for the licensure may come from a field related to the licensure or any of the courses listed under the elective business hours. 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-related courses.

***If a student elects to take ECO 222 as a business or professional elective, the student may not use ECO 110 as a social science elective. At least one of the humanities/social science electives must be designated as a global awareness (GA) course.

****ENG 135 Business Report Writing will not necessarily transfer as the equivalent of ENG 112 English II.

Business Certificates

Accounting Certificate (415)

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, basic cost accounting concepts/entries and individual taxes. Courses are applicable to the associate degree program.

Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Course #	Course Title	Credit Hours
Fall		
ACC 111	Principles of Accounting I	4
ACC -	Accounting Elective *	4
ENG 111	English I	4
ITS 103	Information Technology Basics	3
MGT 105	Contemporary American Business	3
Winter		
ACC 112	Principles of Accounting II	4
COM 121	Public Speaking I	3
ENG 112	English II	4
ENG 135	Business Report Writing	4
ITS 12S	Beginning Spreadsheet	1
MTH 106	Business Mathematics	3
Spring		
ACC 113	Principles of Accounting III	4
ACC 120	Microcomputer Accounting Systems	4
ACC 205	Spreadsheet Accounting	4
ENG 221	Business Communication	3
MGT 260	Legal Environment of Business	3
	Total Credit Hours	55

* Any accounting course not already prescribed.
** ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.

Advanced Medical Coding Departmental Certificate (425)

This certificate will provide the student with experience using ICD-9-CM and CPT coding resources available in print, online, etc. It will also give the student background, current, and related information necessary for success as a medical coder. 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, the testing site location, and the number of review sessions chosen, if any, as review sessions are optional.

Course #	Course Title	Credit Hours
Summer		
BIO 105	Fundamentals of Anatomy & Physiology	4
MST 105	Medical Terminology	3
Fall		
LPN 125	Introduction to Disease Processes	4
OAD 272	ICD-9-CM Coding	5
Winter		
OAD 270	CPT-Coding	5
Spring		
OAD 275	Medical Coding Trends & Issues	4
OAD 276	Advanced Medical Coding	5
	Total Credit Hours	30

Communication Departmental Certificate (452)

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
Fall		
OAD 105	Business English	4
Winter		
OAD 130	Advanced Grammar & Proofreading	4
ENG 221	Business Communication	3
Spring		
COM 121	Public Speaking I	3
ENG 135	Business Report Writing	4
Summer		
COM 111	Interpersonal Communication	3
ENG 111	English I	4
	Total Credit Hours	25

Customer Service Departmental Certificate (435)

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
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
MGT 115	Customer Relations	3
MGT 202	Quality Management	4
MKT 200	Principles of Marketing	4
MKT 245	Sales & Sales Management	3
ITS 103	Information Technology Basics	3
PSY 111	Psychology I	3
	Total Credit Hours	31

Human Resource Management Departmental Certificate (435)

This certificate is focused on developing the essential knowledge and skills needed by an individual who wants to work in the human resource field. All courses can be applied to the Human Resource Management Option of the Associate Degree in Management.

Course #	Course Title	Credit Hours
HRM 225	Human Resource Management	3
HRM 230	Training & Development	3
HRM 235	Employment Law	3
HRM 240	Staffing	4
HRM 245	Compensation & Benefits	3
HRM 270	Human Resource Management Trends	2
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ENG 112	English II	4
ENG 135	Business Report Writing	4
ENG 221	Business Communication	3
ITS 103	Information Technology Basics	3
ITS 12P	Beginning Presentation Graphics	1
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
MGT 202	Quality Management	4
MGT 260	Legal Environment of Business	3
MGT 265	Negotiation Skills	3
MTH 106	Business Mathematics	3
STT 264	Statistics I	4
	Total Credit Hours	69

Logistics and Supply Chain Management Departmental Certificate (435)

This certificate is focused on developing essential knowledge and skills needed by an individual who wants to work in the acquisition and/or distribution of materials and products. All courses can be applied to the associate degree in Logistics and Supply Chain Management.

Course #	Course Title	Credit Hours
LSC 210	Purchasing & Supply Management	4
LSC 220	Logistics & Physical Distribution	4
LSC 272	Operations & Supply Chain Management	5
LSC 275	Inventory & Materials Management	4
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ENG 112	English II	4
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
ITS 103	Information Technology Basics	3
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
MGT 202	Quality Management	4
MGT 260	Legal Environment of Business	3
MGT 265	Negotiation Skills	3
MTH 106	Business Mathematics	3
STT 264	Statistics I	4
	Total Credit Hours	62

Management Certificate (438)

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 quarters of study. Students should consult their academic advisor for help in planning their schedules.

Course #	Course Title	Credit Hours
Fall		
MGT 105	Contemporary American Business	3
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 103	Information Technology Basics	3
MTH 106	Business Mathematics	3
Winter		
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
ACC 112	Principles of Accounting II	4
ENG 135	Business Report Writing ***	or
ENG 112	English II ***	4
ITS 12S	Beginning Spreadsheet	1
ITS 12P	Beginning Presentation Graphics	1
Spring		
MGT 202	Quality Management	4
- -	Technical Elective **	3
ACC 113	Principles of Accounting III	4
COM 121	Public Speaking I	3
ENG 221	Business Communication	3
ITS 12D	Beginning Database	1
	Total Credit Hours	53

* Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, Keyboarding/Word Processing.
** Technical electives must total 3 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, MGT, MKT, LSC, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080), NKT, OAD, RES.
*** ENG 135 will not necessarily transfer as the equivalent of ENG 112.

Marketing and E-Business Departmental Certificate (435)

This certificate is focused on developing the essential knowledge and skills needed by an individual who wants to work in the marketing field. All courses can be applied to the associate degree in Marketing and E-Business.

Course #	Course Title	Credit Hours
MKT 200	Principles of Marketing	4
MKT 210	Pricing Strategies	4
MKT 215	Product Management	3
MKT 240	Electronic Business Applications	4
MKT 255	Promotion Strategies	4
ACC 111	Principles of Accounting I	4
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
ITS 103	Information Technology Basics	3
LSC 220	Logistics & Physical Distribution	4
MGT 105	Contemporary American Business	3
MGT 112	Principles of Management	4
MGT 202	Quality Management	4
MTH 106	Business Mathematics	3
STT 264	Statistics I	4
	Total Credit Hours	50

Medical Coding Departmental Certificate (452)

This certificate will provide the student with an introduction to the fundamentals of coding.

Course #	Course Title	Credit Hours
Summer		
BIO 105	Fundamentals of Anatomy & Physiology	4
MST 105	Medical Terminology	3
Fall		
OAD 272	ICD-9-CM Coding	5
Winter		
OAD 270	CPT-Coding	5
	Total Credit Hours	17

Medical Transcription Departmental Certificate (452)

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
Fall		
OAD 101	Document Production I	5
OAD 248	Basic Medical Machine Transcription *	4
Winter		
OAD 249	Advanced Medical Machine Transcription	4
Summer		
BIO 105	Fundamentals of Anatomy & Physiology	4
MST 105	Medical Terminology	3
	Total Credit Hours	20

* A student can take OAD 248 concurrently with OAD 101 if he or she can type at least 35 wpm and knows Microsoft Word to a level equivalent to ITS 081, ITS 12K, or ITS 12W. Please see the Dean of Business and Applied Technologies for a waiver. A Medical Transcription Certificate student with strong grammar skills can also ask the dean to waive OAD 105 and OAD 130 as prerequisites for OAD 248.

Office Administration Certificate

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 Professional Office Administration or the Medical Office Administration associate degree program. This certificate can be earned through a combination of evening and online courses.

Course #	Course Title	Credit Hours
Fall		
OAD 101	Document Production I	5
OAD 105	Business English	4
ITS 103	Information Technology Basics	3
MGT 105	Contemporary American Business	3
MTH 106	Business Mathematics	3
Winter		
OAD 102	Document Production II	5
OAD 130	Advanced Grammar & Proofreading	4
COM 121	Public Speaking I	3
ENG 111	English I	4
ITS 12P	Beginning Presentation Graphics	1
ITS 12S	Beginning Spreadsheet	1
Spring		
OAD 135	Office Procedures	4
OAD 140	Records Management	3
ENG 112	English II *	or
ENG 135	Business Report Writing *	4
ENG 221	Business Communication	3
ITS 12D	Beginning Database	1
	Total Credit Hours	51

*ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.

Small Business Departmental Certificate (435)

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 or Marketing and E-Business.

Course #	Course Title	Credit Hours
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
MGT 214	Small Business Theory & Practice	4
MGT 202	Quality Management	4
MGT 250	Leadership in Organizations	4
MGT 260	Legal Environment of Business	3
MKT 200	Principles of Marketing	4
MKT 240	Electronic Business Applications	4
MKT 245	Sales & Sales Management	3
ACC 111	Principles of Accounting I	4
ACC 112	Principles of Accounting II	4
ENG 111	English I	4
ENG 112	English II	4
ITS 103	Information Technology Basics	3
	Total Credit Hours	56

Supervisory Departmental Certificate (435)

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
MGT 105	Contemporary American Business	3
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
MGT 202	Quality Management	4
HRM 225	Human Resource Management	3
MGT 250	Leadership in Organizations	4
ACC 111	Principles of Accounting I	4
ITS 103	Information Technology Basics	3
PSY 111	Psychology I	3
	Total Credit Hours	32

Computer Networking (474)

Information Technology is one of the fastest-growing career fields today. The Computer Networking curriculum prepares students to plan, design, implement, troubleshoot and administer micro-computer-based networks. The curriculum allows students to customize their program by choosing areas of concentration during the second year. The areas of concentration can be found below. Please discuss with your academic advisor which concentrations are best for meeting your career goals. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+); Microsoft Certified Professional, Cisco Certified Network Associate and Oracle Certified Administrator.

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 quarters 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 quarters 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 terms and concepts.
- Troubleshoot basic desktop and server hardware and operating system problems.
- Install, manage and configure network operating systems (Administration concentration).
- Implement LAN/WAN infrastructure technologies (Infrastructure concentration).
- Implement network security technologies (CyberSecurity concentration).
- Install, manage and configure database management systems (Oracle Database Management concentration).

Scholastic Preparation

Computer Networking students need a high school algebra background equivalent to CPE 101 (Introduction to Algebra). Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

CyberSecurity Concentration

This concentration focuses on preparing students to manage and implement computer and network-based security technologies. Designing, implementing and maintaining secure computer-based systems are components of this concentration.

MGT 211 CyberSecurity Management I (5)
MGT 212 CyberSecurity Management II (5)

Plus at least one of the following:

NTK 245 CyberSecurity - OS & Networks (5)
NTK 246 CyberSecurity - Firewall Technologies (5)
NTK 247 CyberSecurity - Forensic Analysis (5)

Network Administration Concentration

This concentration focuses on preparing students for managing and maintaining desktop and server operating systems software. Installing, configuring and troubleshooting operating systems are components of this concentration.

NTK 270 Administering Microsoft Professional (5)
NTK 272 Administering Microsoft Server (5)
NTK 240 Linux/Unix Network Administration I (5)

Network Infrastructure Concentration

This concentration focuses on preparing students to implement and support the computer network infrastructure. Setting up and configuring routers and switches is a key component of this concentration.

NTK 201 Cisco Associate I (5)
NTK 202 Cisco Associate II (5)
NTK 203 Cisco Associate III (5)

Oracle Database Management Concentration

This concentration focuses on preparing students to manage and maintain the Oracle Database software. Installing, configuring and implementing a database system are key components of this concentration.

NTK 255	Introduction to Oracle (5)
NTK 256	Oracle Fundamentals I (5)
NTK 257	Oracle Database Mining & Warehousing (5)

Course #	Course Title	Credit Hours
Fall		
NTK 176	PC/Network Essentials I	6
ACC 111	Principles of Accounting I	4
MGT 105	Contemporary American Business	3
ENG 111	English I	4
Winter		
NTK 178	PC/Network Essentials II	6
ENG 112	English II ****	or
ENG 135	Business Report Writing ****	4
MGT 200	Introduction to Project Management	4
- -	Humanities/Social Science Elective (GA)	3
Spring		
NTK 179	PC/Network Essentials III	6
ENG 221	Business Communication	3
ITS 12S	Beginning Spreadsheet	1
- -	Management/Marketing/Accounting Elective ***	3
- -	Social Science Elective	3
Fall		
NTK -	Concentration A, Course 1 *	5
NTK -	Concentration B, Course 1 *	5
- -	NTK/CSD or Co-op Elective(s) **	5
- -	Humanities/Social Science Elective	3
Winter		
NTK -	Concentration A, Course 2 *	5
NTK -	Concentration B, Course 2 *	5
- -	NTK/CSD or Co-op Elective(s) **	5
COM 121	Public Speaking I	3
Spring		
NTK -	Concentration A, Course 3 *	5
NTK -	Concentration B, Course 3 *	5
- -	NTK/CSD/ITS or Co-op Elective(s)	3
NTK 288	Advanced Networking Topics	5
	Total Credit Hours	104

* Choose any two concentrations from CyberSecurity, Network Administration, Network Infrastructure, Oracle Database Management

** NTK/CSD elective hours must total a minimum of 13 hours. Cooperative Education courses (EBE 100, EBE 282, EBE 283, EBE 284, EBE 292, EBE 293 and EBE 294) can be applied in place of NTK/CSD elective hours. ITS electives cannot include ITS 080, ITS 081.

*** Any MGT, MKT or ACC course not already prescribed.

**** ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.

Computer Networking - Advanced Computer Networking Option (475)

Information Technology is one of the fastest-growing career fields today. The Advanced Computer Networking curriculum prepares students to plan, design, implement, troubleshoot and manage advanced networking technologies. The curriculum allows students to customize their program by choosing areas of concentration during the second year. The areas of concentration can be found below. Please discuss with your academic advisor which concentrations are best for meeting your career goals. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+); Microsoft Certified Professional, Cisco Certified Network Associate and Oracle Certified Administrator.

Advanced 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 quarters 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 quarters 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 Advanced Computer Networking, a graduate will be able to do the following:

- Implement LAN/WAN infrastructure technologies.
- Install, manage and configure network operating systems (Administration concentration).
- Implement network security technologies (CyberSecurity concentration).
- Install, manage and configure database management systems (Oracle Database Management concentration).

Prerequisite Requirements

Prior to selecting this program, students must demonstrate basic computer networking knowledge by meeting one of the following criteria:

- The student must have completed training in and/or passed two of the following certifications: A+, Network+, Server+, Linux+.
- The student must have completed training in and/or passed one of the following certifications: MCSA/MCSE,CNA/CNE or other intermediate/ advanced networking certification.
- The student must demonstrate equivalent work experience knowledge/skill.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

CyberSecurity Concentration

This concentration focuses on preparing students to manage and implement computer and network-based security technologies. Designing, implementing and maintaining secure computer-based systems are components of this concentration.

MGT 211 CyberSecurity Management I (5)
MGT 212 CyberSecurity Management II (5)

Plus at least one of the following:
NTK 245 CyberSecurity - OS & Networks (5)
NTK 246 CyberSecurity - Firewall Technologies (5)
NTK 247 CyberSecurity - Forensic Analysis (5)

Network Administration Concentration

This concentration focuses on preparing students for managing and maintaining desktop and server operating systems software. Installing, configuring and troubleshooting operating systems are components of this concentration.

NTK 270 Administering Microsoft Professional (5)
NTK 272 Administering Microsoft Server (5)
NTK 240 Linux/Unix Network Administration I (5)

Oracle Database Management Concentration

This concentration focuses on preparing students to manage and maintain the Oracle Database software. Installing, configuring and implementing a database system are key components of this concentration.

NTK 255 Introduction to Oracle (5)
NTK 256 Oracle Fundamentals I (5)
NTK 257 Oracle Database Mining & Warehousing (5)

Course #	Course Title	Credit Hours
Fall		
NTK 201	Cisco Associate I	5
ACC 111	Principles of Accounting I	4
MGT 105	Contemporary American Business	3
ENG 111	English I	4
Winter		
NTK 202	Cisco Associate II	5
ENG 112	English II ****	or
ENG 135	Business Report Writing ****	4
MGT 200	Introduction to Project Management	4
- -	Humanities/Social Science Elective	3
Spring		
NTK 203	Cisco Associate III	5
ENG 221	Business Communication	3
ITS 12S	Beginning Spreadsheet	1
- -	Management/Marketing/Accounting Elective ***	3
- -	Social Science Elective	3
Fall		
NTK -	Concentration A, Course 1*	5
NTK -	Concentration B, Course 1*	5
NTK -	NTK/CSD or Co-op Elective(s) **	5
- -	Humanities/Social Science Elective (GA)	3
Winter		
NTK -	Concentration A, Course 2 *	5
NTK -	Concentration B, Course 2 *	5
NTK -	NTK/CSD or Co-op Elective(s) **	5
COM 121	Public Speaking I	3
Spring		
NTK -	Concentration A, Course 3 *	5
NTK -	Concentration B, Course 3 *	5
NTK -	NTK/CSD/ITS or Co-op Elective(s) **	3
NTK 288	Advanced Networking Topics	5
	Total Credit Hours	101

* Choose any two concentrations from CyberSecurity, Network Administration, Oracle Database Management
**NTK/CSD elective hours must total a minimum of 13 hours. CooperativeEducation courses (EBE 100, EBE 282, EBE 283, EBE 284, EBE 292, EBE 293and EBE 294) can be applied in place of NTK/CSD elective hours. ITSelectives cannot include ITS 080, ITS 081.
*** Any MGT, MKT or ACC course not already prescribed.
**** ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.

Computer Networking - Cybersecurity Specialist Option (476)

Information Technology is one of the fastest-growing career fields today. The CyberSecurity Specialist curriculum prepares students to design, implement, manage and maintain computer- and network-based security technologies. The curriculum allows students to customize their program by choosing an area of concentration during the second year. The areas of concentration can be found below. Please discuss with your academic advisor which concentration is best for meeting your career goals. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+); Microsoft Certified Professional, Cisco Certified Network Associate and Oracle Certified Administrator.

CyberSecurity Specialist 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 quarters 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 quarters 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 Specialist, a graduate will be able to do the following:

- Demonstrate knowledge of computer terms and concepts.
- Troubleshoot basic desktop and server hardware and operating system problems.
- Implement network security technologies.
- Install, manage and configure network operating systems (Administration concentration).
- Implement LAN/WAN infrastructure technologies (Infrastructure concentration).
- Install, manage and configure database management systems (Oracle Database Management concentration).

Scholastic Preparation

CyberSecurity Specialist students need a high school algebra background equivalent to CPE 101 (Introduction to Algebra). Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Network Administration Concentration

This concentration focuses on preparing students for managing and maintaining desktop and server operating systems software. installing, configuring and troubleshooting operating systems are components of this concentration.

NTK 270	Administering Microsoft Professional (5)
NTK 272	Administering Microsoft Server (5)
NTK 240	Linux/Unix Network Administration I (5)

Network Infrastructure Concentration

This concentration focuses on preparing students to implement and support the computer network infrastructure. Setting up and configuring routers and switches is a key component of this concentration.

NTK 201	Cisco Associate I (5)
NTK 202	Cisco Associate II (5)
NTK 203	Cisco Associate III (5)

Oracle Database Management Concentration

This concentration focuses on preparing students to manage and maintain the Oracle Database software. Installing, configuring and implementing a database system are key components of this concentration.

NTK 255	Introduction to Oracle (5)
NTK 256	Oracle Fundamentals I (5)
NTK 257	Oracle Database Mining & Warehousing (5)

Course #	Course Title	Credit Hours
Fall		
NTK 176	PC/Network Essentials I	6
ACC 111	Principles of Accounting I	4
MGT 105	Contemporary American Business	3
ENG 111	English I	4
Winter		
NTK 178	PC/Network Essentials II	6
ENG 112	English II ****	or
ENG 135	Business Report Writing ****	4
MGT 200	Introduction to Project Management	4
- -	Humanities/Social Science Elective (GA)	3
Spring		
NTK 179	PC/Network Essentials III	6
ENG 221	Business Communication	3
ITS 12S	Beginning Spreadsheet	1
- -	Management/Marketing/Accounting Elective ***	3
- -	Social Science Elective	3
Fall		
NTK -	Concentration A, Course 1 *	5
- -	NTK/CSD or Co-op Elective(s) **	5
MGT 211	CyberSecurity Management I	5
- -	Humanities/Social Science Elective	3
Winter		
NTK -	Concentration A, Course 2 *	5
MGT 212	CyberSecurity Management II	5
NTK 245	CyberSecurity - OS & Networks	5
COM 121	Public Speaking I	3
Spring		
NTK -	Concentration A, Course 3 *	5
NTK 246	CyberSecurity - Firewall Technologies	5
NTK 247	CyberSecurity - Forensic Analysis	5
NTK 288	Advanced Networking Topics	5
	Total Credit Hours	106

* Choose any one concentration from Network Administration, Network Infrastructure, Oracle Database (see concentrations on earlier page).
****NTK/CSD elective hours must total a minimum of 5 hours. Cooperative Education courses (EBE 100, EBE 282 - 284, EBE 292 - 294), MGT 211, MGT 212, and ATI courses may also be used as NTK/CSD elective hours. ITS electives cannot include ITS 080, ITS 081.
*** Any MGT, MKT or ACC course not already prescribed.
**** ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.

Computer Networking - Technical Systems Support Option (472)

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. The curriculum allows students to customize their program by choosing an area of concentration during the second year. The areas of concentration can be found below. Please discuss with your academic advisor which concentration is best for meeting your career goals. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+); Microsoft Certified Professional, Cisco Certified Network Associate and Oracle Certified Administrator.

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 quarters 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 quarters 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 terms and concepts.
- Troubleshoot basic desktop and server hardware and operating system problems.
- Use and troubleshoot basic application software.
- Install, manage and configure network operating systems (Administration concentration).
- Implement LAN/WAN infrastructure technologies (Infrastructure concentration).
- Implement network security technologies (CyberSecurity concentration).
- Install, manage and configure database management systems (Oracle Database Management concentration).

Scholastic Preparation

Technical Systems Support students need a high school algebra background equivalent to CPE 101 (Introduction to Algebra). Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

CyberSecurity Concentration
This concentration focuses on preparing students to manage and implement computer and network-based security technologies. Designing, implementing and maintaining secure computer-based systems are components of this concentration.

MGT 211 CyberSecurity Management I (5)
MGT 212 CyberSecurity Management II (5)

Plus at least one of the following:
NTK 245 CyberSecurity - OS & Networks (5)
NTK 246 CyberSecurity - Firewall Technologies (5)
NTK 247 CyberSecurity - Forensic Analysis (5)

Network Administration Concentration
This concentration focuses on preparing students for managing and maintaining desktop and server operating systems software. Installing, configuring and troubleshooting operating systems are components of this concentration.

NTK 270 Administering Microsoft Professional (5)
NTK 272 Administering Microsoft Server (5)
NTK 240 Linux/Unix Network Administration I (5)

Network Infrastructure Concentration
This concentration focuses on preparing students to implement and support the computer network infrastructure. Setting up and configuring routers and switches is a key component of this concentration.

NTK 201 Cisco Associate I (5)
NTK 202 Cisco Associate II (5)
NTK 203 Cisco Associate III (5)

Oracle Database Management Concentration
This concentration focuses on preparing students to manage and maintain the Oracle Database software. Installing, configuring and implementing a database system are key components of this concentration.

NTK 255 Introduction to Oracle (5)
NTK 256 Oracle Fundamentals I (5)
NTK 257 Oracle Database Mining & Warehousing (5)

Course #	Course Title	Credit Hours
Fall		
NTK 176	PC/Network Essentials I	6
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
MGT 105	Contemporary American Business	3
Winter		
NTK 178	PC/Network Essentials II	6
ENG 112	English II ****	or
ENG 135	Business Report Writing ****	4
MGT 200	Introduction to Project Management	4
- -	Social Science Elective	3
Spring		
NTK 179	PC/Network Essentials III	6
ENG 221	Business Communication	3
ITS 12S	Beginning Spreadsheet	1
- -	Management/Marketing/Accounting Elective ***	3
- -	Humanities/Social Science Elective (GA)	3
Fall		
NTK -	Concentration A, Course 1 *	5
NTK -	NTK/CSD or Co-op Elective(s) **	5
ITS 12A	Windows Concepts	2
ITS 12D	Beginning Database	1
ITS 12W	Beginning Word Processing	1
ITS -	ITS Elective *****	1
- -	Humanities/Social Science Elective	3
Winter		
NTK -	Concentration A, Course 2 *	5
NTK -	NTK/CSD or Co-op Elective(s) **	5
COM 121	Public Speaking I	3
ITS 14D	Intermediate Database	2
ITS -	ITS Elective *****	1
Spring		
NTK -	Concentration A, Course 3*	5
NTK 288	Advanced Networking Topics	5
NTK -	NTK/CSD or Co-op Elective(s)**	3
ITS 14W	Intermediate Word Processing	2
ITS -	ITS Elective(s) *****	3
	Total Credit Hours	102

* Choose any one concentration from CyberSecurity, Network Administration, Network Infrastructure, Oracle Database.
** NTK/CSD elective hours must total a minimum of 13 hours. Cooperative Education courses (EBE 100, EBE 282, EBE 283, EBE 284, NTK/CSD elective hours must total a minimum of 13 hours. Cooperative Education courses (EBE 100, EBE 282 - 284, EBE 292 - 294), MGT 211, MGT 212, and ATI courses may also be used as NTK/CSD elective hours.
**** ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.
***** ITS electives must total a minimum of 5 hours. ITS courses may not include ITS 080, ITS 081, ITS 102, ITS 103.

Computer Software Development (433)

Information technology is one of the fastest-growing career fields today. The Computer Software Development curriculum prepares the students to analyze, design and develop solutions to business problems through the use of technology. Students learn and work with a variety of popular programming languages and industry-standard development tools, as well as database management tools. Object-oriented and client-server application environments are used. Students will work within a variety of operating system environments. Specific attention will be paid to the Web Services programming model.

Computer Software Development 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 quarters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the Director 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 quarters 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 websites.
- 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 102 Introduction to Algebra. Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, Keyboarding/Word Processing.

Degree Availability

The first year of this program is available during the day and evening. Many of the second-year courses are only available in the evening. 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
COM 111	Interpersonal Communication	3
ENG 111	English I	4
ITS 12A	Windows Concepts	2
ITS 12S	Beginning Spreadsheet	1
ITS 106	Introduction to Computers & Networking	2
ITS 115	HTML & XHTML	4
PGR 101	Introduction to College Success	2
Winter		
COM 121	Public Speaking I	3
ENG 112	English II	or
ENG 135	Business Report Writing	4
ITS 12D	Beginning Database	1
ITS 118	XML Web Services	4
ITS 230	Introduction to Web Design	3
MGT 115	Customer Relations	3
Spring		
CSD 104	Programming Fundamentals	5
ENG 221	Business Communication	3
ITS 109	Introduction to SQL	3
ITS 231	Web Page Multimedia	3
MGT 200	Introduction to Project Management	4
Fall		
CSD 121	Visual Basic Programming I I	4
CSD 130	Database Management Systems	3
CSD 221	Systems Analysis & Design	4
- -	CSD or NTK Elective or EBE 100*	2
MGT 106	Organizational Behavior	4
Winter		
CSD 122	Visual Basic Programming II	4
CSD 224	Java Concepts I	4
CSD 230	Database Design & Administration	5
- -	CSD OR NTK Elective or EBE 282 *	2
- -	Social Science Elective	3
Spring		
CSD 225	Java Concepts II	4
CSD 270	Advanced Topics	4
NTK 240	Administering Linux I	5
- -	Humanities or Social Science Elective (GA)	3
	Total Credit Hours	105

* EBE 110 cannot be used as an elective. CSD/NTK elective hours must total a minimum of 4 hours.
** ENG 135, Business Report Writing, will not necessarily transfer as the equivalent of ENG 112, English II.

Geospatial Technology (900)

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 studentswho have completed all prerequisites and who have no collegepreparatory recommendations. Many individuals, especially part-timestudents and those taking college preparatory courses, will requireadditional quarters of study. Students should consult their academicadvisor for help in planning their schedules.

Learning Outcomes

Upon completion of an Associate of Technical Studies 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

Course #	Course Title	Credit Hours
Fall		
GST 101	Introduction to Cartography & Geospatial Science	4
DFT 211	Computer-Aided Design I	4
ENG 111	English I	4
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
ITS 12W	Beginning Word Processing	1
MTH 121	College Algebra I	3
Winter		
GST 120	Introduction to GIS	3
CSD 104	Programming Fundamentals	5
ENG 112	English II	4
MTH 140	Trigonometry	3
PHY 110	Fundamentals of Physics	5
Spring		
GST 130	Remote Sensing/Air-Photo Interpretation	3
CSD 121	Visual Basic Programming I	4
EBE 100	Employability Skills	2
ENG 223	Technical Report Writing	3
ITS 109	Introduction to SQL	3
MTH 122	College Algebra II	3
Summer		
EBE 282	Co-Op Education I	2
Fall		
GST 210	Georeferencing & Mapping	3
GST 224	GIS Data Creation/Management	3
COM 121	Public Speaking I	3
GLG 131	Physical Geology	5
STT 264	Statistics I	4
Winter		
GST 225	Intermediate GIS	3
GST 235	Programming for GIS	4
- -	Geospatial Elective*	3
GEO 110	World Human Geography	3
PHL 205	Deductive Logic	3
Spring		
GST 250	Photogrammetry	4
GST 270	Advanced Topics in Geospatial Technology	4
- -	Geospatial Elective*	3
GEO 220	World Regional Geography	3
	Total Credit Hours	106

*GST electives must total a minimum of 6 credit hours and may come from any GST, CSD, or ATI course not already prescribed.

Information Services Library Paraprofessional (477)

Belmont Technical College (BTC) 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 Technology: Information Services, Library Paraprofessional. This formal arrangement permits CSCC students to benefit in order to pursue library paraprofessional training from BTC.

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. BTC 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.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
ITS 103	Information Technology Basics	3
GPH 100	Introduction to Graphic Design	4
- -	General Elective	3
- -	INF 100 Intro to Learning Literacy (take from Belmont)	1
Winter		
ENG 112	English II	4
MTH 105	Mathematics & Today's World	3
- -	GPH or ITS Elective	3
- -	General Elective	3
- -	INF 102 Copyright (take from Belmont)	1
- -	INF 107 Basics of Reference Servics (take from Belmont)	2
Spring		
COM 111	Interpersonal Communication	3
ENG 221	Business Communication	3
ITS 115	HTML & XHTML	4
- -	INF 105 Fundmentals of Information & Communication (take from Belmont)	4
- -	INF Special Topics (take from Belmont)	2
Spring or Summer		
- -	General Elective	3
Fall		
ITS 12P	Beginning Presentation Graphics	1
PSY 111	Psychology I	3
- -	ITS Elective	2
- -	INF 203 Information Structure & Sources (take from Belmont)	4
- -	LIB 103 Library Operations I (take from Belmont)	3
- -	INF or LIB Special Topics from Belmont	2
Winter		
- -	ITS Elective	1
- -	Humanities Elective	3
- -	Natural Science Elective	3
- -	LIB 204 Library Operations II (take from Belmont)	4
- -	INF Special Topics from Belmont	2
Spring		
COM 121	Public Speaking I	3
GPH 105	Design Fundamentals	3
- -	General Elective	3
- -	INF 204 Customer, Public, Information Servces (take from Belmont)	4
- -	INF 280 Information Services Seminar (take from Belmont)	1
- -	INF 282 Information Services Capstone & Project (take from Belmont)	2
Spring or Summer		
- -	ENG Elective	3
	Total Credit Hours	97

Computer & IT Certificates

Computer Programming Departmental Certificate

This certificate provides the knowledge and skills necessary to design and develop computer software applications. Programming languages will include both procedural and object-oriented methodologies.

Course #	Course Title	Credit Hours
CSD 104	Programming Fundamentals	5
CSD 121	Visual Basic Programming I	4
CSD 122	Visual Basic Programming II	4
CSD 130	Database Management Systems	3
CSD 224	Java Concepts I	4
CSD 225	Java Concepts II	4
CSD 230	Database Design & Administration	5
ITS 12D	Beginning Database	1
ITS 109	Introduction to SQL	3
ITS 115	HTML & XHTML	4
ITS 118	XML Web Services	4
	Total Credit Hours	41

Cybersecurity Departmental Certificate

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
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 179	PC/Network Essentials III	6
MGT 211	CyberSecurity Management I	5
MGT 212	CyberSecurity Management II	5
NTK 245	CyberSecurity - OS & Networks	5
NTK 246	CyberSecurity - Firewall Technologies	5
NTK 247	CyberSecurity - Forensic Analysis	5
	Total Credit Hours	43

Network Administration Departmental Certificate (464)

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
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 179	PC/Network Essentials III	6
NTK 270	Administering Microsoft Professional	5
NTK 272	Administering Microsoft Server	5
NTK 240	Administering Linux I	5
	Total Credit Hours	33

Network Infrastructure Departmental Certificate (464)

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
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 179	PC/Network Essentials III	6
NTK 201	Cisco Associate I	5
NTK 202	Cisco Associate II	5
NTK 203	Cisco Associate III	5
	Total Credit Hours	33

Oracle Database Management Departmental Certificate (464)

This certificate is focused on providing the knowledge and skills necessary to configure and administer an Oracle database management system.

Course #	Course Title	Credit Hours
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 179	PC/Network Essentials III	6
NTK 255	Introduction to Oracle	5
NTK 256	Oracle Administration I	5
NTK 257	Oracle Data Mining & Warehousing	5
	Total Credit Hours	33

Technical Support Departmental Certificate (464)

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
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 179	PC/Network Essentials III	6
ITS 12A	Windows Concepts	2
ITS 12D	Beginning Database	1
ITS 14D	Intermediate Database	2
ITS 12S	Beginning Spreadsheet	1
ITS 14S	Intermediate Spreadsheet	2
ITS 12W	Beginning Word Processing	1
ITS 14W	Intermediate Word Processing	2
ITS -	ITS Elective(s)*	7
	Total Credit Hours	36

Web Services Departmental Certificate (433)

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
CSD 104	Programming Fundamentals	5
CSD 130	Database Management Systems	3
CSD 224	Java Concepts I	4
CSD 225	Java Concepts II	4
CSD 270	Advanced Topics	4
ITS 12D	Beginning Database	1
ITS 109	Introduction to SQL	3
ITS 115	HTML & XHTML	4
ITS 118	XML Web Services	4
ITS 230	Introduction to Web Design	3
ITS 231	Web Page Multimedia	3
	Total Credit Hours	38

Court Reporting / Captioning

Judicial Reporting (443)

Judicial reporters record the verbatim proceedings of a courtroom, deposition, hearing, arbitration, or meeting and provide an accurate transcript of the proceedings.

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 a mock computer-integrated courtroom (CIC). All Realtime Reporting students are required to purchase a computerized writer and a laptop computer.

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 quarters of study. Students should consult their academic advisor for help in planning their schedules.

Students will follow the curriculum of the Realtime Reporting program through the first year before deciding whether they will select Judicial Reporting or Broadcast Captioning/CART as their career goal. All Realtime 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 sellable 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 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, 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 sellable transcript from internship experience.
- The student shall prepare a five-page, first-pass transcript with 95 percent accuracy.
- Student must have passed each of the terminal speed courses (RTR 203, RJR 213, and RJR 233) within 12 months prior to graduation.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
RTR 105	Realtime Theory	7
RTR 110	Survey of Realtime Reporting	1
RTR 125	Vocabulary/Reference Use	2
ITS 103	Information Technology Basics	3
OAD 105	Business English	4
Winter		
RTR 106	Realtime Theory Reinforcement	2
RTR 107	Beginning Speed Building I	3
RTR 131	Beginning Computer Assisted Transcription	3
RTR 152	Realtime Transcription	2
ENG 111	English I	4
ENG 221	Business Communication	3
Spring		
RTR 108	Beginning Speed Building II	3
RTR 111	Beginning Testimony I	3
RTR 120	Law & Legal Terminology	2
RTR 152	Realtime Transcription	2
ENG 112	English II	4
Summer		
RTR 112	Beginning Testimony II	3
RTR 161	Realtime Skill Building	1
MST 105	Medical Terminology	3
- -	Humanities Elective	3
- -	Social Science Elective	3
- -	Humanities/Social Science Elective (GA)	3
Fall		
RJR 211	Advanced Testimony I	3
RJR 231	Jury Charge I	3
RTR 201	Advanced Speed Building I	3
RTR 153	Realtime Transcription	3
- -	Humanities/Social Science Elective	3
Winter		
RJR 212	Advanced Testimony II	3
RJR 232	Jury Charge II	3
RJR 245	Office Management	3
RTR 132	Advanced Computer Assisted Transcription	3
RTR 153	Realtime Transcription	3
RTR 202	Advanced Speed Building II	3
Spring		
RJR 213	Advanced Testimony III *	3
RJR 233	Jury Charge III *	3
RTR 153	Realtime Transcription	3
RTR 203	Advanced Speed Building III *	3
RJR 280	Judicial Reporting: The Professional Experience	1
	Total Credit Hours	110

* Must be completed within 12 months prior to graduation.

Judicial Reporting - Broadcast Captioning/CART Option (444)

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. 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 a mock broadcast captioning studio. All Realtime Reporting students are required to purchase a computerized writer and a laptop computer.

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 Reporting program through the first year before deciding whether they will select Broadcast Captioning/CART or Judicial Reporting as their career goal. All Realtime 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 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 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 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 12K, 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 one hour of CART services.
- Prepare an acceptable captioned translation of one hour of captioning services.
- Complete 40 hours of actual writing time in the CART environment.
- Complete 40 hours of actual writing time in the captioning environment.
- Pass three five-minute tests with 96 percent accuracy at 180 wpm literary.
- Produce a five-page, first-pass transcript with at least 96 percent accuracy.
- Student must have passed the terminal speed course RTR 203 within 12 months prior to graduation.

Clark State Community College reserves the right to change these standards when determined educationally appropriate.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
RTR 105	Realtime Theory	7
RTR 110	Survey of Realtime Reporting	1
RTR 125	Vocabulary/Reference Use	2
ITS 103	Information Technology Basics	3
OAD 105	Business English	4
Winter		
RTR 106	Realtime Theory Reinforcement	2
RTR 107	Beginning Speed Building I	3
RTR 131	Beginning Computer Assisted Transcription	3
RTR 152	Realtime Transcription	2
ENG 111	English I	4
ENG 221	Business Communication	3
Spring		
RTR 108	Beginning Speed Building II	3
RTR 111	Beginning Testimony I	3
RTR 120	Law & Legal Terminology	2
RTR 152	Realtime Transcription	2
ENG 112	English II	4
Summer		
RTR 112	Beginning Testimony II	3
MST 105	Medical Terminology	3
GLG 129	Survey of Earth Science	4
PLS -	Political Science Elective	3
SOC 110	Sociology	3
Fall		
RCC 110	Introduction to the Deaf Community	4
RCC 221	Captioning/CART I	2
RCC 231	Captioning/CART Speed Building I	1
RTR 151	Realtime Transcription	1
RTR 201	Advanced Speed Building I	3
ENG 250	American Literature	3
Winter		
RCC 222	Captioning/CART II	2
RCC 232	Captioning/CART Speed Building II	1
RCC 245	Business Practices	2
RTR 132	Advanced Computer Assisted Transcription	3
RTR 151	Realtime Transcription	1
RTR 202	Advanced Speed Building II	3
- -	HST/SOC Elective **	5
Spring		
RCC 223	Captioning/CART III	2
RCC 233	Captioning/CART Speed Building III	1
RCC 280	Captioning: The Professional Experience	0.5
RCC 281	CART: The Professional Experience	0.5
RTR 151	Realtime Transcription	1
RTR 203	Advanced Speed Building III *	3
GEO 220	World Regional Geography	3
HST 123	American History 1900-Present	3
	Total Credit Hours	109

* Must have been completed within 12 months prior to graduation.
**Any HST or SOC course not already prescribed.

Court Reporting / Captioning Certificates

Judicial Reporting Scopist Departmental Certificate (445)

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 their 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. Scopists are hired by 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
Fall		
RTR 105	Realtime Theory	7
RTR 110	Survey of Realtime Reporting	1
RTR 125	Vocabulary/Reference Use	2
ITS 103	Information Technology Basics	3
OAD 105	Business English	4
Winter		
RTR 106	Realtime Theory Reinforcement	2
RTR 107	Beginning Speed Building I	3
RTR 131	Beginning Computer Assisted Transcription *	3
RTR 152	Realtime Transcription *	2
ENG 111	English I	4
ENG 221	Business Communication	3
Spring		
RTR 108	Beginning Speed Building II	3
RTR 151	Realtime Transcription *	1
RTR 120	Law & Legal Terminology	2
Summer		
MST 105	Medical Terminology	3
RTR 112	Beginning Testimony II	3
RTR 161	Realtime Skill Building *	1
	Total Credit Hours	47

*Realtime Transcription, Realtime Skill Building, and Beginning Computer Assisted Transcription credits must have been successfully completed within the last five years before the Scopist certificate is awarded.

Early Childhood / Teacher Education

Career and Technical Education - ATS

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 one of our three campus locations in Springfield, Beavercreek and Bellefontaine.

Curriculum

- Basic Requirement: Technical work-based experience credit: 21 quarter hour credits based on documentation of Ohio Route B Licensure.
- Technical Requirement: A combination of Professional Teacher Education coursework transferred from ODE approved institutions.
- MGT 200 Introduction to Project Management (4 credit hours)
- COM 121 Public Speaking (3 credit hours) to a total of 46 credit hours.
- CSCC General Education coursework: 23 quarter hour credits including:

Course #	Course Title	Credit Hours
ENG 111	English I	4
ENG 112	English II	4
ENG 223	Technical Report Writing	or
ENG 221	Business Communication	3
- -	Social Science Elective	3
- -	Humanities Elective	3
- -	Humanities Elective	3
	Total Credit Hours	20

* At least 30 quarter hours must be completed at Clark State.
** At least one of the four 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 MGT 200 and COM 121 do not total 46 quarter credit hours, the student will need to have additional technical credits approved by his/her advisor to meet the 46-credit-hour minimum.

Early Childhood Education (710)

Early Childhood Education - Pre-Kindergarten Licensure

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, 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an associate 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.

Course Format
Selected courses are presented in both traditional and on-line formats. All courses with labs will be conducted on campus regardless of the format. Contact your advisor for further information.

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 NAEYC-accredited Early Childhood Education Center adjacent to the Leffel Lane Campus, operated by Clark State and Springfield-Clark JVS. 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-K certification must meet all guidelines listed in the pre-kindergarten associate certification orientation packet, which is available in the ECE Office.

Graduation Requirements
A grade of C or better in all ECE, EEP and EDU courses is required for graduation. Requests to repeat technical courses more than twice must be approved by the program coordinator. Beginning in 2005, all graduating students must successfully complete the Capstone Course (ECE 292) regardless of their entry date into the program.

Liability Insurance
Students will be billed for liability insurance for each year of Early Childhood Education courses.

Humanities/Social Science Electives
A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ECE 101	Professional Development for Educators	1
ECE 102	Introduction to Early Childhood Education	4
ECE 114	Art, Music & the Child	3
ENG 111	English I	4
PSY 111	Psychology I	3
SOC 110	Sociology	3
Winter		
ECE 110	Infant/Toddler Education	3
ECE 115	Resources in Early Childhood Education	2
ENG 112	English II	4
PSY 221	Human Growth & Development I	3
EEP 122	Diversity in Education	3
Spring		
ECE 108	Observing & Assessing Young Children	4
ECE 120	Language Development & the Child	3
ECE 250	Positive Guidance in Early Childhood	3
COM 121	Public Speaking I	3
ITS 12W	Beginning Word Processing	1
SOC 240	Racial & Cultural Minorities	3
Fall		
ECE 211	Sensory Motor Skills	3
ECE 213	Health, Safety & Nutrition	3
ECE 215	Math /Science Activities	3
ECE 223	Curriculum & Instruction in Early Childhood Education	3
ENG 223	Technical Report Writing	3
Winter		
EDU 217	Individuals with Exceptionalities	4
ECE 224	School-Age Curriculum	3
ECE 271	ECE Practicum I	2
ECE 291	Child Care Seminar I	2
MTH 121	College Algebra I **	3
- -	Technical Elective *	3
Spring		
ECE 225	Issues in Education	2
ECE 230	Organizational Management	3
ECE 272	ECE Practicum II	2
ECE 292	Child Care Capstone Seminar	2
- -	Technical Elective *	3
- -	Humanities/Social Science Elective (GA)	3
	Total Credit Hours	97

* Technical electives include: ECE 210, ECE 220, ECE 221, ECE 222 or any EEP or EDU course.
** Students may substitute MTH 106 Business Mathematics for MTH 121 College Algebra I.

Early Childhood Education - Administration Option (711)

The Early Childhood Education Administration option will prepare the graduate to be endorsed as a director of a preschool/child care center.

This option will follow the guidelines of the Ohio Department of Human Services, Licensing Rules, #5101:2-12-25, for a child care administrator.

The Early Childhood Administration graduate will have knowledge of early childhood development theories, developmentally appropriate practice in early childhood and business and management skills.

Students will receive 160 hours of supervised experiences under an administrator in an approved early childhood education program during Practicum II.

Selected courses are presented in both traditional and on-line formats. All courses with labs will be conducted on campus regardless of the format. Contact your advisor for further information.

Learning Outcomes

Upon completion of an associate degree in Early Childhood Education-Administration option, 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.
- Apply business and management skills to the Early Childhood Education setting.

Graduation Requirements

A grade of C or better in all ECE, EEP and EDU courses is required for graduation. Requests to repeat technical courses more than twice may require approval of program coordinator.

Liability Insurance

Students will be billed for liability insurance for each year of Early Childhood Education courses.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ECE 101	Professional Development for Educators	1
ECE 102	Introduction to Early Childhood Education	4
ECE 114	Art, Music & the Child	3
MGT 112	Principles of Management	4
ENG 111	English I	4
PSY 111	Psychology I	3
Winter		
ECE 110	Infant/Toddler Education	3
ECE 115	Resources in Early Childhood Education	2
ENG 112	English II	4
PSY 221	Human Growth & Development I	3
EEP 122	Diversity in Education	3
Spring		
ECE 250	Positive Guidance in Early Childhood	3
MGT 106	Organizational Behavior	4
COM 121	Public Speaking I	3
ITS 103	Information Technology Basics	3
SOC 110	Sociology	3
Fall		
ECE 213	Health, Safety & Nutrition	3
ECE 223	Curriculum & Instruction in Early Childhood Education	3
ACC 111	Principles of Accounting I	4
ENG 223	Technical Report Writing	3
- -	Technical Elective *	3
Winter		
EDU 217	Individuals with Exceptionalities	4
ECE 224	School-Age Curriculum	3
ECE 271	ECE Practicum I	2
ECE 275	Leadership & Mentoring in Early Childhood Programs	2
ECE 291	Child Care Seminar I	2
Spring		
ECE 225	Issues in Education	2
ECE 230	Organizational Management	3
ECE 283	Child Care Practicum- Administration	2
ECE 293	Child Care Seminar- Administration Capstone	2
SOC 240	Racial & Cultural Minorities	3
- -	Humanities/Social Science Elective (GA)	3
	Total Credit Hours	94

* Technical electives include: ECE 108, ECE 210, ECE 215, ECE 220, ECE 221, ECE 222 or any EEP or EDU course.

Early Childhood Education - Early Literacy Option (713)

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, preschool child and the school-aged child enrolled in a child program. Graduates of the Early Childhood Education Degree Early Literacy Option are prepared to work with children aged birth to five years in a variety of settings. The focus on early literacy will prepare individuals to work In support roles at the elementary level, or in support and lead roles at the preschool level. An emphasis on beginning reading, writing, comprehension and language development serves as the foundation for this option.

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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an associate degree in Early Childhood Education-Early Literacy option, 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.
- Apply knowledge and skills in reading, writing, comprehension and language development.

Graduation Requirements

A grade of C or better in all ECE, EEP and EDU courses is required for graduation. Requests to repeat technical courses more than twice may require approval of program coordinator.

Liability Insurance

Students will be billed for liability insurance for each year of Early Childhood Education courses.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ECE 101	Professional Development for Educators	1
ECE 102	Introduction to Early Childhood Education	4
ECE 114	Art, Music & the Child	3
ENG 111	English I	4
PSY 111	Psychology I	3
SOC 110	Sociology	3
Winter		
ECE 110	Infant/Toddler Education	3
ECE 115	Resources in Early Childhood Education	2
ENG 112	English II	4
PSY 221	Human Growth & Development I	3
EEP 122	Diversity in Education	3
Spring		
ECE 108	Observing & Assessing Young Children	4
ECE 120	Language Development & the Child	3
ECE 250	Positive Guidance in Early Childhood	3
COM 121	Public Speaking I	3
ITS 12W	Beginning Word Processing	1
SOC 240	Racial & Cultural Minorities	3
Fall		
ECE 211	Sensory Motor Skills	3
ECE 213	Health, Safety & Nutrition	3
ECE 220	Early Literacy - A: Literacy-Rich Environments, Play & Language	3
ECE 223	Curriculum & Instruction in Early Childhood Education	3
ENG 223	Technical Report Writing	3
Winter		
EDU 217	Individuals with Exceptionalities	4
ECE 210	Children's Literature	3
ECE 271	ECE Practicum I	2
ECE 291	Child Care Seminar I	2
MTH 121	College Algebra I *	3
ECE 221	Early Literacy - B: Reading, Writing, & Phonics	3
Spring		
ECE 225	Issues in Education	2
ECE 230	Organizational Management	3
ECE 272	ECE Practicum II	2
ECE 292	Child Care Capstone Seminar	2
ECE 222	Early Literacy - C: Literacy Curriculum & Assessment	3
- -	Humanities/Social Science Elecitve (GA)	3
	Total Credit Hours	97

* Students may substitute MTH 106 Business Mathematics for MTH 121 College Algebra I.

Early Childhood Education - Special Needs Option (714)

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, preschool child and the school-aged child enrolled in a child program. Graduates of the Early Childhood Education degree Special Needs Option work with children, helping them develop into the whole, productive persons they are meant to be. The specialized coursework focusing on early childhood special needs will prepare individuals to work in support roles at the elementary level, or in support and lead roles in preschool programs that serve both typically and atypically developing children. The added focus on special needs will cover a variety of social, emotional, physical and cognitive disabilities and provide effective intervention strategies.

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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an associate degree in Early Childhood Education-Special Needs option, 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.
- Apply knowledge and skills to provide effective intervention strategies for a variety of social, emotional, physical and cognitive disabilities.

Graduation Requirements

A grade of C or better in all ECE, EEP and EDU courses is required for graduation. Requests to repeat technical courses more than twice may require approval of program coordinator.

Liability Insurance

Students will be billed for liability insurance for each year of Early Childhood Education courses.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ECE 101	Professional Development for Educators	1
ECE 102	Introduction to Early ChildhoodEducation	4
ECE 114	Art, Music & the Child	3
ENG 111	English I	4
PSY 111	Psychology I	3
SOC 110	Sociology	3
Winter		
ECE 110	Infant/Toddler Education	3
ECE 115	Resources in Early Childhood Education	2
ENG 112	English II	4
PSY 221	Human Growth & Development I	3
EEP 122	Diversity in Education	3
Spring		
ECE 108	Observing & Assessing Young Children	4
ECE 120	Language Development & the Child	3
ECE 250	Positive Guidance in Early Childhood	3
COM 121	Public Speaking I	3
ITS 12W	Beginning Word Processing	1
SOC 240	Racial & Cultural Minorities	3
Fall		
ECE 211	Sensory Motor Skills	3
ECE 213	Health, Safety & Nutrition	3
ECE 223	Curriculum & Instruction in Early Childhood Education	3
ENG 223	Technical Report Writing	3
- -	Special Needs Technical Elective *	3
Winter		
EDU 217	Individuals with Exceptionalities	4
ECE 271	ECE Practicum I	2
ECE 291	Child Care Seminar I	2
MTH 121	College Algebra I **	3
ECE 221	Early Literacy - B: Reading, Writing, & Phonics	3
- -	Special Needs Technical Elective *	3
Spring		
ECE 225	Issues in Education	2
ECE 272	ECE Practicum II	2
ECE 292	Child Care Capstone Seminar	2
- -	Special Needs Technical Elective *	3
- -	Special Needs Technical Elective *	3
- -	Humanities/Social Science Elective (GA)	3
	Total Credit Hours	97

* Contact Early Childhood faculty advisor for list and availability of courses.

** Students may substitute MTH 106 Business Mathematics for MTH 121 College Algebra I.

Early Elementary Paraprofessional (Teaching Assistant) (712)

The Early Elementary Paraprofessional program prepares individuals for employment as educational paraprofessionals in a variety of school settings. The program follows the guidelines set by the Ohio Department of Education. Graduates of the Early Elementary Paraprofessional program will have knowledge of elementary education theory, best practices and educational standards.

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 education requirements, will require additional quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an associate degree in the Early Elementary Paraprofessional program, a graduate will be able to:

- Demonstrate the basic academic skills required to proficiently assist P-12 students in reading, writing and mathematics.
- Demonstrate knowledge of how children and youth learn and develop and provide assistance that supports the intellectual, social/emotional and personal development of all learners.
- Demonstrate knowledge of the purposes and value of programs for individuals with exceptional learning needs.
- Demonstrate knowledge of and apply effective instructional and assessment strategies to assist teaching and learning in a variety of settings.
- Use the principles of effective classroom management and individualized behavior interventions.
- Follow and use prescribed district or agency policies and procedures, to ensure the safety, health and general well-being of learners.
- Demonstrate ability to communicate effectively, follow instructions and use problem solving to work as an effective member of an instructional team.
- Practice ethical and professional standards of conduct.
- Demonstrate an ability to utilize technology to enrich learning opportunities.

Course Format

Selected courses are presented in both traditional and on-line formats. You may also be able to earn credit for your life experiences through the College's Prior Learning Portfolio program. Contact your advisor for further information.

Overview

Students receive a total of 160 clock hours of supervised experiences in approved classroom settings during Practicums. They are given the opportunity to observe and to complete practical experiences with children in the learning environment. Seminars give the students the chance to discuss their experiences and share ideas concerning curriculum planning and behavior management.

Certification

The Early Elementary Paraprofessional program is approved by the State Board of Education as meeting all criteria for preparing individuals for an Educational Paraprofessional Associates license.

Graduation Requirements

A grade of C or better in all ECE, EDU and EEP courses is required for graduation.

Liability Insurance

Students will be billed for liability insurance for each year of Early Elementary Paraprofessional courses.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ECE 101	Professional Development for Educators	1
ECE 102	Introduction to Early Childhood Education	4
ECE 114	Art, Music & the Child	3
ECE 213	Health, Safety & Nutrition	3
ENG 111	English I	4
PSY 111	Psychology I	3
Winter		
EEP 122	Diversity in Education	3
EDU 217	Individuals with Exceptionalities	4
ECE 210	Children's Literature	3
ENG 112	English II	4
PSY 221	Human Growth & Development I	3
Spring		
ECE 250	Positive Guidance in Early Childhood	3
ECE 120	Language Development & the Child	3
COM 111	Interpersonal Communication	3
ECE 108	Observing & Assessing Young Children	4
ITS 103	Information Technology Basics	3
Fall		
EDU 110	Introduction to Education	5
ECE 223	Curriculum & Instruction in Early Childhood Education	3
EEP 200	Educational Teaming: Working with Parents	3
MTH 121	College Algebra I	3
- -	Technical Elective *	3

Winter		
COM 121	Public Speaking I	3
ECE 271	ECE Practicum I	2
ECE 291	Child Care Seminar I	2
ENG 223	Technical Report Writing	3
SOC 110	Sociology	3
- -	Technical Elective *	3
Spring		
EDU 216	Technology for Educators	4
SOC 240	Racial & Cultural Minorities	3
ECE 225	Issues in Education	2
ECE 272	ECE Practicum II	2
ECE 292	Child Care Capstone Seminar	2
	Total Credit Hours	97

* Technical electives include ECE 275, ECE 215, ECE 220, ECE 221 and ECE 222

Early Childhood / Teacher Education Certificates

Early Literacy Development Departmental Certificate (710)

This departmental certificate is available for students interested in gaining specialized knowledge in literacy and is intended to expand the core knowledge of in-service teachers. A certificate application form is available in the Health and Human Services Division Office located in the Applied Science Center. This certificate can be completed in one year and can contribute to an existing major.

Course #	Course Title	Credit Hours
Fall		
ECE 220	Early Literacy - A: Literacy-Rich Environments, Play & Language	3
Winter		
ECE 210	Children's Literature	3
ECE 221	Early Literacy - B: Reading, Writing, & Phonics	3
Spring		
ECE 222	Early Literacy - C: Literacy Curriculum & Assessment	3
ECE 120	Language Development & the Child	3
	Total Credit Hours	15

A grade of C or better must be achieved in all the courses. Limit of three transfer credit hours.

Engineering

Computer-Aided Design Technology (521)

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 100, 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. It is intended that the programs can be completed by taking courses in the evening on a part-time basis. Students may be required to take evening classes to complete the program since day sections may not be offered for some of the second-year courses.

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 quarters 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:

- Produce a finished product per quality specifications using knowledge of engineering materials, metrology and manufacturing processes.
- Prepare drawings to completely describe a part for manufacture per American National Standards Institute (ANSI) specifications.
- Apply Design (CAD) to produce mechanical drawings using a CAD system.
- Use knowledge of construction materials and practices to specify and provide cost and material estimates for a construction project.
- Apply Design (CAD) to produce an illustrated part/maintenance manual.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 had two years of high school drafting and 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. Students who have not had two years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting I. Those without high school physics must complete PHY 110, Fundamentals of Physics.

Course #	Course Title	Credit Hours
Fall		
DFT 211	Computer-Aided Design I	4
ENG 111	English I	4
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
ENT 104	Dimensional Metrology	3
Winter		
DFT 212	Computer- Aided Design II	4
ENG 112	English II	4
ENT 131	Manufacturing Processes	4
MTH 107	Technical Mathematics Applications B	1
MTH 121	College Algebra I	3
Spring		
ENT 204	Engineering Design	3
ENG 223	Technical Report Writing	3
ENT 111	Engineering Materials	3
MTH 108	Technical Mathematics Applications C	1
MTH 140	Trigonometry	3
PHY 111	Physics I	4
Fall		
DFT 111	Architecture I	4
DFT 214	Solid Modeling	4
ENT 205	Circuits & Machines	4
EBE 100	Employability Skills	2
Winter		
DFT 215	Advanced Solid Modeling	3
COM 121	Public Speaking I	3
ENT 213	Strength of Materials	4
- -	Co-op or Technical Elective **	2
- -	Humanities/Social Science Elective (GA)	3
Spring		
ENT 270	Engineering Technical Project	3
DFT 203	Technical Publication	4
- -	Co-op or Technical Elective **	4
ECO 110	General Economics	3
SOC 110	Sociology	3
	Total Credit Hours	96

* Other humanities/social science electives may be substituted (at least one must be a social science and one must fulfill the Global Awareness requirement).

**Tech electives must earn a minimum of 6 credit hours in any combination of co-op (EBE 100, EBE 282 - EBE 284, EBE 292 - EBE 294) or any course not already prescribed in the following: DFT (except DFT 101), ENT, INT or NTK 176.

Industrial Technology (571)

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 100, 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:

- Demonstrate and understand the safety requirements for working in an industrial setting.
- Demonstrate fundamental knowledge of electrical, mechanical and fluid power machinery.
- Use commonly available instruments, schematics, operating manuals and troubleshooting guides to troubleshoot electrical, fluid power, and mechanical equipment.
- Design, build and document an industrial project.
- Demonstrate a basic knowledge of operating and programming automated systems.
- Use computers in troubleshooting, maintenance planning and report writing using application software.
- Demonstrate the ability to make measurements and log the measurements properly based on the requirements of the components or systems.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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. Students who have not had two years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting I.

Course #	Course Title	Credit Hours
Fall		
INT 140	Industrial Safety	2
INT 115	Industrial Calculations	3
ENG 111	English I	4
ENT 104	Dimensional Metrology	3
ENT 121	Computer Basics for Applied Technology	3
Winter		
INT 120	Hydraulics/Pneumatics I	4
INT 150	Electrical Systems	4
DFT 211	Computer-Aided Design I	4
ENG 112	English II	4
Spring		
INT 125	Hydraulics/Pneumatics II	4
INT 155	Motors & Motor Controls	4
INT 170	Mechanical Maintenance	4
COM 111	Interpersonal Communication	3
EBE 100	Employability Skills	2
Summer		
INT -	Co-op or Technical Elective**	4
Fall		
INT 251	Programmable Logic Controllers (Allen-Bradley)	4
INT 255	Electrical Troubleshooting	4
INT 226	Hydraulic Troubleshooting	or
INT 227	Pneumatic Troubleshooting	3
SPN 100	Survival Spanish I	3
Winter		
INT 252	Automated Systems	4
INT 260	Electrical Distribution III	4
ENG 223	Technical Report Writing	3
- -	Humanities/Social Science Elective*	3
Spring		
INT 270	Industrial Machine Maintenance	4
INT 280	Industrial Technology Projects	4
- -	Co-op or Technical Elective**	4
COM 121	Public Speaking I	3
ECO 110	General Economics	3
	Total Credit Hours	98

* Other humanities/social science electives may be substituted (at least one must be a social science and one must fulfill the Global Awareness requirement)

** Tech electives must total a minimum of 8 credit hours in any combination of co-op (EBE 100, EBE 282 - EBE 284, EBE 292 - EBE 294) or any course not already prescribed in the following: DFT (except DFT 101), ENT, and INT. AGR 115, AGR 187, and AGR 245.

Manufacturing Engineering Technology (540)

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 includes an optional co-op experience.

Students must complete EBE 100, 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Scholastic Preparation

Students starting the program should have had two years of high school drafting and 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. Students who have not had two years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting I. Those without high school physics must complete PHY 110, Fundamentals of Physics.

Learning Outcomes

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

- Demonstrate basic knowledge of manufacturing processes including fabrication and assembly of metals, plastics, ceramics and composites.
- Use basic computer-aided design skills to draw parts, fixtures and equipment layouts.
- Demonstrate a basic knowledge of quality assurance.
- Demonstrate a basic knowledge of materials properties, manufacturing methods and cost.
- Design, build and document an industrial project.

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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
DFT 211	Computer-Aided Design I	4
ENG 111	English I	4
ENT 104	Dimensional Metrology	3
Winter		
ENT 131	Manufacturing Processes	4
- -	Technical Elective**	3
EBE 100	Employability Skills	2
ENG 112	English II	4
MTH 107	Technical Mathematics Applications B	1
MTH 121	College Algebra I	3
Spring		
ENT 111	Engineering Materials	3
ENT 204	Engineering Design	3
ENG 223	Technical Report Writing	3
MTH 108	Technical Mathematics Applications C	1
MTH 140	Trigonometry	3
PHY 111	Physics I	4
Summer		
ENT -	Co-op or Technical Elective **	4
Fall		
ENT 205	Circuits & Machines	4
ENT 210	Engineering Statistics	3
ENT 211	Statics	3
COM 121	Public Speaking I	3
DFT 214	Solid Modeling	4
Winter		
ENT 213	Strength of Materials	4
ENT 221	Computer Numerical Control	4
INT 251	Programmable Logic Controllers (Allen-Bradley)	4
- -	Humanities/Social Science Elective (GA)	3
Spring		
ENT 270	Engineering Technical Project	3
ENT -	Co-op or Technical Elective**	4
ECO 110	General Economics	3
INT 252	Automated Systems	4
SOC 110	Sociology	3
	Total Credit Hours	104

* Other humanities/social science electives may be substituted (at least one must be a social science and one must fulfill the Global Awareness requirement).

** Tech electives must earn a minimum of fourteen credit hours in any combination of co-op (EBE 100, EBE 282 - EBE 284, EBE 292 - EBE 294) or any course not already prescribed from the following areas: DFT (except DFT 101), ENT, INT, or NTK 176.

Mechanical Engineering Technology (550)

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 quarters of study.

Learning Outcomes

Upon completion of an associate degree in Mechanical Engineering Technology a graduate will be able to:

- Demonstrate basic knowledge of manufacturing processes including fabrication and assembly of metals, plastics, ceramics and composite materials.
- Use basic computer-aided design skills to draw parts, fixtures and equipment layouts.
- Demonstrate a basic knowledge of quality assurance.
- Demonstrate a basic knowledge of process control including PLC controls and CNC programming.
- Demonstrate a basic knowledge of materials properties, manufacturing methods and product cost.
- Design, build and document an industrial project.
- Formulate and analyze the mathematical models for physical and engineering problems.

Scholastic Preparation

Students starting the program should have had two years of high school drafting and 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. Students who have not had two years of high school drafting or significant work experience in drafting will be required to complete DFT101, Drafting I. Those without high school physics must complete PHY110, 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 baccalaureate degree. A number of colleges or universities have designed baccalaureate 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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
ENT 104	Dimensional Metrology	3
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
ENG 111	English I	4
MTH 121	College Algebra I	3
Winter		
ENT 131	Manufacturing Processes	4
ECO 221	Principles of Macroeconomics	3
ENG 112	English II	4
HST 112	Western Civilization from the 14th through 18th Centuries *	3
MTH 122	College Algebra II	3
Spring		
ECO 222	Principles of Microeconomics	3
ENG 223	Technical Report Writing	3
ENT 111	Engineering Materials	3
ENT 210	Engineering Statistics	3
MTH 140	Trigonometry	3
Summer		
COM 121	Public Speaking I	3
SOC 110	Sociology	3
Fall		
ENT 205	Circuits & Machines	4
ENT 211	Statics	3
MTH 221	Calculus I	5
PHY 250	General Physics I	6
Winter		
DFT 211	Computer-Aided Design I	4
MTH 222	Calculus II	5
ENT 213	Strength of Materials	4
PHY 251	General Physics II	5
Spring		
MTH 223	Calculus III	5
PHY 252	General Physics III	5
ENT 270	Engineering Technical Project	3
CHM 115	Introduction to General Chemistry	5
	Total Credit Hours	108

Students wishing to seek an Engineering Technology Bachelors Degree at a four-year institution are highly encouraged to review articulation agreements and consult with your academic advisor.

* Other humanities/social science electives may be substituted (at least one must be a social science and one must fulfill the Global Awareness requirement)

*** If students begin the math series early with Calculus 221, ENT core courses may be substituted for MTH121, 122, or 140

Engineering Certificates

Computer-Aided Design (CAD) Certificate (525)

The Computer-Aided Design (CAD) Certificate is designed to provide the technical background necessary to produce mechanical drawings using both manual and 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 quarters 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 electing the Computer-Aided Design (CAD) certificate program should also have had two years of high school drafting. Students who have not had two years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting I. 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
Fall		
DFT 211	Computer-Aided Design I	4
ENG 111	English I	4
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
ENT 104	Dimensional Metrology	3
Winter		
DFT 212	Computer- Aided Design II	4
ENT 131	Manufacturing Processes	4
MTH 107	Technical Mathematics Applications B	1
MTH 121	College Algebra I	3

Spring		
ENT 204	Engineering Design	3
ENT 111	Engineering Materials	3
MTH 108	Technical Mathematics Applications C	1
MTH 140	Trigonometry	3
Fall		
DFT 111	Architecture I	4
DFT 214	Solid Modeling	4
	Total Credit Hours	47

Electrical Maintenance Certificate (575)

The Electrical Maintenance Certificate provides a broad base of courses in the field of industrial maintenance.

Course #	Course Title	Credit Hours
Fall		
INT 140	Industrial Safety	2
ENT 104	Dimensional Metrology	3
DFT 211	Computer-Aided Design I	4
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
EBE 100	Employability Skills	2
Winter		
INT 115	Industrial Calculations	3
INT 120	Hydraulics/Pneumatics I	4
INT 150	Electrical Systems	4
INT 170	Mechanical Maintenance	4
COM 121	Public Speaking I	3
Spring		
INT 125	Hydraulics/Pneumatics II	4
INT 155	Motors & Motor Controls	4
INT 251	Programmable Logic Controllers (Allen-Bradley)	4
INT -	Co-op or Technical Elective	4
	Total Credit Hours	52

Electronics Certificate (571)

The Electronics Certificate provides an extensive study of solid-state devices and systems for industrial operations.

Course #	Course Title	Credit Hours
Fall		
INT 140	Industrial Safety *	2
ENT 104	Dimensional Metrology	3
INT 105	Blueprint Reading & Schematics	3
INT 115	Industrial Calculations	3
INT 150	Electrical Systems *	4
ENT 121	Computer Basics for Applied Technology	3
Winter		
INT 175	Foundations of Digital Control	4
INT 251	Programmable Logic Controllers (Allen-Bradley)	4
COM 121	Public Speaking I	3
EBE 100	Employability Skills	2
ENG 111	English I	4
Spring		
INT 155	Motors & Motor Controls	4
INT 212	Electronic Systems	4
INT 252	Automated Systems	4
INT -	Co-op or Technical Elective	4
Summer		
INT 225	Industrial Electronics	3
	Total Credit Hours	54

* INT 140 must be completed before starting INT 150

Manufacturing Certificate (546)

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 drafting, 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
Fall		
ENT 101	Engineering Methods	3
ENT 104	Dimensional Metrology	3
ENT 121	Computer Basics for Applied Technology	3
ENG 111	English I	4
MTH 121	College Algebra I	3
Winter		
ENT 131	Manufacturing Processes	4
ENT 205	Circuits & Machines	4
DFT 211	Computer-Aided Design I	4
MTH 107	Technical Mathematics Applications B	1
MTH 140	Trigonometry	3
Spring		
ENG 112	English II	4
INT 250	Programmable Logic Controllers	3
INT 252	Automated Systems	4
MTH 108	Technical Mathematics Applications C	1
PHY 111	Physics I	4
	Total Credit Hours	48

Graphic Design / Photography

Graphic Design (442)

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 QuarkXpress 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
Fall		
GPH 100	Introduction to Graphic Design	4
GPH 105	Design Fundamentals	3
ART 111	Drawing I	3
ENG 111	English I	4
MGT 105	Contemporary American Business	3
Winter		
GPH 110	Digital Illustration	3
GPH 112	Digital Typography I	3
ART 112	Drawing II	3
ENG 112	English II	4
- -	Humanities/Social Science Elective	3
Spring		
GPH 114	Digital Typography II	3
GPH 201	Electronic Imagery I	3
ART 113	Drawing III	3
ART 135	Art History III	3
ENG 223	Technical Report Writing	3
Fall		
GPH 120	Logo, Symbol, Corporate ID	3
GPH 202	Electronic Imagery II	3
GPH 211	Computer Layout I	3
PHL 220	Business Ethics	3
MGT 106	Organizational Behavior	4
Winter		
GPH 203	Electronic Imagery III	3
GPH 212	Computer Layout II	3
GPH 220	Illustration Techniques	3
ITS 230	Introduction to Web Design	3
GPH 251	Professional Development I	3
Spring		
GPH 205	Advertising Layout	3
ITS 231	Web Page Multimedia	3
GPH 252	Professional Development II	3
GPH 285	Graphic Design Internship	3
- -	Social Science Elective	3
	Total Credit Hours	94

Note: It is extremely important that students save all artwork from the first quarter forward to enable them to build a portfolio in GPH 251 and GPH 252.

Graphic Design / Photography Certificates

Photography Certificate (225)

Scientific, industrial and societal needs point to a growing demand for trained photographers. Photography is also a vital element in both entertainment and communications. Photography also may be a personal venture, pleasing 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. Many individuals, especially part-time students and those taking developmental courses, will require additional quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of the Photography Certificate, a graduate will be able to:

- Take black and white photographs, which depict depth of field.
- Develop a black and white photograph and print that photo.
- Develop a color photograph and color balance it to industry standards.
- Pose a subject and take a portrait photograph to industry standards.
- Take a digital photograph using proper lighting as defined by industry standards.
- Take a digital photograph and through computer software manipulate that photograph and print it.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
PHO 111	Photography I	3
MGT 105	Contemporary American Business	3
ENG 111	English I	4
- -	Humanities/Social Science Elective	3
PHO 130	Digital Photography I	3
Winter		
PHO 112	Photography II	3
ART 130	Appreciation of the Arts	3
COM 111	Interpersonal Communication	3
PHO 131	Digital PHotography II	3
Spring		
PHO 121	Color Photography I	3
ART 135	Art History III	3
ENG 112	English II	4
PSY 111	Psychology I	3
PHO 132	Digital Photography III	3
Summer		
PHO 122	Color Photography II	4
PHO 124	Photography Portfolio	4
PHO 180	Photography Practicum	3
	Total Credit Hours	55

Medical Assisting (670)

Medical Assistants (MAS) 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 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Students who wish to complete the program on an evening/weekend schedule should contact an advisor for a curriculum plan. Evening students are advised that the Directed Practice course may only be available during daytime hours.

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.

Learning Outcomes

Upon completion of the Medical Assisting associate degree, 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.
- 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.

Health and Directed Practice Requirements

All Medical Assisting associate degree and certificate students will complete 250 hours of directed practice at the end of the first year of the degree program or end of the certificate program. Associate degree students will complete an additional 50 hours of directed practice at the end of the second year of the program. The Directed Practice course hours are only available during the daytime hours.

All Medical Assisting students must meet health requirements and have current Basic Life Support (BLS)/professional cardiopulmonary resuscitation (CPR) certification prior to entering the directed practice course. A criminal background check and other requirements may be necessary depending on clinical site placement. All students are strongly encourage to complete Hepatitis B immunizations prior to their second quarter in the Medical Assisting program.

Liability Insurance

Students will be billed for liability insurance for the directed practice courses.

Program Progression Requirements

The MAS and MST courses in the curriculum are generally only offered in the listed quarter and sequence. Therefore, students should follow the listed curriculum plan and pay close attention to the pre-requisite courses required for all courses in the Medical Assisting curriculum. Seeking academic advising from their assigned academic advisor is strongly recommended.

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 105 and all MAS, MST and MLT courses.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Course #	Course Title	Credit Hours
Fall		
MAS 101	Orientation to Medical Assisting	2
MST 105	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology	4
ITS 12W	Beginning Word Processing	1
MST 101	Introduction to Health Care Delivery	3
MST 104	Foundations of Client Care	3
Winter		
MAS 102	Medical Law & Ethics	2
MAS 103	Medical Administrative Office I	3
MAS 104	Exam Room Procedures I	4
ENG 111	English I	4
ITS 12S	Beginning Spreadsheet	1
MST 171	Introduction to Electrocardiography	3

Spring

MAS 113	Medical Administrative Office II	3
MAS 114	Exam Room Procedures II *	4
MAS 115	Laboratory Procedures for the Medical Office	2
MAS 116	Pharmacology for the Medical Office *	2
MLT 116	Phlebotomy	2
MLT 117	Phlebotomy Laboratory	2
PSY 111	Psychology I	3

Summer

MAS 117	Clinical Directed Practice	5
MAS 118	Clinical Perspectives Seminar	1

Fall

MAS 210	Medical Assisting Exam Review	2
COM 111	Interpersonal Communication	3
ENG 112	English II	4
SOC 110	Sociology	3

Winter

MAS 211	Advanced Clinical Skills	4
ENG 221	Business Communication	or
ENG 223	Technical Report Writing	3
- -	Humanities/Social Science Elective (GA)	3
PSY 223	Lifespan Human Growth & Development	5

Spring

MAS 212	Leadership & Management in the Medical Office	3
MAS 213	Leadership & Management Directed Practice	1
- -	Humanities/Social Science Elective (GA)	3
- -	Technical Elective (See list below)**	4
	Total Credit Hours	95

*Completion of CPE 101 with a grade of C or better or the equivalent COMPASS placement test score is a pre-requisite for this course.
** Please choose from the following courses to meet the Technical Elective requirement.
OAD 248, Basic Medical Machine Transcription (4)
OAD 275 Medical Coding Trends & Issues (4)
SWK 105, Chemical Dependency I (4)
SWK 220, Social Services to Individuals with MR/DD (3).

Medical Laboratory Technology (620)

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 quarters of study. Students should consult the MLT program advisor for help in planning their schedules.

Learning Outcomes

Upon completion of an associate 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. A 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, 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 fifth quarter 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 average of 2.0 and must have a C as a minimum grade in all the technical courses of the program.

Certification

Upon completion of the accredited program, graduates are eligible 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.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

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 baccalaureate degree. A number of college or universities have designed baccalaureate 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
Fall and Winter		
MLT 101	Medical Laboratory Orientation	2
MLT 102	Medical Laboratory Orientation Laboratory	1
MLT 111	Chemistry for Technicians	3
MLT 116	Phlebotomy	2
MLT 117	Phlebotomy Laboratory	2
BIO 105	Fundamentals of Anatomy & Physiology	4
ENG 111	English I	4
Winter and Spring		
MLT 123	Medical Microbiology I	3
MLT 124	Medical Microbiology I Laboratory	2
MLT 131	Clinical Chemistry	3
MLT 132	Clinical Chemistry Laboratory	3
ENG 112	English II	4
ITS 103	Information Technology Basics	3
Spring and Summer		
MLT 125	Hematology I	3
MLT 126	Hematology I Laboratory	3
MLT 135	Urinalysis & Body Fluids	2
MLT 136	Urinalysis & Body Fluids Laboratory	2
COM 111	Interpersonal Communication	3
PSY 111	Psychology I	3
Summer and Fall		
MLT 211	Immunology	3
MLT 212	Immunology Laboratory	1
MLT 213	Medical Microbiology II	3
MLT 214	Medical Microbiology II Laboratory	3
ENG 221	Business Communication	3
- -	Humanities/Social Science Elective	3
Fall and Winter		
MLT 223	Hematology II	3
MLT 224	Hematology II Laboratory	3
MLT 226	Immunohematology	4
MLT 227	Immunohematology Laboratory	4
- -	Humanities/Social Science Elective	3
Winter and Spring		
MLT 270	MLT Review & Update	4
MLT 280	Directed Practice	8
MLT 290	MLT Seminar	4
	Total Credit Hours	101

Physical Therapist Assistant (660)

The Physical Therapist Assistant program is a seven-quarter curriculum, which 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 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 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.oh.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 quarters of study. Students working full time 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 the PTA program, 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 a lab component, which may be taught at the Leffel Lane campus or other College approved site. 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 by the date in 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 061 and/or CPE 062). Students are excused from taking the reading placement test if they have taken the ACT or SAT exam within the last three years and received reading scores of greater than or equal to 20 on the ACT and 500 on the verbal portion of the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 38 on pre-algebra and 29 on the 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 091/DEV 091 and/or CPE 101/DEV 101). 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 110, 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 114 or CHM 115 or the equivalent, within the past 10 years) or completion of BIO 121, 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. Students who have completed BIO 121 and BIO 122 or the equivalent when they petition can be admitted with a GPA of 2.0.

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, BIO 118 and Biomechanics, BIO 230 are considered core PTA courses).

Prior to entering the first physical therapist assistant course (Introduction to Patient Management, PTA 120) students must complete 30 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 two different settings. 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 average 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.

Certification Fees

Students will be billed for certification fees during the second year of the program to cover a portion of the licensure examination.

Accreditation

The Clark State PTA program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

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 baccalaureate degree. A number of college or universities have designed baccalaureate 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
Fall		
PTA 110	PTA Survey	3
PTA 120	Introduction to Patient Management	2
MST 105	Medical Terminology	3
BIO 118	Muscle Function	2
BIO 121	Anatomy & Physiology I	4
ENG 111	English I	4
ITS 103	Information Technology Basics	3
Winter		
PTA 145	PTA Procedures I	4
BIO 122	Anatomy & Physiology II	4
BIO 230	Biomechanics	4
ENG 112	English II	4
PSY 111	Psychology I	3
Spring		
PTA 146	PTA Procedures II	5
PTA 160	PTA Rehabilitation I	6
BIO 123	Anatomy & Physiology III	4
PSY 223	Lifespan Human Growth & Development	5
Summer		
PTA 241	PTA Procedures III	5
PTA 245	PTA First-Year Capstone	1
- -	Humanities/Social Science Elective	3
Fall		
PTA 260	PTA Rehabilitation II	6
PTA 281	Directed Practice I	3
PTA 291	Seminar I	2
COM 111	Interpersonal Communication	3
- -	Humanities/Social Science Elective	3
Winter		
PTA 265	PTA Rehabilitation III	6
PTA 270	PTA Trends & Issues	2
PTA 282	Directed Practice II	3
PTA 292	Seminar II	2
ENG 223	Technical Report Writing	3
Spring		
PTA 283	Directed Practice III	6
PTA 293	Seminar III	2
	Total Credit Hours	110

Registered Nursing (630)

The Registered Nursing program is a seven-quarter associate degree program that is accredited by the National League for Nursing Accrediting Commission and approved by the Ohio Board of Nursing. 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.

The program schedule that follows is 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an associate 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.

Course Format

Required courses are presented in both a traditional lecture format and an online format. (Online offering is dependent on sufficient demand for this format.) All lab sessions will be conducted on campus and/or at a healthcare facility, regardless of the format. Contact your nursing advisor for further information on online courses.

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 www.clarkstate.edu/petitioning_process.php 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 061 and/or CPE 062). Students are excused from taking the reading placement test 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 Basic Math and 29 on the 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 091 and/or CPE 101). 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) grade of C or better in either high school chemistry or a college chemistry course (CHM 115, Introduction to General Chemistry, CHM 114, Introduction to General Chemistry Review or the equivalent).
- 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. 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. 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.

Clinical Requirements

Prior to entering the first clinical nursing course (NUR 170), students must have current professional CPR provider status. Students must also have current state-tested nurse aide credentials and/or satisfactorily completed MST 181 or its equivalent within the past two years. Please contact your nursing advisor for further information about these requirements.

Registered Nursing students must also meet health and criminal background check requirements before they enter the first clinical nursing course. Second-year students must update health requirements prior to taking clinical courses. Specific information will be presented at orientation after acceptance into the Registered Nursing program.

Students will be billed for liability insurance for each year of clinical courses.

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 misdemeanor committed in the course of practice, prior felony, 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.

Graduation Requirements

To qualify for an associate degree, Registered Nursing students must pass all the required courses, have a cumulative average of 2.0 and have a C as a minimum grade in each anatomy and physiology course and in all of the nursing (NUR) courses.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Transfer Options

Students enrolled in the Associate of Applied Science degree in Nursing are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a baccalaureate degree in nursing. A number of colleges and universities have designed baccalaureate nursing completion programs for students who have completed their associate degree in nursing and are licensed registered nurses. Local programs include:

- Wright State University
- Urbana University

See the transfer section of the catalog and your academic advisor for more information.

Course #	Course Title	Credit Hours
Summer		
MST 105	Medical Terminology	3
BIO 121	Anatomy & Physiology I *	4
ENG 111	English I	4
ITS 103	Information Technology Basics	3
COM 111	Interpersonal Communication	3
NUR 114	Dosage Calculations I	1
Fall		
NUR 110	Nursing Academic Success Seminar	1
NUR 170	Nursing I	6
BIO 122	Anatomy & Physiology II *	4
ENG 112	English II	4
PSY 111	Psychology I	3
Winter		
NUR 200	Service Learning Project **	1
NUR 171	Nursing II	6
BIO 123	Anatomy & Physiology III *	4
PSY 223	Lifespan Human Growth & Development *	5
Spring		
NUR 120	Pharmacology	3
NUR 172	Nursing III	8
BIO 131	Microbiology *	4
SOC 110	Sociology	3
Fall		
NUR 274	Nursing IV	5
NUR 275	Nursing V	5
ENG 223	Technical Report Writing	3
Winter		
NUR 276	Nursing VI	11
- -	Humanities/Social Science Elective	3
Spring		
NUR 267	Nursing VII	4
NUR 265	Nursing VIII	5
NUR 266	Directed Nursing Practice	2
NUR 280	Nursing Seminar	2
	Total Credit Hours	110

* BIO 121, BIO 122, BIO 123, BIO 131 and PSY 223 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. A grade of C of better is required for successful completion of BIO 121, BIO 122 and BIO 123.

** NUR 200 may be taken after completing NUR 170 and must be completed prior to enrolling in the final quarter of nursing courses.

Registered Nursing - Evening (630)

A six-quarter sequence of nursing courses is offered as an evening program. Because the nursing course schedule does not allow options for other evening classes at the same time, all other required courses should 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 and approved by the Ohio Board of Nursing. 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.

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

Learning Outcomes

Upon completion of an associate 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.

Course Format

Required courses are presented in both a traditional lecture format and an online format. (Online offering is dependent on sufficient demand for this format.) All lab sessions will be conducted on campus and/or at a healthcare facility, regardless of the format. Contact your nursing advisor for further information on online courses.

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 www.clarkstate.edu/petitioning_process.php 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 061 and/or CPE 062). Students are excused from taking the reading placement test 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 Basic Math and 29 on the 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 091 and/or CPE 101). 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) grade of C or better in either high school chemistry or a college chemistry course (CHM 115, Introduction to General Chemistry or CHM 114, Introduction to General Chemistry Review or the equivalent).
- 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. 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 completion of the non-clinical nursing courses prior to entry into the clinical nursing courses.

Clinical Requirements

Prior to entering the first clinical nursing course (NUR 170), students must have current professional CPR provider status. Students must also have current state-tested nurse aide credentials and/or satisfactorily completed MST 181 or its equivalent within the past two years. Please contact your nursing advisor for further information about these requirements.

Registered Nursing students must also meet health and criminal background check requirements before they enter the first clinical nursing course. Second-year students must update health requirements prior to taking clinical courses. Specific information will be presented at orientation after acceptance into the Registered Nursing program.

Students will be billed for liability insurance for each year of clinical courses.

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 misdemeanor committed in the course of practice, prior felony, 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.

Graduation Requirements

To qualify for an associate degree, Registered Nursing students must pass all the required courses, have a cumulative average of 2.0 and have a C as a minimum grade in each anatomy and physiology course and in all nursing (NUR) courses.

Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 6.

Transfer Options

Students enrolled in the Associate of Applied Science degree in Nursing are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a baccalaureate degree in nursing. A number of colleges and universities have designed baccalaureate nursing completion programs for students who have completed their associate degree in nursing and are licensed registered nurses. Local programs include:

- Wright State University
- Urbana University

See the transfer section of the catalog and your academic advisor for more information.

Course #	Course Title	Credit Hours
Fall		
ENG 111	English I	4
ITS 103	Information Technology Basics	3
Winter		
ENG 112	English II	4
PSY 111	Psychology I	3
Spring		
ENG 223	Technical Report Writing	3
PSY 223	Lifespan Human Growth & Development *	5
Summer		
MST 105	Medical Terminology	3
BIO 131	Microbiology *	4
Fall		
BIO 121	Anatomy & Physiology I *	4
SOC 110	Sociology	3
Winter		
BIO 122	Anatomy & Physiology II *	4
COM 111	Interpersonal Communication	3
Spring		
BIO 123	Anatomy & Physiology III *	4
- -	Humanities/Social Science Elective (GA)	3
Summer		
NUR 114	Dosage Calculations I	1
Fall		
NUR 110	Nursing Academic Success Seminar	1
NUR 170	Nursing I	6
Winter		
NUR 171	Nursing II	6
NUR 200	Service Learning Project **	1
Spring		
NUR 120	Pharmacology	3
NUR 172	Nursing III	8
Summer		
NUR 274	Nursing IV	5
NUR 275	Nursing V	5
Fall		
NUR 276	Nursing VI	11
Winter		
NUR 267	Nursing VII	4
NUR 265	Nursing VIII	5
NUR 266	Directed Nursing Practice	2
NUR 280	Nursing Seminar	2
	Total Credit Hours	110

* BIO 121, BIO 122, BIO 123, BIO 131 and PSY 223 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. A grade of C of better is required for successful completion of BIO 121, BIO 122 and BIO 123.

** NUR 200 may be taken after completing NUR 170 and must be completed prior to enrolling in the final quarter of nursing courses.

Registered Nursing-LPN to RN Transition (640)

This nursing sequence is a four-quarter modification to meet the educational needs of the licensed practical nurse that wishes to become a registered nurse. Other course requirements remain the same as in the two-year Registered Nursing program. The program is accredited by the National League for Nursing Accrediting Commission and approved by the Ohio Board of Nursing. 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 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, 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.

Course Format

Required courses are presented in both a traditional lecture format and an online format. (Online offering is dependent on sufficient demand for this format.) All lab sessions are conducted on campus and/or at a health care facility, regardless of the format. Contact your nursing advisor for further information on online courses.

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. Students must petition for admission. All applicants are considered for admission by the date their petitioning request was granted and the date in which they complete the pre-requisite courses/requirements.

The admission requirements include:

- 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(s) (CPE 061 and/or CPE 062). Students are excused from taking the reading placement test 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 Basic Math and 29 on the 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 091 and/or CPE 101). 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 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 either one unit of high school chemistry or a college chemistry course (CHM 115, Introduction to General Chemistry or CHM 114 Introduction to General Chemistry Review or the equivalent) with a grade of C or better. This prerequisite Is waived for those students who have completed BIO 121, 122, and 123, the Anatomy & Physiology sequence, or the equivalent with a grade of C or better within the past five years.
- A cumulative grade point average of 2.0 or greater in the required courses in the curriculum.
- Current valid 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).
- Current professional CPR provider certification.
- Satisfactory completion of NUR 114 - Dosage Calculations Proficiency test or course within the two years prior to admission into NUR 175, the transition nursing course.
- Completion of the prerequisite course requirements for NUR 175, the transition nursing course.

Additional information about admission requirements can be obtained from the RN Program Coordinator.

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 misdemeanor committed in the course of practice, prior felony, 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.

Clinical Requirements

Transition students must meet health and 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.

Graduation Requirements
To qualify for an associate degree, Transition students must pass all the required courses, have a cumulative average of 2.0 and have a C as a minimum grade in each anatomy and physiology course and in all of the nursing (NUR) courses.

Humanities/Social Science Electives
A complete listing of humanities and social science electives begins on page 6.

Transfer Options
Students enrolled in the Associate of Applied Science degree in Nursing are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a baccalaureate degree in nursing. A number of colleges and universities have designed baccalaureate nursing completion programs for students who have completed their associate degree in nursing and are licensed registered nurses. Local programs include:

- Wright State University
- Urbana University

See the transfer section of the catalog and your academic advisor for more information.

Course #	Course Title	Credit Hours
Fall		
NUR 114	Dosage Calculations I	1
BIO 121	Anatomy & Physiology I *	4
ENG 111	English I	4
PSY 111	Psychology I	3
Winter		
BIO 122	Anatomy & Physiology II *	4
ENG 112	English II	4
ITS 103	Information Technology Basics	3
COM 111	Interpersonal Communication	3
Spring		
BIO 123	Anatomy & Physiology III *	4
BIO 131	Microbiology *	4
PSY 223	Lifespan Human Growth & Development *	5
Spring or Summer		
NUR 175	Transition to Registered Nursing	4
NUR 200	Service Learning Project	1
NUR 191	Associate Degree Equivalency for LPN Outcomes **	20
Summer or Fall		
NUR 274	Nursing IV	5
NUR 275	Nursing V	5
ENG 223	Technical Report Writing	3
SOC 110	Sociology	3
Fall or Winter		
NUR 276	Nursing VI	11
- -	Humanities/Social Science Elective	3
Winter or Spring		
NUR 267	Nursing VII	4
NUR 265	Nursing VIII	5
NUR 266	Directed Nursing Practice	2
NUR 280	Nursing Seminar	2
	Total Credit Hours	107

* BIO 121, BIO 122, BIO 123, BIO 131 and PSY 223 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. A grade of C or better is required for successful completion of BIO 121, BIO 122 and BIO 123.
** Recognition of competency achievement equivalent to 20 nursingcredit hours will be given (posted on the transcript as NUR 191) after successful completion of NUR 175, includingCLark State's program specific module.

Registered Nursing-Paramedic to RN Transition (680)

A Paramedic to Registered Nurse option of the College's Registered Nursing program has been developed and submitted for review and approval to both the Ohio Board of Nursing (OBN) and the National League for Nursing Accreditation Commission (NLNAC). This option differs from the traditional program in that the nursing course sequence is a four quarter modification designed to meet the educational needs of experienced paramedics. At the time that the catalog pages were submitted for print, the Ohio Board of Nursing had approved the program and the NLNAC indicated they would be reviewing the proposed program within the next few weeks. Additional program information including the proposed curriculum, status of approval, and implementation details will be continually updated on the college's web site www.clarkstate.edu

Health Certificates

Electrocardiography Departmental Certificate (655)

This certificate/area of specialization is focused on providing students with the basic knowledge and skills needed to perform an electrocardiogram (ECG). 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. Courses can also enhance the skills of students in the associate degree nursing programs.

Course #	Course Title	Credit Hours
MST 105	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology	4
EMS 171	Basic Life Support: CPR	1
MST 171	Introduction to Electrocardiography	3
	Total Credit Hours	11

Medical Assisting Certificate (675)

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 recommendatinos. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional quarters of study. Students should consult their academic advisors for help in planning their schedules.

Students who are interested in taking their course work during evening or weekend hours should contact an academic advisor for an evening curriculum plan. Directed Practice course work would still need to be completed during the daytime hours.

Health and Directed Practice Requirements

All Medical Assisting Certificate students will complete 250 hours of directed practice at the end of the program. Directed practice course hours may only be available during the daytime hours.

All Medical Assisting students must meet health requirements and have current Basic Life Support (BLS)/professional cardiopulmonary resuscitation (CPR) certification prior to entering the directed practice course. A criminal background check and other requirements may be necessary depending on clinical site placement. All students are strongly encourage to complete Hepatitis B immunizations prior to their second quarter in the Medical Assisting program.

Liability Insurance

Students will be billed for liability insurance for the directed practice courses.

Program Progression Requirements

The MAS and MST courses in the curriculum are generally only offered in the listed quarter and sequence. Therefore, students should follow the listed curriculum plan and pay close attention to the pre-requisite courses required for all courses in the Medical Assisting curriculum. Seeking academic advising from their assigned academic advisor is strongly recommended.

Graduation Requirements

Students 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 105 and all MAS, MST and MLT courses.

Course #	Course Title	Credit Hours
Fall		
MAS 101	Orientation to Medical Assisting	2
MST 105	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology	4
ITS 12W	Beginning Word Processing	1
MST 101	Introduction to Health Care Delivery	3
MST 104	Foundations of Client Care	3
Winter		
MAS 102	Medical Law and Ethics	2
MAS 103	Medical Administrative Office I	3
MAS 104	Exam Room Procedures I	4
ENG 111	English I	4
ITS 12S	Beginning Spreadsheet	1
MST 171	Introduction to Electrocardiography	3
Spring		
MAS 113	Medical Administrative Office II	3
MAS 114	Exam Room Procedures II *	4
MAS 115	Laboratory Procedures for the Medical Office	2
MAS 116	Pharmacology for the Medical Office *	2
MLT 116	Phlebotomy	2
MLT 117	Phlebotomy Laboratory	2
PSY 111	Psychology I	3
Summer		
MAS 117	Clinical Directed Practice	5
MAS 118	Clinical Perspectives Seminar	1
	Total Credit Hours	57

*Completion of CPE 101 with a grade of C or better or the equivalent COMPASS placement test score is a pre-requisite for this course.

Multi-Skilled Health Care Certificate (655)

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/skills and/or increase marketability for employment.

Many of the courses within this program also meet course requirements for a variety of the College's 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 quarters 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.
- May 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
Fall		
MST 101	Introduction to Health Care Delivery	3
MST 104	Foundations of Client Care	3
MST 105	Medical Terminology	3
EMS 171	Basic Life Support: CPR	1
- -	Technical Elective(s) *	6
Winter		
BIO 105	Fundamentals of Anatomy & Physiology	4
ENG 111	English I	4
PSY 111	Psychology I	3
ITS 103	Information Technology Basics	3
- -	Technical Elective(s) *	4
Spring		
SWK 136	Affective Education **	4
- -	Basic or Humanities/Social Science Elective ***	3
- -	Basic of Humanities/Social Science Elective ***	3
- -	Technical Elective(s) *	8
	Total Credit Hours	52

* Students must choose a total of 18 credit hours of technical elective course work from the following specialty areas. Students must choose courses from at least two different areas and should verify that course prerequisites have been met prior to registering for a course.

Diagnostic Procedures
- MLT 116 Phlebotomy (2 credits) (must also register for MLT 117)
- MLT 117 Phlebotomy Lab (2 credits) (must also register for MLT 116)
- MST 171 Principles of Electrocardiography (3 credits)

Direct Patient Care
- MST 181 Nurse Aide Training (6 credits)
- MST 182 Patient Care Technician (4 credits)
- LPN 108 Basic Nutrition & Diet Therapy (2 credits)

Emergency Care
- EMS 110 Health & Health Emergencies (3 credits)
- EMS 100 EMT-Basic (8 credits)
- EMS 250 EMS Legal Insights (2 credits) (must have EMT Basic certification)

Chemical Dependency
- SWK 105 Chemical Dependency I: Pharmacology/Physiology of Psychoactive Substances (4 credits)
- SWK 205 Chemical Dependency II: Counseling Techniques (4 credits)
- SWK 217 Chemical Dependency III: Special Populations (4 credits)

Medical Office
- OAD 135 Office Procedures (4 credits)
- OAD 140 Records Management (3 credits)
- MAS 102 Medical Law & Ethics (2 credits)

Other Technical Electives
- EBE 100 Employability Skills (2 credits)
- SWK 220 Social Services to Individuals with MR/DD (3 credits)

** May take COM 111 Interpersonal Communications (3 credit hours) instead of SWK 136 Affective Education.

*** Please choose from the following courses for your Basic or Humanities/Social Science electives (pre- and co-requisite requirements must be met):
- BIO 131 Microbiology (4 credits)
- PHL 200 Critical Thinking (3 credits)
- PHL 205 Deductive Logic (3 credits)
- PSY 112 Psychology II (3 credits)
- SOC 110 Sociology (3 credits)
- SOC 250 Sociology of Poverty: Feminization of Poverty (3 credits)
- SPN 100 Survival Spanish I (3 credits)
- SPN 102 Survival Spanish II (3 credits)
- PHL 230 Medical Ethics**** (3 credits)
- PSY 221 Human Growth & Development I **** (3 credits) or PSY 223 Lifespan Human Growth & Development **** (5 credits)
- PSY 230 Abnormal Psychology**** (3 credits
- SOC 220 Comparing Cultures**** (3 credits)
- SOC 230 Social Problems**** (3 credits)
- SOC 240 Racial & Cultural Minorities **** (3 credits)

**** Note: Due to the writing intensive nature of these courses, the student must have already completed or be concurrently enrolled in ENG 112-English II.

Nurse Aide Departmental Certificate (655)

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 prior to participating in clinical 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 181	Nurse Aide Training Nurse Aide Training	6
	Total Credit Hours	6

Patient Care Technician Departmental Certificate

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.

Course #	Course Title	Credit Hours
MST 101	Introduction to Health Care Delivery	3
MST 104	Foundations of Client Care	3
ITS 103	Information Technology Basics	3
EMS 171	Basic Life Support: CPR	1
MST 181	Nurse Aide Training *	6
MST 105	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology	4
MST 182	Patient Care Technician *	4
	Total Credit Hours	27

*Students must complete specific health requirements prior to participating in clinical; will be billed for liability insurance when registering for the course; and may be required to obtain a criminal background check based on clinical site requirements.

Phlebotomy Departmental Certificate (655)

This certificate/area of specialization provides students with the knowledge and skill to collect blood samples by venipuncture and skin puncture. All courses can be applied to the Multi-Skilled Health Care one-year certificate program and the Medical Laboratory Technology associate degree program. Courses can also enhance the skills of students enrolled in the associate degree nursing programs.

Course #	Course Title	Credit Hours
MST 105	Medical Terminology *	3
MLT 116	Phlebotomy	2
MLT 117	Phlebotomy Laboratory	2
	Total Credit Hours	7

*Students accepted to or enrolled in the Medical Laboratory Technology associate degree program should take MLT 101 and MLT 102 instead of MST 105.

Practical Nursing Certificate (635)

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 quarters 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 at 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 061 and/or CPE 062). Students are excused from taking the reading placement test 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 Basic Math and 29 on the 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 091 and/or CPE 101). 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, 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 160), students must have current professional CPR provider status and must also have current state-tested nurse aide credentials and/or have satisfactorily completed MST 181 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 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.

Graduation Requirements
To 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 105 and all LPN courses.

Course #	Course Title	Credit Hours
Summer		
NUR 114	Dosage Calculations I	1
MST 105	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology *	4
ENG 111	English I	4
ITS 12W	Beginning Word Processing	1
PSY 111	Psychology I	3
Fall		
PSY 223	Lifespan Human Growth & Development *	5
LPN 108	Basic Nutrition & Diet Therapy	2
LPN 125	Introduction to Disease Processes	4
LPN 130	Nursing Trends I	2
LPN 160	Fundamentals of Nursing I	6
Winter		
LPN 146	Pharmacology for Practical Nurses	4
LPN 171	Fundamentals of Nursing II	6
LPN 182	Women's Health & Obstetric Nursing	2.5
LPN 151	Pediatric Nursing	3.5
Spring		
LPN 190	Medical-Surgical Nursing	14
	Total Credit Hours	65

* BIO 105 and PSY 223 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 105.

Practical Nursing Certificate - Evening Weekend (635)
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 all except the last quarter of the program, when they are required to enroll in 14 credit hours in order to complete the program. 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 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 061 and/or CPE 062). Students are excused from taking the reading placement test 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 Basic Math and 29 on the 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 091 and/or CPE 101). 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, 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 160), students must have current professional CPR provider status and must also have current state-tested nurse aide credentials and/or have satisfactorily completed MST 181 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 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.

Graduation Requirements

To 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 105 and all LPN courses.

Course #	Course Title	Credit Hours
Winter		
MST 105	Medical Terminology	3
ENG 111	English I	4
ITS 12W	Beginning Word Processing	1
Spring		
BIO 105	Fundamentals of Anatomy & Physiology *	4
PSY 111	Psychology I	3
Summer		
LPN 108	Basic Nutrition & Diet Therapy	2
LPN 125	Introduction to Disease Processes	4
LPN 130	Nursing Trends I	2
NUR 114	Dosage Calculations I	1
Fall		
PSY 223	Lifespan Human Growth & Development *	5
LPN 146	Pharmacology for Practical Nurses	4
Winter		
LPN 160	Fundamentals of Nursing I	6
LPN 182	Women's Health & Obstetric Nursing	2.5
Spring		
LPN 171	Fundamentals of Nursing II	6
LPN 151	Pediatric Nursing	3.5
Summer		
LPN 190	Medical-Surgical Nursing	14
	Total Credit Hours	65

* BIO 105 and PSY 223 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 105.

Public Safety

Corrections (250)

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 quarters 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:

- Demonstrate the ability to use the on-campus email program by receiving, sending and attaching files to email.
- Demonstrate competency by writing an incident report using acceptable college-level vocabulary, grammar and punctuation as appropriate in a correctional facility.
- Demonstrate the ability to work and participate in small group projects.
- Demonstrate the ability to identify a community problem and suggest a solution using critical thinking skills.
- Demonstrate the ability to make a law enforcement oral presentation before an audience.
- Demonstrate competency by working at a prison and performing as a professional in that arena.

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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
CRJ 100	Introduction to Criminal Justice	4
CRJ 116	Systems Approach to Computer Technology	3
COR 100	Introduction to Corrections	4
ENG 111	English I	4
SWK 105	Chemical Dependency I: Pharm/Physiology of Psychoactive Substances	4
Winter		
CRJ 120	Juvenile Procedures	3
COR 105	Probation & Parole	4
ENG 112	English II	4
MTH 106	Business Mathematics	3
PSY 111	Psychology I	3
Spring		
CRJ 125	Community Policing	3
COM 111	Interpersonal Communication	3
COR 130	Adult/Juvenile Corrections	4
ENG 223	Technical Report Writing	3
SOC 110	Sociology	3
SOC 240	Racial & Cultural Minorities	3
Fall		
COR 280	Jail Practicum	4
PHL 240	Philosophy of World Religions	3
PLS 220	Constitutional Law	3
PSY 230	Abnormal Psychology	3
Winter		
CRJ 226	Interview & Interrogation	3
CRJ 228	Criminal Investigation	3
CRJ 231	Criminal Law	3
COR 281	Juvenile Institutions Practicum	4
Spring		
CRJ 230	Social Justice	3
CRJ 250	Community Resources	3
COR 282	Adult Institutions Practicum	4
	Total Credit Hours	91

Criminal Justice Technology (220)

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 quarters 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:

- Demonstrate the ability to use the on-campus e-mail program by receiving, sending and attaching files to e-mail.
- Demonstrate competency by writing an incident report using acceptable college-level vocabulary, grammar and punctuation as appropriate in the criminal justice field.
- Demonstrate the ability to work and participate in small group projects.
- Demonstrate the ability to identify a community problem and suggest a solution through critical thinking skills.
- Demonstrate the ability to make a law enforcement oral presentation before an audience.
- Demonstrate competency by working at a police

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 begins on page 6.

Course #	Course Title	Credit Hours
Fall		
CRJ 100	Introduction to Criminal Justice	4
PHO 100	Basic Photography for Law Enforcement	3
CRJ 112	Traffic Management	3
CRJ 116	Systems Approach to Computer Technology	3
PSY 111	Psychology I	3
Winter		
CRJ 118	Forensic Photography	3
CRJ 120	Juvenile Procedures	3
CRJ 123	Patrol Operations	3
ENG 111	English I	4
MTH 106	Business Mathematics	3
Spring		
CRJ 125	Community Policing	3
COM 111	Interpersonal Communication	3
COM 121	Public Speaking I	3
ENG 112	English II	4
PHO 121	Color Photography I	3
SOC 110	Sociology	3
Fall		
CRJ 201	Police Administration	3
CRJ 216	Community Relations	3
CRJ 221	Forensic Science I	5
ENG 223	Technical Report Writing	3
PLS 220	Constitutional Law	3
SWK 105	Chemical Dependency I: Pharm/Physiology of Psychoactive Substances	4
Winter		
CRJ 223	Forensic Science II	5
CRJ 226	Interview & Interrogation	3
CRJ 228	Criminal Investigation	3
CRJ 231	Criminal Law	3
- -	Humanities/Social Science Elective	3
Spring		
CRJ 230	Social Justice	3
CRJ 232	Ohio Criminal Code	3
CRJ 250	Community Resources	3
CRJ 280	Practicum	3
	Total Credit Hours	101

Note: See Criminal Justice Coordinator for additional information on technical electives.

Emergency Medical Services (610)

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 quarters 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 a two-year 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 131, the student must meet the following entrance requirements:

- Pass COMPASS Reading test 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 061 and/ or CPE 062 for Reading and CPE 091 for Math)
- Complete MST 105 and BIO 105 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 105 Medical Terminology, BIO 105 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 Dean of Health and Human Services. The Articulated Credit Application form is available in the Health and Human Services Division Office, Applied Science Center, Room 133.

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, including MGT 106, all second year EMS course, 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 begins on page 6.

Course #	Course Title	Credit Hours
Summer		
MST 105	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology	4
Fall		
EMS 131	Paramedic Theory I *	6
EMS 132	Paramedic Practical Skills Lab I *	1
EMS 112	Paramedic Hospital Practice I *	1
EMS 118	Paramedic Field Practice I *	1
ENG 111	English I	4
ITS -	Computer Modules	3

Winter

EMS 133	Paramedic Theory II	6
EMS 134	Paramedic Practical Skills Lab II	1
EMS 114	Paramedic Hospital Practice II	2
EMS 120	Paramedic Field Practice II	1
ENG 112	English II	4
PSY 111	Psychology I	3

Spring

EMS 135	Paramedic Theory III	6
EMS 136	Paramedic Practical Skills Lab III	1
EMS 116	Paramedic Hospital Practice III	2
EMS 122	Paramedic Field Practice III	1
COM 111	Interpersonal Communication	3
PSY 230	Abnormal Psychology	3

Fall

EMS 225	Advanced Patient Assessment	4
MGT 106	Organizational Behavior	4
PHL 210	Ethics	3
- -	Humanities/Social Science Elective	3

Winter

EMS 220	EMS Pharmacology	3
EMS 240	Hazardous Material/Disaster Management	3
PSY 223	Lifespan Human Growth & Development	5
- -	Technical Elective **	3

Spring

EMS 250	EMS Legal Insights	2
ENG 223	Technical Report Writing	3
- -	Humanities/Social Science Elective	3
- -	Technical Elective **	4
	Total Credit Hours	96

* Students who have current Ohio EMT Intermediate Certification are given in-class credit for clinical skills previously obtained.
** Technical electives include: SWK 105, SWK 220, MGT 112, HRM 225 and FFC (Fire Fighter Certificate) courses.

Public Safety Certificates

Basic Peace Officer Academy (802)

Clark State Community College, in cooperation with local law enforcement agencies, the State of Ohio and the Ohio Peace Officers' Training Commission, offers the Basic Peace Officer Training Academy. This is the state certifying academy mandated by the Ohio Peace Officer Training Commission.

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 training is conducted at both indoor and outdoor ranges at off-campus locations.

Recruits successfully completing this academy will earn some 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, unarmed self-defense, first aid and physical conditioning.

Course #	Course Title	Credit Hours
CRJ 287	Basic Law Enforcement I	8
CRJ 289	Basic Law Enforcement II	8
	Total Credit Hours	16

EMT-Basic Certification (610)

The EMT-Basic Course is an eight credit-hour course that includes 130 hours of classroom, clinical and lab instruction that can be completed in one quarter. 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 100 must:

- Pass COMPASS reading test with a score of 52 or better, or pass CPE 061, Reading Comprehension I, with a grade of "C" or better.
- Have Basic Life Support (BLS) certification for professional CPR or obtain instructor permission to enroll in EMS 171, 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
EMS 100	EMT-Basic Theory & Practice	8
	Total Credit Hours	8

EMT-Intermediate Certification (610)

This program builds on the existing knowledge and skill of the EMT-Basic 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 intermediate level.

Prerequisites

Prior to entering EMS 107, the student must meet the following entrance requirements:

- Pass COMPASS Reading test 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 061 and/or CPE 062 for Reading and CPE 091 for Math).
- Have Ohio EMT-Basic 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
Winter		
EMS 107	EMT Intermediate Theory/Practice I	4
Spring		
EMS 108	EMT Intermediate Theory/Practice II	3
EMS 113	EMT Intermediate Hospital Field Practice	1
	Total Credit Hours	8

Paramedic Certification (610)

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 meet the objectives of the National Standard Paramedic Training Curriculum, providing eligibility for National Registry Certification exam.

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 requirement.

Prior to entering EMS 131, the student must meet the following entrance requirements:

- Pass COMPASS Reading test 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 061 and/or CPE 062 for Reading and CPE 091 for Math).
- Complete MST 105 and BIO 105 with a C or better.
- Have Ohio EMT-Basic certification.
- Have Current CPR provider card.
- Complete physical exam and health requirements.
- Complete criminal background check requirements.

Course #	Course Title	Credit Hours
Summer		
MST 105	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology	4
Fall		
EMS 131	Paramedic Theory I *	6
EMS 132	Paramedic Practical Skills Lab I *	1
EMS 112	Paramedic Hospital Practice I *	1
EMS 118	Paramedic Field Practice I *	1
Winter		
EMS 133	Paramedic Theory II	6
EMS 134	Paramedic Practical Skills Lab II	1
EMS 114	Paramedic Hospital Practice II	2
EMS 120	Paramedic Field Practice II	1
Spring		
EMS 135	Paramedic Theory III	6
EMS 136	Paramedic Practical Skills Lab III	1
EMS 116	Paramedic Hospital Practice III	2
EMS 122	Paramedic Field Practice III	1
	Total Credit Hours	36

* Students who have current Ohio EMT Intermediate certification are given in-class credit for clinical skills previously obtained.

Paramedic Certification For Registered Nurses (610)

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 288, 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 BTLS 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.

Course #	Course Title	Credit Hours
EMS 288	Paramedic Theory/RNs	6
	Total Credit Hours	6

Social Services

Social Services Technology (720)

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 over 480 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 quarters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes

Upon completion of an associate 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 111 and SWK 100 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.

Health Requirements

Students must meet health requirements before taking the first practicum course.

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 must 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 begins on page 6.

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 baccalaureate degree in Social Work. Some colleges and universities have designed baccalaureate completion programs for students who have completed their associate degree in social work. Local programs include:

- Capital University

See the transfer section of the catalog and your academic advisor for more information.

Course #	Course Title	Credit Hours
Fall		
SWK 100	Introduction to Social Welfare & Social Work *	4
SWK 105	Chemical Dependency I: Pharm/Physiology of Psychoactive Substances	4
ENG 111	English I *	4
ITS 103	Information Technology Basics	3
PSY 111	Psychology I	3
Winter		
SWK 121	Social Work Methods & Procedures	5
ENG 112	English II	4
PSY 223	Lifespan Human Growth & Development	5
SOC 110	Sociology	3

Spring

SWK 136	Affective Education	4
BIO 110	Fundamentals of Human Biology	4
ENG 223	Technical Report Writing	3
SOC 240	Racial & Cultural Minorities	3
- -	Humanities Elective (GA)	3

Fall

SWK 231	Generalist Practice/Crisis Intervention	3
SWK 271	Social Services Practicum I **	2
SWK 291	Social Service Seminar I **	2
PSY 230	Abnormal Psychology	3
- -	Technical Elective ***	3

Winter

SWK 238	Social Work & Group Work	3
SWK 236	Case Management	5
SWK 272	Social Service Practicum II	2
SWK 292	Social Work Seminar II	2
- -	Humanities/Social Science Elective	3

Spring

SWK 130	Social Policy & Services	4
SWK 232	Generalist Practice with Family	3
SWK 273	Social Service Practicum III	2
SWK 293	Social Work Seminar III	2
- -	Technical Elective ***	3
	Total Credit Hours	94

* ENG 111 and SWK 100 MUST be completed with a C or better before enrolling in additional social service courses (SWK).
** SWK 271 Social Service Practicum I and SWK 291 Social Service Seminar I must be taken together. Students must attend Practicum orientation to be admitted into SWK 271.
*** Technical electives include: SWK 205, SWK 217, SWK 218, SWK 220, SWK 297 and MST 101. NOTE: Students interested in the field of Chemical Dependency should take both Chemical Dependency Technical Electives: SWK 205 and SWK 217.

Social Services Certificates

Chemical Dependancy Departmental Certificate (720)

This certificate is focused on providing 120 clock hours toward the required 270 hours in core coursework that must be earned to become a chemical dependency counselor assistant (CDCA) and towards licensure as a licensed chemical dependency counselor (LCDC II) by the Chemical Dependency Professionals Board under the Ohio Department of Alcohol and Drug Addiction Services (ODADAS). SWK 205 and SWK 217 are also technical electives for the Social Work degree.

Course #	Course Title	Credit Hours
SWK 105	Chemical Dependency I: Pharm/Physiology of Psychoactive Substances	4
SWK 205	Chemical Dependency II: Counseling Techniques	4
SWK 217	Chemical Dependency III: Special Populations	4
	Total Credit Hours	12

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 quarters of study. Students should consult their academic advisor for help planning their schedules.

Theatre Arts - Option One: Performance (311)

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. Upon completion of an associate degree in Performing Arts, 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.

Course #	Course Title	Credit Hours
Fall		
THE 130	Introduction to Theatre	3
THE 133	Script Analysis	3
ENG 111	English I	4
PSY 111	Psychology I	3
HST 111	Western Civilization To the 14th Century	3
THE 150	Theatre Laboratory I	1
Winter		
THE 202	Acting I	4
ENG 112	English II	4
HST 112	Western Civilization from the 14th through 18th Centuries	3
PSY 230	Abnormal Psychology	3
SOC 110	Sociology	3
THE 150	Theatre Laboratory I	1
Spring		
THE 203	Acting II	4
THE 107	Speech & Voice for Actor	4
THE 140	Movement for Actors	3
ENG 225	Creative Writing	or
ENG 245	Drama	3
HST 113	Western Civilization from 19th Century to the Present	3
THE 150	Theatre Laboratory I	1
Fall		
THE 204	Acting III	4
THE 241	Theatre History I	3
MTH 105	Mathematics & Today's World	or
MTH 121	College Algebra I	3
--- ---	Natural Science Course *	4-5
THE 150	Theatre Laboratory I	1
Winter		
THE 242	Theatre History II	3
THE 166	Theatre Arts Tour	4
--- ---	Regional Studies course **	3
ITS 103	Information Technology Basics	3
--- ---	Natural Science Course *	4-5
THE 150	Theatre Laboratory I	1
Spring		
THE 243	Theatre History III	3
THE 280	Directing I	4
--- ---	Natural Science Course *	4-5
GEO 220	World Regional Geography	or
SOC 220	Comparing Cultures	3
HUM 299	Capstone Seminar	3
THE 150	Theatre Laboratory I	1
	Total Credit Hours	101-104

*Natural Science Course options:
Option 1: Take three courses, each from adifferent science area. (Possible classes include BIO 110, BIO 140, CHM 110,CHM 115, CHM 116, GLG 130, GLG 114, PHY 105, PHY 110 and PHY 120)
Option 2: Take a three-course sequence in Biology, Chemistry, Geology or Physics. (Possible sequences include BIO121-123, BIO 141-143, BIO 151-153, CHM 121-123, GLG 131-133, PHY 111-113, PHY250-252).
**Regional Studies Course Choose from:
Regional Studies: 262 North India
Regional Studies: 270 Africa, or
Regional Studies: 280 Latin America

Theatre Arts - Option Two: Technical Theatre (315)

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.

Learning Outcomes

Upon completion of an associate degree in Technical Theatre, a graduate will be able to:

- Analyze a light plot and use it to hang and focus lighting equipment for a production.
- Analyze a design package and use it along with scene shop tools to construct and paint a set.
- Operate sound equipment and boards and lighting equipment and boards.
- Demonstrate competency in fulfilling several roles within the theatre.
- Demonstrate an understanding of the roles of all theatre personnel and use correct theatre terminology.
- Adhere to theatre safety guidelines.

Course #	Course Title	Credit Hours
Fall		
THE 130	Introduction to Theatre	3
THE 111	Stagecraft I	4
THE 133	Script Analysis	3
ENG 111	English I	4
HST 111	Western Civilization To the 14th Century	3
THE 150	Theatre Laboratory I	1
Winter		
THE 112	Stagecraft II	4
THE 210	Lighting I	4
ENG 112	English II	4
HST 112	Western Civilization from the 14th through 18th Centuries	3
PSY 111	Psychology I	3
THE 150	Theatre Laboratory I	1
Spring		
THE 160	Acting for the Non-major	4
THE 211	Lighting II	4
ENG 225	Creative Writing	or
ENG 245	Drama	3
HST 113	Western Civilization from 19th Century to the Present	3
SOC 110	Sociology	3
THE 150	Theatre Laboratory I	1
Fall		
THE 241	Theatre History I	3
PSY 230	Abnormal Psychology	3
- -	Regional Studies Course **	3
MTH 105	Mathematics & Today's World	or
MTH 121	College Algebra I	3
- -	Natural Science Course *	4-5
THE 150	Theatre Laboratory I	1
Winter		
THE 242	Theatre History II	3
THE 220	Sound I	4
ITS 103	Information Technology Basics	3
- -	Natural Science Course *	4-5
THE 150	Theatre Laboratory I	1
Spring		
THE 243	Theatre History III	3
THE 221	Sound II	4
- -	Natural Science Course *	4-5
GEO 220	World Regional Geography	or
SOC 220	Comparing Cultures	3
HUM 299	Capstone Seminar	3
THE 150	Theatre Laboratory I	1
	Total Credit Hours	105-108

*Natural Science Course options:
Option 1: Take three courses, each from adifferent science area. (Possible classes include BIO 110, BIO 140, CHM 110,CHM 115, CHM 116, GLG 130, GLG 114, PHY 105, PHY 110 and PHY 120).
Option 2: Take a three-course sequence inBiology, Chemistry, Geology or Physics. (Possible sequences include BIO121-123, BIO 141-143, BIO 151-153, CHM 121-123, GLG 131-133, PHY 111-113, PHY250-252).

Theatre Arts Certificates

Arts Administration Departmental Certificate (315)

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 Business Management and/or Theatre Arts, so students can apply many of the following classes to the requirements for those programs. Also, many of these classes are offered online for students who wish to do their course work at a distance.

Course #	Course Title	Credit Hours
THE 111	Stagecraft I	4
THE 130	Introduction to Theatre	3
THE 230	Theatre Management	3
THE 241	Theatre History I *	or
THE 242	Theatre History II	or
THE 243	Theatre History III	3
THE 202	Acting I	4
THE 160	Acting for the Non-major	4
ACC 111	Principles of Accounting I	4
ACC 112	Principles of Accounting II	4
MGT 106	Organizational Behavior	4
MGT 112	Principles of Management	4
MKT 200	Principles of Marketing	4
	Total Credit Hours	38

* Humanities elective meeting Global Awareness requirement.

Course Descriptions

2009
2010

Now that you've chosen your major, check out the courses that you need to take and get an overview of what you can expect to learn at Clark State.

Course Numbering System

Alpha prefixes identify the subject area of the course while the number identifies the level. Courses in the 100 series are usually considered first-year courses while courses in the 200 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 100 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 corequisite. Corequisite courses must be taken during the same term or prior to the selected course.

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 111 Principles of Accounting I (4)
Fundamental accounting concepts, terms, and procedures; analyzing, classifying and recording accounting data; subsidiary ledgers; special journals, adjusting and closing accounts; accounting cycle completion; financial statements; payroll and payroll taxes; control over cash; bank reconciliation.
Prerequisite(s): CPE 061 or or equivalent Compass score

ACC 112 Principles of Accounting II (4)
Accounting for a merchandising business, receivables, inventories, plant and intangible assets. Corporations: organization and equity rights, retained earnings, and dividends. Additional emphasis on financial statements.
Prerequisite(s): ACC 111

ACC 113 Principles of Accounting III (4)
Corporations--long term liabilities. Financial statement analysis, statement of cash flows, managerial accounting principles and systems, manufacturing operations and job order cost accounting, differential analysis.
Prerequisite(s): ACC 112

ACC 120 Microcomputer Accounting Systems (4)
Integrated accounting systems applications with use of microcomputer as primary tool for maintaining accounting records and financial statement generation. Use of windows-based accounting software. Includes study of both service and merchandising businesses.
Prerequisite(s): ACC 111 or instructor permission

ACC 205 Spreadsheet Accounting (4)
Basic accounting applications applied using Microsoft Excel. Financial statement preparation, aging of accounts receivable, loan amortization, ratio analysis, payroll, depreciation, fixed assets covered. Sorting, filtering, formatting emphasized.
Prerequisite(s): ACC 112 and ITS 12S
Pre/Corequisite(s): ACC 113

ACC 211 Intermediate Accounting I (4)
Review of accounting principles and procedures, including financial reporting, users of financial information, and development of accounting standards. Advanced study of financial statements to include the income statement, retained earnings statement, balance sheet, and statement of cash flows.
Prerequisite(s): ACC 112

ACC 212 Intermediate Accounting II (4)
Cash and receivables. Cost of goods sold and inventories including cost allocation, valuation, estimation and non-cost valuation procedures. Noncurrent operating assets including acquisition, utilization, and retirement.
Prerequisite(s): ACC 113 and ACC 211

ACC 213 Intermediate Accounting III (4)
Current, contingent, and long-term liabilities. Shareholders' equity, including contributed capital and retained earnings. Classification and reporting of investments.
Prerequisite(s): ACC 212

ACC 221 Tax Accounting I (4)
Theory of individual taxes and their application under the Internal Revenue Code. Introduction and preparation of individual tax returns.
Prerequisite(s): CPE 061

ACC 222 Tax Accounting II (4)
Introduction to business tax law and its application in the preparation of federal, state and local corporate tax forms. A working knowledge in the preparation of sales,and commercial activity tax returns.
Prerequisite(s): ACC 221
Pre/Corequisite(s): ACC 112

ACC 233 Cost Accounting (4)
Cost accounting principles including job order cost, process cost and standard cost accounting. Variance analysis and budgeting also covered.
Prerequisite(s): ITS 12S and ACC 113

ACC 250 Government and Nonprofit Accounting (4)
Fundamental accounting procedures for nonprofit and governmental institutions. To include state and local governmental accounting, accounting for health care organizations, and accounting for colleges and universities.
Prerequisite(s): ACC 113 and ACC 211

(AGR) Agriculture

AGR 104 Agricultural Survey and Employment Skills (3)
Survey of Agriculture Business and Horticulture Industries; career opportunities, goals, employability skills, including resumes, cover letters, interview preparation, professional development, college and degree requirements, student responsibilities; industry expectations.
Prerequisite(s): CPE 061

AGR 105 Principles of Ag Sales I (3)
A basic course in sales functions. The role of selling, what it means, and its relationship to marketing. Responsibilities of salespeople as a profession, traits for success, sales skills, and professionalism.
Prerequisite(s): CPE 061

AGR 106 Principles of Ag Sales II (3)
An in-depth study of personal selling, including the importance of selling; establishing partnering relationships between salespeople and their customers; ethical and legal responsibilities confronting salespeople; concepts of buyer behavior; communication principles; and techniques in adaptive selling.
Prerequisite(s): AGR 105

AGR 108 Technical Math for Agriculture (3)
Development and application of practical mathematic 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 061 and CPE 091

AGR 109 Animal Agriculture (4)
Introduction to animal science focusing on the economic importance of the livestock and poultry industries. Identification of basic types of livestock related to production, purpose and function. Instruction in feeds and nutrition, animal health and facility requirements.
Prerequisite(s): ENG 111

AGR 115 Welding (3)
Introduction to basic principles and practices of shield metal arc and oxyacetylene welding.
Prerequisite(s): CPE 061
Lab Fee: $25.00

AGR 122 Plant Pests (4)
Identifying insects, diseases, and weeds. A study of pest life cycles, types of damage and natural control.
Prerequisite(s): BIO 140 recommended, but not required
Lab Fee: $25.00

AGR 133 Turf Science (3)
Routine cultural practices necessary for growing turf for specialized uses including mowing, fertilization, irrigation.
Prerequisite(s): CPE 061
Lab Fee: $10.00

AGR 143 Landscape Plant Materials (4)
Recognition of trees, shrubs, ground covers and related plant materials commonly used in landscapes, grounds, and golf courses. Usage, design, installation, care and culture of landscape plants utilizing a variety of learning resources.
Prerequisite(s): CPE 061
Lab Fee: $10.00

AGR 145 Herbaceous Plant Materials (4)
Recognition of annuals, perennials, bulbs and monocots used in the garden and landscape. Usage, design, installation and culture of herbaceous plants in the landscape utilizing a variety of learning resources.
Prerequisite(s): CPE 061
Lab Fee: $10.00

AGR 150 Soil Science (4)
A basic understanding of soils, the study of soil formation, physical properties, water movement, organic matter and soil organisms.
Prerequisite(s): CPE 061
Lab Fee: $25.00

AGR 151 Soil Fertility (4)
Principles of soil fertility, plant nutrient requirements, nutrient sources application methods and environmental concerns.
Prerequisite(s): AGR 150
Lab Fee: $25.00

AGR 174 Agribusiness Principles (3)
Basic management principles for planning, organizing and operating a small agribusiness successfully.
Prerequisite(s): CPE 061

AGR 187 Small Gas Engines (4)
Introduction to basic principles of two-cycle and four-cycle small engine operation, application, maintenance, lubrication, troubleshooting, service and repair.
Lab Fee: $25.00

AGR 189 Applied Practices in Agriculture I (1)
Application of agricultural or horticultural principles and techniques under supervision of college staff and faculty.

AGR 19B Agricultural Business Co-Op Experience I (4)
Co-op work experience in Agribusiness career field at industry location. Work site for full-time (40 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience required.
Prerequisite(s): AGR 104 and minimum of 15 technical hours

AGR 19E Agricultural Engineering Co-op Experience I (4)
Co-op work experience in Agricultural Engineering career field at industry location. Work site for full-time (40 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience required.
Prerequisite(s): AGR 104 and minimum of 15 technical hours

AGR 19G Golf Course Co-op Experience I (3)
Co-op work experience in Golf Course Maintenance career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience required.
Prerequisite(s): AGR 104 and minimum of 15 technical hours

AGR 19L Landscape Design Co-op Experience I (3)
Co-op work experience in Landscape Design career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience required
Prerequisite(s): AGR 104 and minimum of 15 technical hours

AGR 19N Nursery Operations Co-op Experience I (3)
Co-op work experience in Nursery Operations career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience required.
Prerequisite(s): AGR 104 and minimum of 15 technical hours

AGR 19P Parks and Recreation Co-op Experience I (3)
Co-op work experience in Parks and Recreation career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the students with assistance from Agriculture Co-op instructor. Oral and written reports of the experience required.
Prerequisite(s): AGR 104 and minimum of 15 technical hours

AGR 19T Turf and Landscape Operations Co-op Experience I (3)
Co-op work experience in Turf and Landscape Operations career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience required.
Prerequisite(s): AGR 104 and minimum of 15 technical hours

AGR 206 Agribusiness Marketing (3)
Fundamental principles, policies, problems, structure and strategy of agribusiness marketing. Includes the role of marketing in agribusiness and the development of a marketing plan.
Prerequisite(s): AGR 174 and ENG 111

AGR 214 Crop Production (4)
Adoption, utilization, cultural practices and cost analysis of major field and forage crops grown in Ohio. Product quality and commercial standards related to production. Computer programs specific to crop production inputs.
Prerequisite(s): BIO 140 and ENG 111
Lab Fee: $10.00

AGR 219 Landscape Construction (4)
Fundamental principles, theories and practices of landscape construction. Site plan and preparation, safety principles, tool use and identification, landscape and construction materials, job bid development and project management.
Prerequisite(s): CPE 061
Lab Fee: $25.00

AGR 224 Irrigation Systems (3)
Irrigation system operation and design. Primary emphasis is toward turf and horticultural applications.
Prerequisite(s): CPE 061
Lab Fee: $25.00

AGR 225 Landscape Maintenance (4)
Practices involved in the maintenance of landscape sites. Pruning, transplanting, mulching, watering and general plant care.
Prerequisite(s): CPE 061
Lab Fee: $25.00

AGR 226 Landscape Design (4)
A basic study of landscape design concepts with emphasis on site planning, design principles, plant utilization and irrigation systems
Prerequisite(s): CPE 061
Lab Fee: $20.00

AGR 231 Plant Propagation (4)
Principles, techniques, materials, and necessary facilities needed by commercial horticulture growers to propagate floral, greenhouse, and landscape plants.
Prerequisite(s): CPE 061
Lab Fee: $25.00

AGR 236 Turfgrass Management (3)
Management of turfgrass culture practices as applied to various turfgrass industries. Includes equipment selection and maintenance, fertilizer and pest management, scheduling, record keeping and budgeting.
Prerequisite(s): AGR 133
Lab Fee: $20.00

AGR 245 Advanced Welding (4)
Introduction and application of the principles of DC SMAW (direct current-shielded metal arc), MIG (metal inert gas) and TIG (tungsten inert gas) welding.
Lab Fee: $25.00

AGR 252 Equipment Maintenance and Operation (4)
Practical development of best practices for selection, maintenance and operation of a green-industry equipment fleet. Development of service schedules, utilization of current technology and successful operational strategies for equipment resources.
Lab Fee: $25.00

AGR 253 Pest Management (5)
Managing pest problems through approved practices of control using cultural, biological and chemical methods including the safe use, handling and application of pesticides. Individualized study of the student's special area of interest.
Prerequisite(s): AGR 122
Lab Fee: $15.00

AGR 262 International Ag Trade (3)
A study of agriculture and food policy both in the U.S. and internationally. The implications of world trade and political aspects of world food production. Food and agriculture problems, policy alternatives and their consequences.
Pre/Corequisite(s): ENG 112

AGR 284 Agribusiness Management (4)
In-depth coverage of both creating and managing an agribusiness. Emphasis is on the steps necessary for creating a business plan.
Prerequisite(s): AGR 174 and ENG 111
Pre/Corequisite(s): ENG 112

AGR 287 Computer Aided Landscape Design (4)
Two-dimensional computer aided landscape plans. Generate hardscapes and place plant material in digital format utilizing on-line and computerized library material. Create orthographic views from digital models, and/or from computer aided landscape site plans. Utilize automated project estimation tools.
Prerequisite(s): AGR 297 and DFT 211
Lab Fee: $15.00

AGR 289 Applied Practices in Agriculture II (1)
Application of agricultural or horticultural principles and techniques under supervision of college staff and faculty.
Prerequisite(s): AGR 189

AGR 295 Agriculture Capstone Seminar (3)
Application of knowledge and skills learned in previous coursework and industry experience. Use of problem-solving skills to respond to a series of real world industry scenarios. Off-site casework may be required.
Prerequisite(s): AGR 151, AGR 284, co-op, and 45 technical hours
Lab Fee: $10.00

AGR 297 Landscape Design II (4)
Advanced study of landscape design concepts with emphasis on planning, designing and pricing diversified landscapes.
Prerequisite(s): AGR 226
Lab Fee: $20.00

AGR 298 Applied Practices in Agriculture III (1)
Application of agricultural or horticultural principles and techniques under supervision of college staff and faculty.
Prerequisite(s): AGR 289

AGR 29B Agribusiness Co-op Experience II (4)
A second co-op work experience in chosen Agribusiness career field at industry location. Work site for full-time (40 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience or project required.
Prerequisite(s): AGR 104 and AGR 19B

AGR 29E Agricultural Engineering Co-op Experience II (4)
A second co-op work experience in Agricultural Engineering career field at industry location. Work site for full-time (40 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience or project are required.
Prerequisite(s): AGR 104 and AGR 19E

AGR 29G Golf Course Co-op Experience II (3)
A second co-op work experience in Golf Course Maintenance career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience or project required.
Prerequisite(s): AGR 104 and AGR 19G

AGR 29L Landscape Design Co-op Experience II (3)
A second co-op work experience in Landscape Design career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience or project required.
Prerequisite(s): AGR 104 and AGR 19L

AGR 29N Nursery Operations Co-op Experience II (3)
A second co-op work experience in Nursery Operations career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience or project required.
Prerequisite(s): AGR 104 and AGR 19N

AGR 29P Parks and Recreation Co-op Experience II (3)
Co-op work experience in parks and recreation career field at industry location. Work site for full-time (40 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience required.
Prerequisite(s): AGR 104 and AGR 19P

AGR 29T Turf and Landscape Operations Co-op Experience II (3)
Co-op work experience in Turf and Landscape Operations career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and written reports of the experience or project required.
Prerequisite(s): AGR 104 and AGR 19T

(ART) Art

ART 111 Drawing I (3)
Explores the use of line value, shape and color in developing visual drawing skills. Two and three-dimensional problems are given. Also included is the study of location of forms in space, their proportion and structure with light and shade as well as perspective.
Prerequisite(s): CPE 061
Lab Fee: $5.00

ART 112 Drawing II (3)
Continuing 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. Explores the use of line, value, shape and color in developing visual drawing skills. Study of location of forms in space, their proportion and structure with light and shade as well as perspective. Introduction to figure drawing.
Prerequisite(s): ART 111
Lab Fee: $5.00

ART 113 Drawing III (3)
Interpretation of the figure using wet and dry media, black and white and simple color. For both fine and graphic design artists.
Prerequisite(s): ART 112
Lab Fee: $20.00

ART 114 Drawing IV (3)
Continued interpretation of the figure. Emphasis is placed on increasing the drawing vocabulary and the development of personal approaches to the medium.
Lab Fee: $20.00

ART 130 Appreciation of the Arts (3)
Awareness and aesthetic appreciation of literature, painting, sculpture, architecture, music, and dance within an historical context. Individual works used to illustrate the nature and problems of the creative experience and its relationship to the historical, cultural, and social environment.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

ART 133 Art History I (3)
Survey of visual art from Prehistoric times through the dawn of the Gothic Era. Introduction to basic concepts of visual and stylistic analysis, with emphasis on the understanding of the evolution of art through historical context.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

ART 134 Art History II (3)
Survey of visual art from the Renaissance to beginnings of the modern era, including impressionism.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

ART 135 Art History III (3)
Survey of visual art during post impressionist through the twentieth century.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

ART 213 Painting I (3)
Color principles studied with application to transparent painting on paper. Form, space and color studied as they apply to water-based paints. Still life, landscape and figure work studied as themes.
Lab Fee: $10.00
Prerequisite(s): ART 113 and GPH 105

ART 214 Painting II (3)
Basic color principles studied and applied in opaque painting. Various approaches to application explored as well as study of form, space, composition, and technique.
Prerequisite(s): ART 213
Lab Fee: $10.00

ART 215 Painting III (3)
The continued study of painting as an expressive medium. Exploration in technique and the development of personal approaches are encouraged. Student can select medium and subject.
Prerequisite(s): ART 214
Lab Fee: $10.00

ART 216 Painting IV (3)
An advanced study of painting as an expressive medium. Exploration in technique and the development of personal approaches are expected. Student selects medium and subject.
Prerequisite(s): ART 215
Lab Fee: $10.00

(ATI) Advanced Technical Intelligence

ATI 101 Introduction to the Intelligence Community (3)
Origins and structure of the current U. S. Intelligence Community (IC). Key intelligence agencies and their functions, roles and missions. Facets of the intelligence production cycle, including tasking, collecting, and processing. Exploitation/analysis and dissemination of intelligence data. U.S. citizenship required.
Prerequisite(s): CPE 062 and CPE 072
Lab Fee: $495.00

ATI 110 Fundamentals of Remote Sensing in Intelligence (3)
Science and underlying phenomenology of remote sensing. Remote sensing collection system; how it interacts with the environment while collecting information from that environment. U.S. citizenship required.
Prerequisite(s): CPE 062, CPE 072, MTH 121, and (PHY 105 or PHY 110 or CHM 110 or high school chemistry and physics within the last 3 years)
Lab Fee: $495.00

ATI 210 Introduction to Spectral Sensing w/ Applications in Intelligence (3)
Science and technology behind Spectral Remote Sensing. Underlying phenomenology being sensed. How information is collected. Advantages and disadvantages of the technology. U.S. citizenship required.
Prerequisite(s): ATI 101, ATI 110, and ENG 111
Pre/Corequisite(s): ENG 112
Lab Fee: $495.00

ATI 215 Introduction to Radar for MASINT (3)
Underlying principles of radar. How Over-the Horizon and Line-Of-Sight radar can be used as a MASINT (Measurement and Signature Intelligence) sensor. How radio waves are created and propagated. How radio waves interact with an object and are returned to the radar. How radar interprets the returned energy. U.S. citizenship required.
Prerequisite(s): ATI 101, ATI 110, and ENG 111
Pre/Corequisite(s): ENG 112
Lab Fee: $495.00

ATI 220 Introduction to Overhead Non-Imaging

Infrared (ONIR) (3)
Role of ONIR in National Defense. Data collection, processing, and exploitation. Advantages and disadvantages of ONIR as a remote sensing tool. U.S. citizenship and security clearance required.
Prerequisite(s): ATI 101, ATI 110, ENG 112, and National Security Clearance
Lab Fee: $495.00

ATI 225 MASINT Fundamentals (3)
Overview of MASINT (Measurement and Signature Intelligence) disciplines: Chemical, Biological, Radiological, and Nuclear; Seismic and Acoustic; Geophysical; Materials; Radio Frequency. Over-the-Horizon Radar, Synthetic Aperture Radar (SAR). U.S. citizenship and security clearance required.
Prerequisite(s): ATI 215 and National Security Clearance
Lab Fee: $495.00

(AVN) Aviation

AVN 101 Private Pilot Ground (4)
Introduction to basic flight manuvers, cross country navigation, airspace procedures, communications, airport operations, preparation for the FAA private pilot practical exam.
Corequisite(s): AVN 102

AVN 102 Private Pilot Test Prep (1)
Preparation for the FAA private pilot knowledge test.
Corequisite(s): AVN 101
Lab Fee: $100.00

AVN 103 Private Pilot Flight Lab (2.5)
Introduction to basic flight maneuvers, cross country navigation, airspace procedures, communications, and airport operations in preparation for the FAA private pilot practical exam.
Prerequisite(s): FAA 3rd Class Medical
Corequisite(s): AVN 101 and AVN 102
Lab Fee: $7300.00

AVN 107 Supervised Flight Lab I (2.5)
Development of cross country flight time requirements for the instrument rating.
Prerequisite(s): AVN 101, AVN 102, AVN 103, and FAA 3rd class medical and private pilot certificate
Lab Fee: $4500.00

AVN 111 Instrument Ground (4)
Introduction to instrument flight rules and procedures, advanced flight planning and navigation, Federal Aviation Regulations, controlled airspace procedures, and advanced communications.
Prerequisite(s): AVN 101, AVN 102, and private pilot certificate
Corequisite(s): AVN 112

AVN 112 Instrument Test Prep (1)
Preparation for the FAA instrument knowledge test.
Prerequisite(s): AVN 101, AVN 102, and private pilot certificate
Corequisite(s): AVN 111
Lab Fee: $100.00

AVN 113 Instrument Flight Lab (2)
Introduction to attitude instrument flying, departure, enroute, and arrival procedures, advanced navigation, precision and non-precision approaches, and loss of communication procedures in preparation for the FAA instrument practical exam.
Prerequisite(s): Private Pilot Certificate, FAA 3rd Class Medical
Pre/Corequisite(s): AVN 107, AVN 111, and AVN 112
Lab Fee: $6365.00

AVN 115 Aviation Weather (3)
Introduction to basic weather, circulations systems, hazards, reports, resourced, briefing, evaluation, and decision making.

AVN 117 Supervised Flight Lab II (2.5)
Development of total time requirement for the commercial pilot certificate.
Prerequisite(s): Private Pilot Certificate with Instrument Rating, FAA 3rd Class Medical
Lab Fee: $4500.00

AVN 118 Supervised Flight Lab III (2.5)
Continuation of the development of cross country flight time requirements for the commercial pilot certificate.
Prerequisite(s): private pilot certificate with an instrument rating and FAA 3rd class medical
Lab Fee: $4500.00

AVN 121 Commercial Ground (4)
Introduction to advanced aircraft performance and operations, complex and high performance aircraft systems, Federal Aviation Regulations, high altitude operations, and oxygen systems.
Prerequisite(s): AVN 101, AVN 102, and or private pilot certificate
Corequisite(s): AVN 122

AVN 122 Commercial Pilot Test Prep (1)
Preparation for the FAA commercial computer based knowledge test.
Prerequisite(s): AVN 101, AVN 102, and/or private pilot certificate
Corequisite(s): AVN 121
Lab Fee: $100.00

AVN 123 Commercial Pilot Flight Lab (1.25)
Introduction to advanced flight maneuvers and complex aircraft operations in preparation for the FAA commercial practical exam.
Prerequisite(s): Private Pilot Certificate with Instrument rating, FAA 3rd Class Medical
Pre/Corequisite(s): AVN 117, AVN 118, AVN 121, and AVN 122
Lab Fee: $4900.00

AVN 201 Certified Flight Instructor Ground (4)
Introduction to the fundamentals of instruction, instruction techniques, Federal Aviation Regulations, lesson planning, pre-flight and post-flight procedures, performance maneuvers, and ground reference maneuvers.
Prerequisite(s): AVN 101, AVN 102, AVN 111, AVN 112, AVN 121, AVN 122, and or a commercial pilot certificate
Corequisite(s): AVN 202

AVN 202 Certified Flight Instructor Test Prep (1)
Preparation for the FAA Certified Flight Instructor, and Fundamentals of Instructing knowledge tests.
Prerequisite(s): AVN 101, AVN 102, AVN 111, AVN 112, AVN 121, AVN 122, and or a commercial pilot certificate
Corequisite(s): AVN 201
Lab Fee: $200.00

AVN 203 Certified Flight Instructor Flight Lab (1.25)
Introduction to ground reference and performance flight maneuvers from the right seat, stall and spin awareness, airport procedures, and advanced communication skills, in preparation for the FAA Certified Flight Instructor practical exam.
Prerequisite(s): commercial pilot certificate and FAA 3rd class medical
Pre/Corequisite(s): AVN 201 and AVN 202

AVN 211 Certified Flight Instructor Instrument Ground (2)
Introduction to instrument instruction techniques, Federal Aviation Regulations, lesson planning, and pre-flight and post- flight procedures.
Prerequisite(s): commercial pilot certificate
Pre/Corequisite(s): AVN 201 and AVN 202

AVN 212 Certified Flight Instructor Test Prep (1)
Preparation for the FAA instrument instruction written test.
Prerequisite(s): AVN 101, AVN 102, AVN 111, AVN 112, AVN 121, AVN 122, and or certified flight instructor rating
Pre/Corequisite(s): AVN 201 and AVN 202
Corequisite(s): AVN 211
Lab Fee: $100.00

AVN 213 Certified Flight Instructor Instrument Flight Lab (0.75)
Introduction to attitude instrument flying, departure, enroute, and arrival procedures advanced navigation, precision and non-precision approaches from the right seat in preparation for the FAA instrument practical exam.
Prerequisite(s): Commercial Pilot Certificate, FAA 3rd Class Medical
Pre/Corequisite(s): AVN 203, AVN 211, and AVN 212

AVN 221 Multi-Engine Ground (2)
Introduction to multi-engine aircraft performance and operations, engine out procedures, single engine operations and aerodynamics, aircraft systems, and Federal Aviation Regulations.
Prerequisite(s): AVN 121, AVN 122, and or commercial pilot certificate

AVN 223 Multi-Engine Flight Lab (0.75)
Introduction to multi-engine flight maneuvers, engine out procedures, single engine operations, approaches, and procedures in preparation for the multi-engine rating.
Prerequisite(s): Commercial pilot certificate with instrument rating and FAA 2nd class medical
Pre/Corequisite(s): AVN 221

AVN 233 Multi-Engine Instructor Flight Lab (0.5)
Introduction to multi-engine flight maneuvers, engine out procedures, single engine operations, approaches, and procedures from the right seat in preparation for the multi-engine instructor rating.
Prerequisite(s): Commercial pilot certificate with instrument rating, certified flight instructor rating, and FAA 2nd class medical
Pre/Corequisite(s): AVN 221

(BIO) Biology

BIO 105 Fundamentals of Anatomy and Physiology (4)
The human body's structure and function with emphasis on major body systems.
Prerequisite(s): CPE 061 or appropriate Compass score

BIO 110 Fundamentals of Human Biology (4)
The human organism: structure and organization, integrity and homeostasis, metabolism, responsiveness, reproduction, growth and development. Aging, diseases and disorders included.
Prerequisite(s): CPE 061 and CPE 091
Lab Fee: $45.00

BIO 118 Muscle Function (2)
Study of skeletal structure and function and the origin, insertion, and action of trunk and extremity musculature. Introduction to palpation and muscle function during laboratory activities.
Prerequisite(s): CPE 061 or equivalent COMPASS score
Pre/Corequisite(s): MST 105

BIO 121 Anatomy and Physiology I (4)
Human cells, tissues, skin, bones, muscles, nervous system cells, autonomic nervous system.
Prerequisite(s): CHM 115 or CHM 114 (or high school chemistry within 5 years)
Pre/Corequisite(s): MST 105
Lab Fee: $25.00

BIO 122 Anatomy and Physiology II (4)
Human circulatory, respiratory, urinary, digestive systems, acid-base and fluid and electrolyte balance, metabolism.
Prerequisite(s): BIO 121 and MST 105
Lab Fee: $25.00

BIO 123 Anatomy and Physiology III (4)
Central and peripheral nervous system, special senses, endocrine and lymphatic systems, immunity, reproduction and development.
Prerequisite(s): BIO 122
Lab Fee: $25.00

BIO 131 Microbiology (4)
Study of bacteria, fungi, protista, rickettsiae, chlamydia, viruses, and helminths. Emphasis on bacteria and their relationship to health.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $90.00

BIO 140 Plant Science (4)
Basic structure and function of plants, including growth, vegetative, and reproductive structures, heredity, photosynthesis, respiration, and the control of growth and development.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111
Lab Fee: $40.00

BIO 141 Evolution, Diversity and Ecology (5)
Evolution, diversity and ecology of organisms. Processes by which organisms change over time, the diversity of life that results from such changes and the adaptations that occur allowing organisms to exist in a changing environment. Concepts in Biology for students in non-science majors.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $45.00

BIO 142 The Human Organism (5)
The human as organism; a comparative look at structure, function and behavior. Concepts in Biology for students in non-science majors.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $45.00

BIO 143 Cell Biology/Genetics (5)
Cell biology and genetics. Cellular molecules, cellular anatomy, cellular processes including respiration and photosynthesis, cellular reproduction. Mendelian and molecular genetics. Concepts in Biology for students in non-science majors.
Prerequisite(s): CPE 061
Lab Fee: $45.00

BIO 151 Evolution and Ecology (5)
Topics include evolution, diversity, the ecology of organisms,the processes by which biological life changes occur over time,the diversity of life that result from these changes and the adaptations that occur. Ecology and environmental issues. Based on content, Biology 151 is the third course in the biology series.
Prerequisite(s): CPE 061, CPE 101 or appropriate Compass score and BIO 153
Lab Fee: $45.00

BIO 152 Human and Animal Anatomy (5)
The human organism, a comparative look at structure, function, animal anatomy, and behavior, human body systems and problems with these systems, diseases of the human body and the evolutionary significance of these systems, diseases of the human body. This is the second course in a university parallel sequence for biology and science majors.
Prerequisite(s): CPE 061, CPE 101 or appropriate Compass score and BIO 153
Lab Fee: $45.00

BIO 153 Cellular Biology and Genetics (5)
Cell biology and genetics, cellular molecules, cell anatomy, cellular processes, photosynthesis, cellular respiration, cell division, mendelian and molecular genetics, DNA technologies and bioethical issues. Based on content, Biology 153 is the first course in the biology series.
Prerequisite(s): CPE 061 and CPE 101 or appropriate Compass score
Lab Fee: $45.00

BIO 230 Biomechanics (4)
The science of human motion and the systematic application of mechanical laws to movement. Includes fundamentals of posture, gait analysis, continuation of palpation; professional behavior. Laboratory practice.
Prerequisite(s): BIO 118, BIO 121, and PTA 120
Pre/Corequisite(s): BIO 122 and PTA 145
Lab Fee: $15.00

(CHM) Chemistry

CHM 110 Fundamentals of Chemistry (5)
Concepts in chemistry for students requiring only one chemistry course for their major. 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. Laboratory meetings: 2 hours/week.
Prerequisite(s): CPE 061 and CPE 101 (Or appropriate Compass score)
Lab Fee: $20.00

CHM 114 Introduction to General Chemistry Review (4)
Intended as a review course prior to taking General Chemistry (CHM 121) for students who have completed high school chemistry. 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 and bases. This course does not fulfill the AA or AS science requirement and typically does not transfer to four-year programs.
Prerequisite(s): CPE 061 and CPE 101 (Or appropriate Compass score. For AS students CPE 103 is highly recommended.)
Pre/Corequisite(s): ENG 111

CHM 115 Introduction to General Chemistry (5)
Intensive preparation (equivalent to a year of high school chemistry) for General Chemistry (CHM 121). 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 and bases. Laboratory meetings: 2 hours/week.
Prerequisite(s): CPE 061 and CPE 101 (Or appropriate Compass score. For AS students CPE 103 is highly recommended.)
Pre/Corequisite(s): ENG 111
Lab Fee: $20.00

CHM 116 Introduction to Organic and Biological Chemistry (5)
Introduction to the structures, chemical and physical properties of hydrocarbons, alcohols, phenols, ethers, aldehydes, ketones, carbohydrates, carboxylic acids, esters, lipids, amides, amino acids, proteins. Introduction to the role of enzymes and vitamins in metabolism. Emphasis on health-related applications. Laboratory meetings: 2 hours/week.
Prerequisite(s): CPE 101, appropriate Compass score, and and CHM 114 or CHM 115 or high school chemistry within 5 years (For AS students CPE 103 is highly recommended.)
Pre/Corequisite(s): ENG 111
Lab Fee: $25.00

CHM 121 General Chemistry I (5)
Basic chemical principles of elements, compounds, and mixtures. Theory, principles and applications of structure of atoms, molecules, formula units including bonding and VSEPR. Principles and applications of stoichiometry, reactivity, energy and thermochemistry. Laboratory meeetings: 3 hours/week.
Prerequisite(s): CPE 071 or appropriate Compass score and CHM 115 or H.S. chemistry and passing chemistry placement test and CPE 103 or appropriate score on the math placement test
Pre/Corequisite(s): ENG 111 and MTH 120 or MTH 121
Lab Fee: $35.00

CHM 122 General Chemistry II (5)
Theory, principles and applications of properties of solids, liquids and gases including gas laws, phase changes, and colligative properties. Theory, principles and applications of chemical reactions including chemical kinetics, chemical equilibrium, acids, bases, applications of equilibrium (buffers, common ion effect, solubility products). Laboratory meeetings: 3 hours/week.
Prerequisite(s): CHM 121 and ENG 111
Pre/Corequisite(s): MTH 122 and ENG 112
Lab Fee: $35.00

CHM 123 General Chemistry III (5)
Theory, principles and applications of quantitative and descriptive chemistry emphasizing: thermodynamics, electrochemistry, main group chemistry, coordination chemistry, solid state chemistry, nuclear chemistry, organic chemistry and biochemistry. Laboratory meeetings: 3 hours/week.
Prerequisite(s): CHM 122
Lab Fee: $35.00

CHM 211 Organic Chemistry I (5)
Nomenclature, structure and stereochemistry of carbon compounds. Chemical and physical properties of alkanes and cycloalkanes and related compounds. Infrared spectroscopy and nuclear magnetic resonance. Laboratory meetints: 3 hours/week.
Prerequisite(s): CHM 123
Lab Fee: $40.00

CHM 212 Organic Chemistry II (5)
Chemical and physical properties of unsaturated hydrocarbons, oxygen containing carbon compounds, aromatic compounds and their derivatives, organic synthesis of polymers. Laboratory meetints: 3 hours/week.
Prerequisite(s): CHM 211
Lab Fee: $40.00

CHM 213 Organic Chemistry III (5)
Polycyclic compounds, amines and related compounds. Chemistry of biomolecules and biochemical synthesis and metabolism. Laboratory meetints: 3 hours/week.
Prerequisite(s): CHM 212
Lab Fee: $40.00

(COM) Communication

COM 111 Interpersonal Communication (3)
Introduction to intrapersonal and interpersonal communication processes, focusing on effective ways of expressing oneself and understanding others through various communication theories. We will look at listening, understanding the self, conflict, power, perception, etc.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): CPE 071

COM 121 Public Speaking I (3)
Introduction to public speaking processes which are designed to help individuals communicate effectively in a variety of speaking situations. This course focuses on developing, organizing, preparing, delivering, and analyzing public presentations. The online sections are not recommended for those students who suffer from speech anxiety and require digital recording equipment.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

COM 131 Introduction to Mass Communication (3)
A study of newspapers, radio, television, magazines, public relations, advertising, photojournalism, and allied topics as well as the analysis of forces and institutions affecting media behavior, and the resulting quality of performance.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

COM 150 Presentation Skills for the Intelligence Community (3)
Introduction to briefing skills, presentation techniques, presentation planning and situational speaking as they apply to the Intelligence Community (IC). The purpose and objectives of intelligence briefings. Organizing, preparing, delivering, and analyzing IC presentations. No online equivalent for this course.
Prerequisite(s): ENG 111 and ATI 101
Corequisite(s): Interim or completed Secret government clearance
Lab Fee: $495.00

COM 200 Basic Reporting and News Writing (3)
A beginning course in reporting and news writing with an emphasis on journalistic style and grammer, basic news story structure, the interview, coverage of speeches and meetings, and elementary feature writing for print and electronic media. Also examine laws and ethics.

COM 221 Public Speaking II (3)
Presentation design with an emphasis on elements of argumentation, building a strong case with appropriate evidence, order of arguments, and delivery for a specific audience outcome
Prerequisite(s): COM 121
Pre/Corequisite(s): ENG 112

COM 270 Communication Internship (3)
A planned, structured, work experience in a professional work setting. Apply classroom theory and acquire new knowledge and skills. Learn about, react to, and write about internship organization and internship experience.
Prerequisite(s): ENG 112 and minimum 60 credit hours

(COR) Corrections

COR 100 Introduction to Corrections (4)
Survey of the corrections system, including history and growth; 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 061 or appropriate Compass score
Pre/Corequisite(s): CRJ 100

COR 105 Probation and Parole (4)
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): COR 100
Pre/Corequisite(s): CRJ 120

COR 130 Adult/Juvenile Corrections (4)
Facilities, programs, and procedures for detention and incarceration; variations due to age, sex, offense of individual, social structure of facilities; humanistic control of incarcerated persons.
Prerequisite(s): COR 100 and CRJ 120

COR 280 Jail Practicum (4)
Field service training, educational experience through appropriate observation and work assignment to witness function and operation of the jail, case laws, current trends.
Prerequisite(s): COR 130, COR 100, and CRJ 120

COR 281 Juvenile Institutions Practicum (4)
Field service training, designed to broaden educational experience through appropriate observation and work assignment in state operated juvenile correction facilities.
Prerequisite(s): COR 280

COR 282 Adult Institutions Practicum (4)
Field service training, designed to broaden educational experience through appropriate observation and work assignment in state operated adult corrections facilities.
Prerequisite(s): COR 280

(CPE) College Prep Education

CPE 061 Reading Comprehension I (4)
A semi-individualized program of reading skill development, including general reading comprehension, vocabulary development and study skills strategies. Institutional credit only.
Prerequisite(s): Reading placement test score below the CSCC standard

CPE 062 Reading Comprehension II (4)
A continuation of reading skill development begun in CPE 061, including general reading comprehension, vocabulary development, and study skills strategies. Institutional credit only.
Prerequisite(s): Reading Placement test score below the CSCC standard or CPE 061

CPE 071 Writing Fundamentals (4)
This course is designed to prepare students for the writing skills and requirements of English 111 and 112 as well as the specific writing needs for their individual areas of concentrated study. The course attempts to improve sentence and writing skills by combining exercises in grammar and mechanics and weekly writing assignments. Development of topic and ideas to support topic sentences in an organized and coherent manner will also be covered as well as a basic essay. Institutional credit only.
Prerequisite(s): Writing placement test result below the CSCC standard

CPE 072 Writing Fundamentals II (4)
This course attempts to build on the writing skills of students at the sentence and paragraph level while introducing the students to a variety of essay formats, language issues, and basic library research. Institutional credit only.
Prerequisite(s): CPE 071 with a grade of "C" or appropriate Compass score
Pre/Corequisite(s): CPE 062 and or equivalent Compass score

CPE 091 Math Fundamentals (4)
Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions and the metric system. Institutional credit only.
Prerequisite(s): Math placement test score below the CSCC standard

CPE 101 Introductory Algebra I (4)
An introduction to basic algebra including operations with integers, solving linear and literal equations, solving various application/word problems, and operations with polynomials. Institutional credit only.
Prerequisite(s): CPE 091 with a grade of "C" or better or appropriate Compass score

CPE 102 Introductory Algebra II (4)
Topics include factoring of polynomials, operations on rational expressions, solving equations containing rational expressions (with applications), graphs of points and lines, slope and linear systems in two variables. Institutional credit only.
Prerequisite(s): CPE 101 with a grade of "C" or better or appropriate Compass score

CPE 103 Introductory Algebra III (4)
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 102 with a grade of "C" or better or appropriate Compass score

(CRJ) Criminal Justice

CRJ 100 Introduction to Criminal Justice (4)
Overview of the criminal justice system's history, development and evolution including subsystems of police, courts and corrections.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 112 Traffic Management (3)
The principles of traffic control, accident reconstruction, and enforcement of the law.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 116 Systems Approach to Computer Technology (3)
The management of police departments through computer applications, using data base, presentation and other commercial software.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $60.00

CRJ 118 Forensic Photography (3)
The application of photography to criminal and civil investigations, including the preparation of courtroom presentation.
Prerequisite(s): PHO 100
Lab Fee: $25.00

CRJ 120 Juvenile Procedures (3)
The juvenile justice system's parts and subcultures; causative factors of, prevention of, and treatment programs for juvenile delinquency.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 123 Patrol Operations (3)
A comprehensive study of police patrol operations, including vehicle patrol techniques, foot patrol, crimes in progress, prowler calls, building searches, and stops and approaches.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 125 Community Policing (3)
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 061 or appropriate Compass score

CRJ 201 Police Administration (3)
Examination of administrative design, including personnel selection, training, advancement, discipline, and utilization of resources.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 216 Community Relations (3)
The development of skills to resolve communication problems between citizens and the police.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 221 Forensic Science I (5)
The search for, recognition of, and preservation of physical evidence found at crime scenes.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $15.00

CRJ 223 Forensic Science II (5)
Familiarization with selected laboratory techniques commonly used by law enforcement agencies.
Prerequisite(s): CRJ 221
Lab Fee: $15.00

CRJ 226 Interview and Interrogation (3)
Examines the dynamics of the art of interviewing and interrogation of witnesses, victims, and suspects.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 228 Criminal Investigation (3)
Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 230 Social Justice (3)
Exploration of job stresses; the social value and ethics of the criminal justice process.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 231 Criminal Law (3)
Overview of the criminal procedures, criminal law, common defense, and prosecutorial processes.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 232 Ohio Criminal Code (3)
The explanation of Ohio's statutory code; elements of offenses and lesser included offenses.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 250 Community Resources (3)
A service learning class where the student will weekly participate in two hours of seminar discussion and 8 hour of practicum in a related field. The student will learn what resources are available to police officers such as homeless shelters, detoxification centers and food pantries. First day attendance is mandatory.
Prerequisite(s): CPE 061 or appropriate Compass score

CRJ 280 Practicum (3)
Supervised work experience in criminal justice agencies for purpose of increasing student understanding of the criminal justice process. First day attendance is mandatory.
Prerequisite(s): CRJ 100, CRJ 112, CRJ 116, CRJ 118, CRJ 120, CRJ 123, CRJ 125, CRJ 201, CRJ 216, CRJ 221, (*)CRJ_222, CRJ 226, CRJ 228, and CRJ 231

CRJ 287 Basic Law Enforcement I (8)
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.
Pre/Corequisite(s): CRJ 289
Lab Fee: $580.00

CRJ 289 Basic Law Enforcement II (8)
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.
Pre/Corequisite(s): CRJ 287
Lab Fee: $580.00

(CSD) Computer Software Development

CSD 104 Programming Fundamentals (5)
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 061, CPE 101, and ITS 080
Lab Fee: $20.00

CSD 106 Introduction to Scripting Languages (4)
An Introduction to fundamentals of scripting languages used to build Web application components.
Prerequisite(s): ITS 115 and (CSD 104 or CSD 105)

CSD 121 Visual Basic Programming I (4)
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 Visual Basic programming language.
Prerequisite(s): CPE 102 and (CSD 104 or CSD 105)
Lab Fee: $20.00

CSD 122 Visual Basic Programming II (4)
Advanced Visual Basic programming techniques. Builds on concepts learned in Visual Basic Programming I.
Prerequisite(s): CSD 121
Lab Fee: $20.00

CSD 130 Database Management Systems (3)
Knowledge and skills needed to model business requirements. Object role modeling (ORM) techniques and ORM tools. Database modeling and how ORM relates to Entity Relationship (ER) diagrams.
Prerequisite(s): CPE 102, ITS 109
Lab Fee: $15.00

CSD 140 Database Design and Implementation (4)
Step-by-step approach to learning Structured Query Language (SQL). Topics include: data definition, table maintenance, queries, reports, and database administration. Database design theory--specifically relational databases.
Prerequisite(s): ITS 12D and CPE 101
Lab Fee: $20.00

CSD 214 C Concepts I (4)
Knowledge and skills needed to develop C# applications for the Microsoft.NET Platform. Focuses on C# program structure, language, syntax, and implementation details. Object-oriented and type-safe programming language concepts.
Prerequisite(s): CPE 102 and (CSD 104 or CSD 105)
Lab Fee: $10.00

CSD 215 C Concepts II (4)
Knowledge and skills needed to build Windows applications. Utilization of the Microsoft.NET Framework. Topics to include Windows Forms, GDI+, threading, simple remoting, etc. Security and deployment issues.
Prerequisite(s): CSD 214
Lab Fee: $10.00

CSD 221 Systems Analysis and Design (4)
A structure approach to the analysis and design of computer-based information systems.
Prerequisite(s): CPE 102, (CSD 104 or CSD 105), and MGT 200
Lab Fee: $10.00

CSD 224 Java Concepts I (4)
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 102 and (CSD 104 or CSD 105)
Lab Fee: $20.00

CSD 225 Java Concepts II (4)
Advanced object-oriented, event-driven programming techniques with emphasis on creating client applications. Builds on concepts learned in Java Concepts I.
Prerequisite(s): CSD 224
Lab Fee: $20.00

CSD 230 Database Design and Administration (5)
Design, install and configure MS SQL Server databases. Database design theory, structure, and management.
Prerequisite(s): CSD 130

CSD 270 Advanced Topics (4)
Integration of programming, database, and web design. Students will be required to analyze a project, design and implement a solution, write a final report, and prepare and deliver a presentation.
Prerequisite(s): (CSD 130 or ITS 110), (ITS 115 or ITS 107), and (CSD 121 or CSD 224)
Lab Fee: $20.00

(DAN) Dance

DAN 100 Beginning Dance (1)
Basic movement class for students with no previous dance experience. Placement exercises, movement combinations to improve flexibility, and movements common to ballet and modern dance

DAN 111 Ballet I (3)
Basic fundamentals and theory of classical ballet for beginning students. Includes barre work, center combinations, and traveling sequences.

DAN 112 Ballet II (3)
Ability to apply concepts and refine techniques learned in Ballet I. More advanced ballet techniques and concepts. Knowledge of 20th century ballet. Includes barre work, center combinations, and traveling sequences.
Prerequisite(s): DAN 111

DAN 113 Advanced Intermediate Ballet (3)
Continuation of ballet fundamentals from Ballet I and Ballet II. Increased awareness of the relationship between movement and music. Includes barre work, center floor work, traveling sequences in each class
Prerequisite(s): DAN 111 and DAN 112

DAN 120 Modern Dance I (3)
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.

DAN 130 Jazz Dance I (3)
Basic fundamentals of jazz technique. Warm-up, simple jazz style exercises, isolations, floor movements, movement dynamics, basic dance fundamentals, and vocabulary in the jazz idiom

DAN 131 Jazz Dance II (3)
Intermediate level of jazz dance techniques. Includes combinations, isolations, jumps, leaps and turns. Work on styles, speed and balance.
Prerequisite(s): DAN 130

DAN 132 Jazz Dance III (3)
Advanced level jazz technique. Advanced movement sequences. Continued study of jazz artists and choreography.
Prerequisite(s): DAN 131

DAN 135 Tap Dance I (3)
Basic fundamentals of tap technique. Basic steps, rhythm and combinations.

DAN 136 Tap Dance II (3)
Continued fundamentals of the tap technique and vocabulary. Further work in basic steps, rhythms and combinations.
Prerequisite(s): DAN 135

DAN 137 Tap Dance III (3)
Advanced fundamentals of tap technique, including steps, rhythms and combinations.
Prerequisite(s): DAN 136

DAN 140 Movement for Actors (3)
Movement principles for actors. Body alignment, weight transference, simple movements and movement combinations,

DAN 150 Composition I (2)
Basic choreographic factors using a single dancer. Study of historical styles and movement qualities.
Prerequisite(s): DAN 112
Lab Fee: $50.00

DAN 160 Dance History (3)
Survey the major aspects of Western theatrical dance from sixteenth century through the twentieth century.

DAN 215 Pointe Technique I (2)
Application of advanced ballet technique en pointe.

(DFT) Drafting

DFT 101 Drafting I (3)
Instruments and their uses, lettering, dimensioning, geometrical construction, sketching and orthographic drawing.
Prerequisite(s): CPE 061
Lab Fee: $15.00

DFT 111 Architecture I (4)
Introduction to architectural design and drafting. Research, preliminary design, formal presentation drawings, model building and design projects.
Prerequisite(s): DFT 211
Lab Fee: $15.00

DFT 112 Architecture II (4)
Continuation of Architecture I. Use of a CAD system for production of working drawings, site plans, floor plans, elevations, sections and details.
Prerequisite(s): DFT 211
Lab Fee: $15.00

DFT 203 Technical Publication (4)
Graphic communication with computer methods of drawing construction. 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, assembly/ repair instructions and specifications for the preparation of assembly and repair manuals.
Prerequisite(s): DFT 214 and ENG 223
Lab Fee: $15.00

DFT 211 Computer-Aided Design I (4)
Microcomputer system with Windows and AutoCAD software to construct two-dimensional mechanical drawings. Use of Windows and AutoCAD commands to produce drawings and fully dimension them according to ANSI standards. Drawings plotted fullsize and at scale as required.
Prerequisite(s): Computer knowledge equivalent to ITS 080
Lab Fee: $15.00

DFT 212 Computer- Aided Design II (4)
Continuing the use of the Windows version of AutoCAD software with microcomputer systems as applied to libraries, three-dimensional wire frame drawings and custom menus.
Prerequisite(s): DFT 211
Lab Fee: $15.00

DFT 214 Solid Modeling (4)
Two-dimensional drafting and three dimensional solid model assemblies. Generating 2D and 3D elements, integrating 2D/3D elements, creating orthographic views from solid models, and parametric modeling. Inventor used.
Prerequisite(s): DFT 211
Lab Fee: $15.00

DFT 215 Advanced Solid Modeling (3)
Use of Windows version of AutoCAD software with microcomputer systems to write programs to automate the drafting and design process. Increasing productivity using programs to eliminate excessive numbers of drafting steps, make global drawing changes and simplify drafting of similar parts. Inventor used.
Prerequisite(s): DFT 214
Lab Fee: $15.00

DFT 235 Engineering Design (3)
Analysis of machine design. Design and development of engineering drawings for machine components. Converting engineering drawings into programs using computer simulation and Computer Aided Manufacturing (CAM) software to test programs and produce programmed parts.
Lab Fee: $15.00

(EBE) Experience Based Education

EBE 100 Employability Skills (2)
Life, career and educational goals; resume and cover letter; research organization; interviewing skills, discussion of professional image; follow-up letter.
Prerequisite(s): CPE 061
Lab Fee: $5.00

EBE 110 Prior Learning Portfolio Development (3)
The development of a portfolio to be assessed for credit for prior learning experiences. Topics include an overview of experiential learning, development of a chronological record, writing a goals paper, writing learning statements, documentation of learning experiences, and development of a portfolio.
Prerequisite(s): This course is required if seeking more than 4 hours of experiential credit. Approval of Coordinator of Prior Learning Portfolio Program

EBE 282 Co-Op Education I (2)
Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports. Workplace learning of a minimum of 200 documented hours.
Prerequisite(s): EBE 100 and approved co-op placement

EBE 283 Co-Op Education I (3)
Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports. Workplace learning of a minimum of 300 documented hours.
Prerequisite(s): EBE 100 and approved co-op placement

EBE 284 Co-Op Education I (4)
Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports. Workplace learning of a minimum of 400 documented hours.
Prerequisite(s): EBE 100 and approved co-op placement

EBE 292 Co-Op Education II (2)
Continuation of valuable work experience. In addition to requirements of EBE 282, a special project is required based on the technology. Workplace learning of a minimum of 200 documented hours.
Prerequisite(s): EBE 282, EBE 283, or EBE 284 and approved co-op placement

EBE 293 Co-Op Education II (3)
Continuation of valuable work experience. In addition to requirements of EBE 283, a special project is required based on the technology. Workplace learning of a minimum of 300 documented hours.
Prerequisite(s): EBE 282, EBE 283, or EBE 284 and approved co-op placement

EBE 294 Co-Op Education II (4)
Continuation of valuable work experience. In addition to requirements of EBE284, a special project is required based on the technology. Workplace learning of a minimum of 400 documented hours.
Prerequisite(s): EBE 282, EBE 283, or EBE 284 and approved co-op placement

(ECE) Early Childhood Education

ECE 101 Professional Development for Educators (1)
Explore professional development options. Examine own potential learning style and study needs. Criteria for performance-based assessment for beginning teachers.(PRAXIS)
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): ECE 102
Lab Fee: $10.00

ECE 102 Introduction to Early Childhood Education (4)
An introduction to the historical development of early childhood education, types of programs, the physical environment, educational theory, and the development of the child. Observation hours required.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): ECE 101
Lab Fee: $30.00
Student Liability Fee: $20.00

ECE 108 Observing and Assessing Young Children (4)
Observing, recording, assessing, and interpreting behaviors of young children with emphasis on a variety of assessment tools and appropriate methodologies for collecting data for decision-making. Ten hours observation required.
Prerequisite(s): CPE 061 or appropriate Compass score and ECE 101 and ECE 102
Lab Fee: $25.00

ECE 110 Infant/Toddler Education (3)
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.
Prerequisite(s): ECE 102 and CPE 061 or appropriate Compass score
Lab Fee: $25.00

ECE 114 Art, Music and the Child (3)
Creativity of the child in art, music, movement. Resources for developing and implementing curriculum.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $35.00

ECE 115 Resources in Early Childhood Education (2)
Making teaching materials and audio-visuals. Early childhood technology and use in the clasroom. Making free or inexpensive materials. Examination of cost, storage, use of teaching aids. Exploration of community resources, professional organizations, and parent communication.
Prerequisite(s): ECE 102 and CPE 061 or appropriate Compass score
Lab Fee: $25.00

ECE 120 Language Development and the Child (3)
Communication of the child, developmental stages, language disabilities, language screening, curriculum development for the typical/atypical child, and literature selection/evaluation for children from birth to 8 years of age.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): ECE 102 or Instructor permission
Lab Fee: $25.00

ECE 210 Children's Literature (3)
Comprehensive study of children's literature and how to use it effectively with young children from birth to age eight based on NAEYC's developmentally appropriate practice of literacy experiences. Designed to expose students to many titles of award winning children's literature and teach basic book handling skills.
Prerequisite(s): ECE 102 or Instructor permission
Lab Fee: $25.00

ECE 211 Sensory Motor Skills (3)
Motor development of the young child with emphasis on perceptual motor abilities, physical abilities, theory, activities enhancing movement in the classroom, and physical education as a part of the curriculum for the prekindergarten/school-age child.
Prerequisite(s): ECE 102 and CPE 061 or appropriate Compass score
Lab Fee: $25.00

ECE 213 Health, Safety and Nutrition (3)
Role of the teacher in preventing accidents; providing and maintaining a safe, healthy environment; childhood diseases, nutrition, curriculum, and parent communication.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $25.00

ECE 215 Math /Science Activities (3)
Math and science curriculum activities, observations, providing laboratory activities to stimulate basic math and science skills.
Prerequisite(s): ECE 102 and CPE 061 or appropriate Compass score
Lab Fee: $25.00

ECE 220 Early Literacy - A: Literacy Rich Environments, Play & Language (3)
Discover research based literacy principles of phonemic awareness. Prepare literacy rich environments for children 0-8 years. Design and implement literature based lessons that enhance literacy outcomes of young children.
Prerequisite(s): CPE 061 or appropriate COMPASS score
Pre/Corequisite(s): ECE 102
Lab Fee: $25.00

ECE 221 Early Literacy - B: Reading, Writing, & Phonics (3)
Discover research-based literacy principles of reading, writing and phonics. Instructional strategies for children 0-8 years. Design and implement literature-based lessons that enhance literacy outcomes of young children.
Prerequisite(s): CPE 061 or appropriate COMPASS score
Pre/Corequisite(s): ECE 102
Lab Fee: $25.00

ECE 222 Early Literacy - C: Literacy Curriculum & Assessment (3)
Discover research-based literacy principles of integrated curriculum models and assessment. Strategies for children 0-8 years. Design and implement literature-based lessons that enhance literacy outcomes of young children.
Prerequisite(s): CPE 061 or appropriate COMPASS score
Pre/Corequisite(s): ECE 102
Lab Fee: $25.00

ECE 223 Curriculum and Instruction in Early Childhood Education (3)
Planning and implementing curriculum with emphasis on philosophy, goals, objectives, themes, lesson planning, screening and evaluation, classroom management and teaching techniques. Six hours field experience. BCI clearance required.
Prerequisite(s): ECE 102, PSY 221 or instructor permission, and ENG 111
Lab Fee: $25.00

ECE 224 School-Age Curriculum (3)
Planning and implementing school-age curriculum for elementary school children who may attend the child care center before-school and after-school and summer program.
Prerequisite(s): PSY 221 and ECE 102
Lab Fee: $25.00

ECE 225 Issues in Education (2)
Issues, educational programs concerning the child, parent, teacher, administrator, including legal aspects, ethics, and the future of early childhood education.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $25.00

ECE 230 Organizational Management (3)
Guidelines for financing and budgeting, board members, community assessment needs, facility equipment, staffing, scheduling, health and safety, management techniques, Ohio licensing regulations, enrollment management and other skills necessary to manage a quality early childhood education program.
Prerequisite(s): ECE 102
Pre/Corequisite(s): ECE 225
Lab Fee: $25.00

ECE 250 Positive Guidance in Early Childhood (3)
An approach to discipline that is positive, preventive, and developmentally appropriate for the early childhood age group.
Prerequisite(s): ECE 102
Lab Fee: $25.00

ECE 271 ECE Practicum I (2)
Supervised experiences and observation in an approved child care center/Early Childhood Education program, assisting with appropriate activities with individual children and in small groups, becoming aware of routines and implementing theory in the classroom.
Prerequisite(s): ECE 213 and ECE 223
Corequisite(s): ECE 291
Lab Fee: $25.00
Student Liability Fee: $20.00

ECE 272 ECE Practicum II (2)
Supervised experiences in approved child care centers/Early Childhood Education program; knowledge, skills, attitudes, values of child development, education of the young child; assessing learning needs; taking the role of lead teacher while under the guidance of the cooperating teacher and the ECE faculty member; developing and evaluating age appropriate and developmentally appropriate curriculum; creating an environment that promotes discovery and self-esteem of the child; classroom management and communication skills.
Prerequisite(s): ECE 271
Corequisite(s): ECE 292
Lab Fee: $25.00

ECE 275 Leadership and Mentoring in Early Childhood Programs (2)
Leadership and mentoring of pre- and in-service teachers using principles of adult development, developmentally appropriate practice, and effective communication.
Prerequisite(s): CPE 061 or appropriate COMPASS score and ECE 102
Lab Fee: $25.00

ECE 283 Child Care Practicum- Administration (2)
Job shadowing a child care administrator in a licensed child care center/Early Childhood Education program. Observing and implementing administrative duties including: bookkeeping procedures, interviewing parents, supplies and inventory, curriculum, staffing patterns, and other duties performed by the administrator while supervising the day-to-day operations of a child care center.
Prerequisite(s): ECE 271, ECE 291, and Instructor permission
Pre/Corequisite(s): ECE 225 and ECE 230
Corequisite(s): ECE 293
Lab Fee: $25.00
Student Liability Fee: $20.00

ECE 291 Child Care Seminar I (2)
Analysis of experiences gained in an approved child care center/Early Childhood Education program, reviewing theory, teaching skills, team teaching, classroom management, lesson planning and evaluation.
Prerequisite(s): PSY 221
Corequisite(s): ECE 271
Lab Fee: $25.00

ECE 292 Child Care Capstone Seminar (2)
Analysis of experiences gained while taking the lead teacher's role in a licensed child care center/early childhood education program, the typical/atypical child, teaching techniques, behavior management, lesson planning, implementation followed by evaluation, parent communication and staff relationships in the workplace.
Prerequisite(s): ECE 271 and ECE 291
Corequisite(s): ECE 272
Lab Fee: $25.00

ECE 293 Child Care Seminar- Administration Capstone (2)
Review experiences gained while job shadowing a child care administrator in a licensed child care center/Early Childhood Education program, review and complete exercises assigned from textbook.
Prerequisite(s): ECE 275, ECE 271, and ECE 291
Pre/Corequisite(s): ECE 225 and ECE 230
Corequisite(s): ECE 283
Lab Fee: $25.00

(ECO) Economics

ECO 110 General Economics (3)
Social/political analysis of contemporary economic issues, including population, inflation, unemployment, energy, and other policy issues. (Serves as General Education elective for students whose program does not require ECO 221 and ECO 222.)
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

ECO 221 Principles of Macroeconomics (3)
Fundamentals of economics from a macro perspective including gross domestic product (GDP), monetary and fiscal policies, trends and cycles.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112 or ENG 135

ECO 222 Principles of Microeconomics (3)
Fundamentals of economics from a micro perspective including principles of consumer behavior, supply and demand, price and wage determination, competition and resource allocations within individual markets.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112 or ENG 135

(EDU) Education

EDU 110 Introduction to Education (5)
Overview of the foundations of education in the United States. Interdisciplinary attempt (historical, political, economic, legal, social, philosophical, and curricular foundations) to provide preservice teachers with global understanding of the teaching profession. Issues and controversies confronting American education today.
Prerequisite(s): ENG 111

EDU 216 Technology for Educators (4)
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 103

EDU 217 Individuals with Exceptionalities (4)
Survey course covering identification, developmental characteristics and intervention strategies for exceptional children and youth across education and community settings
Prerequisite(s): ENG 111 and ECE 102 or EDU 110 or Instructor permission
Pre/Corequisite(s): ENG 112

(EEP) Early Elementary Paraprofessional

EEP 122 Diversity in Education (3)
Components of individual and group motivation and behavior. Differences in approaches to learning. Learning environments that encourage positive social interaction, active engagement, and self-motivation. Instructional methods that are equitable and adaptable to diverse learners.
Prerequisite(s): ECE 102, ECE 101, and ENG 111
Lab Fee: $25.00

EEP 200 Educational Teaming: Working with Parents (3)
Effects of culture, disability, socioeconomic status on collaboration and interaction with families. Effect of family environment on the learner. Strategies to promote effective collaboration with emphasis on listening, communication, confidentiality, problem solving, stress management, ethics and role as a team member. Field observation/participation required.
Prerequisite(s): CPE 061 or appropriate COMPASS score and ECE 101, ECE 102, or Instructor permission
Lab Fee: $25.00

(EMS) Emergency Medical Services

EMS 100 EMT-Basic Theory and Practice (8)
Meets current standards of National Curriculum of EMT-Basic. Includes 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 will be eligible to sit for Ohio's EMT-B (Basic) certification testing.
Prerequisite(s): CPE 061 or equivalent COMPASS score and CPR certification or EMS 171 taken concurrently
Corequisite(s): Criminal background check
Lab Fee: $25.00
Student Liability Fee: $62.00

EMS 107 EMT Intermediate Theory/Practice I (4)
First of two courses to meet current standards of State of Ohio Intermediate 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. Laboratory.
Prerequisite(s): CPE 061 or Equivalent COMPASS score and CPE 091 or Equivalent COMPASS score and Ohio EMT Basic certification
Lab Fee: $45.00

EMS 108 EMT Intermediate Theory/Practice II (3)
Second of two courses to meet current standards of State of Ohio Intermediate curriculum. Recognizing nature and seriousness of patient's condition and/or extent of injuries. Emphasis on trauma, medical emergencies, special considerations, and assessment based management. Laboratory.
Prerequisite(s): EMS 107
Corequisite(s): EMS 113
Lab Fee: $20.00

EMS 110 Health and Health Emergencies (3)
Consideration of selected health conditions and issues; recognition of health emergencies; demonstration of assistive measures.
Lab Fee: $20.00

EMS 112 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, IV therapy team, respiratory therapy, beginning cardiology, and intubation in the operating room.
Prerequisite(s): CPE 062, CPE 091, or equivalent Compass score and MST 105, BIO 105, and Ohio EMT Basic Certification
Corequisite(s): EMS 131, EMS 132, and EMS 118
Student Liability Fee: $62.00

EMS 113 EMT Intermediate Hospital Field Practice (1)
Incorporates clinical practice in the pre-hospital and hospital ALS settings. Observing and practicing EMT Intermediate skills. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room.
Prerequisite(s): EMS 107
Corequisite(s): EMS 108
Student Liability Fee: $62.00

EMS 114 Paramedic Hospital Practice II (2)
Intermediate phase of the clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room. Integrates cardiac skills, advanced cardiac life support, and management of medical and behavioral emergencies.
Prerequisite(s): CPE 062 or Equivalent COMPASS score and CPE 091 or Equivalent COMPASS score and EMS 131, EMS 132, EMS 112, and EMS 118 and BIO 105 and MST 105
Corequisite(s): EMS 120, EMS 133, and EMS 134

EMS 116 Paramedic Hospital Practice III (2)
Advanced phase of the clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room. Integrates cardiac skills, advanced cardiac life support, prehospital trauma skills, assessment and management of medical emergencies and behavioral emergencies. Rotating through more specialized facilities completing hospital clinical requirements.
Prerequisite(s): EMS 133, EMS 134, EMS 114, and EMS 120
Corequisite(s): EMS 135, EMS 136, and EMS 122

EMS 118 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.
Prerequisite(s): CPE 062, CPE 091, or equivalent COMPASS scores and MST 105, BIO 105, and Certification as Ohio EMT Basic
Corequisite(s): EMS 131, EMS 132, and EMS 112

EMS 120 Paramedic Field Practice II (1)
Continuation of pre-hospital experience with a paramedic team, observing the daily responsibilities of the paramedic, opportunity to go on EMS calls, progressing from an observation role to a participant role with the Advanced Life Support team.
Prerequisite(s): CPE 062 or Equivalent COMPASS score and CPE 091 or Equivalent COMPASS score and EMS 131, EMS 132, EMS 112, and EMS 118 and BIO 105 and MST 105
Corequisite(s): EMS 133, EMS 134, and EMS 114

EMS 122 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 133, EMS 134, EMS 114, and EMS 120
Corequisite(s): EMS 135, EMS 136, and EMS 116

EMS 131 Paramedic Theory I (6)
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 062, CPE 091, or equivalent COMPASS scores and BIO 105, MST 105, and Ohio Basic EMT Certification
Corequisite(s): EMS 112, EMS 118, and EMS 132

EMS 132 Paramedic Practical Skills Lab I (1)
Practical skills lab to support course outcomes and learning objectives of EMS 131.
Prerequisite(s): CPE 062, CPE 091, or Equivalent COMPASS scores and BIO 105, MST 105, and Ohio EMT Basic Certification
Corequisite(s): EMS 131, EMS 112, and EMS 118
Lab Fee: $75.00

EMS 133 Paramedic Theory II (6)
Apply concepts from Paramedic Theory/Practice I. National Standard Curriculum 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.
Prerequisite(s): CPE 062 or Equivalent COMPASS score and CPE 091 or Equivalent COMPASS score and EMS 112, EMS 118, EMS 131, and EMS 132 and BIO 105 and MST 105
Corequisite(s): EMS 114, EMS 120, and EMS 134

EMS 134 Paramedic Practical Skills Lab II (1)
Practical skills lab to support course outcomes and learning objectives of EMS 133 and previously learned skills.
Prerequisite(s): CPE 062 or Equivalent COMPASS score and CPE 091 and BIO 105 and MST 105 and EMS 112, EMS 118, EMS 131, and EMS 132
Corequisite(s): EMS 133, EMS 114, and EMS 120
Lab Fee: $75.00

EMS 135 Paramedic Theory III (6)
Concepts from Paramedic Theory/Practice I and II. National Standard Curriculum treatment plan for trauma, acute deterioration of chronic illness, patients with special challenges and victims of abuse or assault. Management of emergency scene. Emphasizes critical thinking and decision making.
Prerequisite(s): EMS 133, EMS 134, EMS 114, and EMS 120
Pre/Corequisite(s): EMS 136, EMS 116, and EMS 122

EMS 136 Paramedic Practical Skills Lab III (1)
Practical skills lab to support course outcomes and learning objectives of EMS 135 and previously learned skills.
Prerequisite(s): EMS 133, EMS 134, EMS 114, and EMS 120
Pre/Corequisite(s): EMS 135, EMS 116, and EMS 122
Lab Fee: $75.00

EMS 171 Basic Life Support: CPR (1)
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: $15.00

EMS 220 EMS Pharmacology (3)
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 or instructor permission

EMS 225 Advanced Patient Assessment (4)
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.
Prerequisite(s): EMT-Paramedic certification or instructor permission

EMS 240 Hazardous Material/Disaster Management (3)
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.
Prerequisite(s): EMS Certification and Hazardous Material Operation Certificate

EMS 250 EMS Legal Insights (2)
Legal aspects of basic and advanced prehospital care including criminal and civil law with an emphasis to expand knowledge base. Case studies are presented.
Prerequisite(s): Basic, Intermediate, or Paramedic Certification

EMS 288 Paramedic Theory/RNs (6)
National Standard Paramedic Curriculum six divisions including prehospital environment, preparatory, trauma, burns, medical emergencies, OBG/GYN neonatal and behavioral emergencies for the registered nurse 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 toward the U.S. Department of Transportation National Standard Paramedic Training curriculum.
Prerequisite(s): RN, ACLS, PHTLS, BTLS, PALS, min 2 yrs critical care, TNCC, Ohio EMT-Basic Certification
Lab Fee: $65.00
Student Liability Fee: $62.00

(ENG) English

ENG 111 English I (4)
The process of writing a variety of academic and argumentative essays; language issues; and library skills. Writing intensive.
Prerequisite(s): CPE 071 with a grade of "B" or better or CPE 072 with a grade of "C" or better, or appropriate Compass score
Corequisite(s): CPE 062 and or equivalent Compass score

ENG 112 English II (4)
Critical thinking, persuasive writing, research skills, and literary analysis. Writing intensive.
Prerequisite(s): ENG 111 (with a grade of C or better)

ENG 130 Introduction to Literature (3)
Critical readings, discussion, and analysis of poetry, short story, and drama.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

ENG 135 Business Report Writing (4)
Business report writing including periodic, situational, informational, compliance, and feasibility reports. Particular emphasis on critical thinking and writing a proposal, a work plan, a progress report, and a long analytical research report. Oral presentation of research report. Will not necessarily transfer as the equivalent of ENG 112.
Prerequisite(s): ENG 111 (with a grade of C or better)

ENG 221 Business Communication (3)
Developing skill and sensitivity in preparing business documents, especially letters and memorandums, along with techniques for preparing effective resumes and application letters. Emphasis on the importance of factual accuracy, completeness, appropriate tone, clarity, proper grammar, and writing style.
Prerequisite(s): ENG 111 or OAD 105

ENG 223 Technical Report Writing (3)
Technical communications encountered on the job, including letters of application/resumes, technical definitions, descriptions of mechanisms, instructions, proposals, progress reports, memos, oral presentations, complaint letters, claim letters, inquiry letters, E-mail, newsletters, web pages, Internet, as well as research on behavior, attitudes, values, and social system of another culture in terms of how these variables influence on-job communication preferences and expectations. This course will also incorporate APA (American Psychological Association) standard of writing for its papers.
Prerequisite(s): ENG 111 and ITS 12W, ITS 103, or basic word processing and keyboarding skills
Pre/Corequisite(s): ENG 112

ENG 225 Creative Writing (3)
A practical introduction to the three major literary genres: fiction, poetry and drama. Discussion topics include the basic elements of the three forms. Writing projects include a collection of poems, short and long fiction and a one-act script, screen play or play.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

ENG 230 Great Books: World Literature (3)
Chronological selection of the major works and periods of world literature beginning with the ancients and progressing through modern times. Writing intensive.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

ENG 231 Great Books of World Literature: Honors (3)
Honors-level approach to the study of a chronological selection of the major works and periods of world literature beginning with the ancients and progressing through modern times. Writing intensive. Emphasis on critical analysis of literature. Students may not take both ENG 230 and ENG 231 for credit toward graduation.
Prerequisite(s): ENG 112

ENG 241 Poetry (3)
Both traditional and contemporary forms of world poetry, including rhyme and meter; blank verse; free verse; experimental forms; figurative language and allusion; explication and interpretation. Writing intensive.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

ENG 243 Fiction (3)
Critical reading, discussion, and analysis of short stories and novels.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

ENG 245 Drama (3)
Study and analysis of plays from different historical periods.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

ENG 250 American Literature (3)
Themes, ideas and periods in American literature from its beginning through modern times.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

ENG 261 British Literature to 1700 (3)
Survey of the major works and periods of British literature from 700 to 1700.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

ENG 262 British Literature 1700-Present (3)
Survey of the major works, themes, ideas, and periods of British literature from 1700 to the present time.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

(ENT) Engineering Technology

ENT 100 World Class Manufacturing (3)
World Class Manufacturing concepts and historical perspectives; simultaneous and concurrent engineering and Japanese innovations in manufacturing.
Prerequisite(s): DFT 101 or INT 105

ENT 101 Engineering Methods (3)
Engineering Technology as a profession. Dimensions, units, significant figures, simple trigonometry, simple logarithms and vectors. Use of scientific calculators.
Prerequisite(s): CPE 061
Pre/Corequisite(s): CPE 102

ENT 104 Dimensional Metrology (3)
The application and use of basic and precision measurement tools including scales, calipers, micrometers, dial indicators, and others. The use of computer interfaces in metrology. An introduction to 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 061
Lab Fee: $15.00

ENT 111 Engineering Materials (3)
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 061
Pre/Corequisite(s): CPE 102
Lab Fee: $10.00

ENT 112 Metal Fabrication (4)
Metal Fabrication with emphasis on angle, bar, plate and sheet stock. Pattern development and fabrication of projects using slip rolls, sheet metal brake, iron worker and angle rolls.
Prerequisite(s): DFT 101 or DFT 211 or INT 105
Lab Fee: $50.00

ENT 121 Computer Basics for Applied Technology (3)
Computer uses in technology. Computer applications of Window programs. The use of word processing, spreadsheet, and database software to prepare technical reports and manage information. Use the Internet and E-mail to obtain and share technical information.
Prerequisite(s): CPE 091 and CPE 061
Lab Fee: $15.00

ENT 125 Computerized Maintenance Management Systems (2)
Overview and introduction to computerized maintenance management systems (CMMS).
Prerequisite(s): ENT 121

ENT 131 Manufacturing Processes (4)
Detailed overview of manufacturing processes including machine tool operations, metal forming, molding processes and casting. Labs will include setup and operation of lathes, mills, drills, bandsaws and grinders for completion of machining projects. Safety, care and use of equipment will be covered.
Prerequisite(s): DFT 211 or DFT 101 or INT 105 or 2 years of high school drafting
Lab Fee: $40.00

ENT 205 Circuits and Machines (4)
Selfpaced capstone class combining INT 150 and INT 155 courses. Direct and alternating current circuits, generators and motors; batteries; magnetism; electromagnetic induction; single and three-phase electric circuits; transformers and regulators utilizing laboratory experiments and demonstrations.
Prerequisite(s): CPE 061
Lab Fee: $15.00

ENT 207 HVAC - Refrigeration (3)
Basic refrigeration system operation. Air conditioning and heat-pump applications covering compressor, condenser, evaporator, metering devices and refrigerant troubleshooting systems.
Prerequisite(s): ENT 205
Lab Fee: $15.00

ENT 210 Engineering Statistics (3)
Statistics with emphasis on engineering and technical applications, variability, the normal curve, hypothesis testing and internal estimates for the mean, components of variance,ANOVA and regression analysis, and estimate point and confidence interval for parametric values.
Prerequisite(s): ENT 101 and MTH 121
Lab Fee: $10.00

ENT 211 Statics (3)
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 101, (MTH 121 or MTH 120), MTH 140, and PHY 111

ENT 212 Finite Element Modeling (4)
Modeling software applications of finite element thermal problems. Emphasis on analysis of forces acting on elastic bodies at rest, trusses and frames.
Prerequisite(s): DFT 214, ENT 111, ENT 121, and ENT 211
Lab Fee: $20.00

ENT 213 Strength of Materials (4)
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 211

ENT 221 Computer Numerical Control (4)
The theory and practice of NC and CNC machining with actual programming applications. Converting engineering drawings into programs using computer simulation to test programs and produce programmed parts.
Prerequisite(s): ENT 101 and DFT 214
Pre/Corequisite(s): ENT 131 or (ENT 109 and ENT 110) or (MAT 110 and MAT 111)
Lab Fee: $15.00

ENT 222 Computer-Aided Manufacturing (4)
Students learn industry-relevant skills in self-paced directed hands-on training format using industrial grade CIM software in real-time Ethernet, RS485 PC network, or Profibus mode, palletized conveyor system, robotic load/unload, CNC Milling operations, and numerous electro-pneumatic, mechanical, sensory, and bar-code reading devices. Safety is covered using lockout/tagout, safety switches, and machinery guarding.
Prerequisite(s): ENT 221 or instructor permission
Pre/Corequisite(s): INT 251
Lab Fee: $30.00

ENT 231 Six Sigma: Green Belt (5)
Data-driven approach to problem solving focusing on defect reduction and process improvement. Customer-focused projects using a team approach. Structured sequence of problem-solving techniques. Use of statistics in the decision-making process and validation of success of process improvements. Introduces the five phases of Six Sigma: Define, Measure, Analyze, Improve, and Control.
Lab Fee: $2127.00

ENT 232 Six Sigma: Brown Belt (6)
Data-driven approach to problem solving focusing on defect reduction and process improvement. Customer-focused projects using a team approach. Structured sequence of problem-solving techniques. Use of statistics in the decision-making process and validation of success of process improvements. Builds upon Green Belt Certification using the five phases of Six Sigma (Define, Measure, Analyze, Improve, and Control) at an intermediate level.
Prerequisite(s): ENT 231
Lab Fee: $2054.00

ENT 233 Six Sigma: Black Belt (4)
Data-driven approach to problem solving focusing on defect reduction and process improvement. Customer-focused projects using a team approach. Structured sequence of problem solving techniques. Use of statistics in the decision-making process and validation of success of process improvements. Builds upon Brown Belt Certification using the five phases of Six Sigma (Define, Measure, Analyze, Improve, and Control) at an advanced level.
Prerequisite(s): ENT 231
Lab Fee: $2201.00

ENT 270 Engineering Technical Project (3)
A capstone class in which students will apply the skills acquired in the industrial and engineering courses 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 131, DFT 211, ENT 205, ENT 213)
Lab Fee: $20.00

(FFC) Fire Fighter Certificate

FFC 292 Volunteer Firefighter (2.4)
Basic firefighter course used by Volunteer Fire Departments. Minimum training. SCBA, Hose streams, fire behavior.
Prerequisite(s): CPE 061, appropriate COMPASS score, NIMS 100, and 700 ICS
Lab Fee: $239.00

FFC 297 Firefighter I (8)
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 061 or Equivalent COMPASS score and NIMS 100, 700 ICS
Lab Fee: $165.00

FFC 298 Firefighter II (8)
Completes all requirements of a career firefighter. Advanced techniques of fire behavior, hazardous material, and rescue.
Prerequisite(s): CPE 061 or appropriate COMPASS score and FFC 104, NIMS 100, and ICS 700
Lab Fee: $165.00

(FRN) French

FRN 111 French I (4)
Study of the French culture, vocabulary and structure of the French language; practice in conversation, reading, and writing.
Prerequisite(s): CPE 061 and CPE 071 (or appropriate Compass scores)
Pre/Corequisite(s): ENG 111

FRN 112 French II (4)
Study of the French culture, vocabulary and structure of the French language; practice in conversation, reading, and writing.

FRN 113 French III (4)
Study of the French culture, vocabulary and structure of the French language; practice in conversation, reading, and writing.

(GEO) Geography

GEO 110 World Human Geography (3)
Major cultural elements in human interaction with the environment, including a spatial analysis of population, landscape, language, religion, health care, ethnicity, rural and urban settlements, economic resources and development, food supply, and environmental problems.
Prerequisite(s): CPE 061 and CPE 071 (or appropriate Compass scores)
Pre/Corequisite(s): ENG 111

GEO 220 World Regional Geography (3)
Cultural, social, economic, and political developments from the geographic perspective of specific world regions, such as Africa, Asia, Latin America, and the Middle East.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

(GER) German

GER 111 German I (4)
Study of the vocabulary and structure of the German language; practice in conversation, reading, writing. German culture.

(GLG) Geology

GLG 101 Meteorology Atmospheric Sciences (4)
No description available.
Lab Fee: $20.00

GLG 114 Ohio Field Geology (4)
An introductory field geology course 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.
Prerequisite(s): GLG 131, GLG 133 or with permission from the instructor
Lab Fee: $25.00

GLG 121 Atmospheric Sciences (4)
Become familiar with the atmospheric sciences and its effect on other Earth systems. Recognize and become familiar with atmospheric terminology, weather concepts, weather mapping and forecasting, and weather patterns.
Lab Fee: $25.00

GLG 129 Survey of Earth Science (4)
An 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. Does not contain lab and may not transfer.
Prerequisite(s): CPE 061 or appropriate Compass score

GLG 130 Earth and Space Science (5)
An 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 061 or appropriate Compass score
Lab Fee: $25.00

GLG 131 Physical Geology (5)
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 061 or appropriate Compass score
Lab Fee: $25.00

GLG 132 Historical Geology (5)
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 061 or appropriate Compass score
Lab Fee: $25.00

GLG 133 Environmental Geology (5)
The interaction of geological processes with the purposes posed by humans. Includes use and misuse of resources, hazardous environments, engineering difficulties, waste, and effects on health.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $25.00

GLG 298 Special Topics: Natural Disasters (4)
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 061 or appropriate COMPASS score.
Prerequisite(s): CPE 061 and or equivalent Compass score
Lab Fee: $25.00

(GPH) Graphic Design

GPH 100 Introduction to Graphic Design (4)
Introduction to the Macintosh (Mac) as a layout tool. Introduction to QuarkXpress, Adobe Illustrator, Adobe Photoshop. Survey of graphic design as a profession.
Prerequisite(s): CPE 061 and CPE 061
Lab Fee: $20.00

GPH 105 Design Fundamentals (3)
Study of design elements: line, shape, value, texture, and color and space and distance. Two-dimensional designs using media and tools/materials of the graphic designer. Study of the elements of design and design components.
Prerequisite(s): CPE 061
Lab Fee: $20.00

GPH 110 Digital Illustration (3)
Use of Adobe Illustrator for technical illustration. Special emphasis placed on its use to generate professional quality technical drawings and information graphics.
Prerequisite(s): GPH 100, GPH 105, and ART 111
Lab Fee: $20.00

GPH 112 Digital Typography I (3)
The study of type characteristics. Practical application of basic typographic principles within the design process. Use of QuarkXPress.
Prerequisite(s): GPH 100, GPH 105, and ART 111
Lab Fee: $20.00

GPH 114 Digital Typography II (3)
Continued study of type characteristics. Emphasis on the practical application of basic and intermediate typographic principles within the design process.
Prerequisite(s): GPH 110, GPH 112, and ART 112
Lab Fee: $20.00

GPH 120 Logo, Symbol, Corporate ID (3)
The application and study of type, logo/trademark, and symbols for the creation of identification systems. Software: Adobe Illustrator
Prerequisite(s): GPH 114, GPH 201, and ART 113
Lab Fee: $20.00

GPH 201 Electronic Imagery I (3)
Basics of image editing from scanning and retouching images to working with selections, layers, type and composite imagery. Adobe Photoshop utilized.
Prerequisite(s): GPH 110, GPH 112, and ART 112
Lab Fee: $20.00

GPH 202 Electronic Imagery II (3)
Intermediate image editing from scanning and image retouching to working with selections, layers, type and composite imagery. Adobe Photoshop used.
Prerequisite(s): GPH 114, GPH 201, and ART 113
Lab Fee: $20.00

GPH 203 Electronic Imagery III (3)
Advanced image editing from scanning and image retouching to working with selections, layers, type, and composite imagery. Adobe Photoshop utilized.
Prerequisite(s): GPH 202
Lab Fee: $20.00

GPH 205 Advertising Layout (3)
Traditional and progressive advertising procedures used in a wide variety of media. Single ad designs using a variety of techniques. Creative techniques and strategies for effective advertising campaigns. Principles of design, typography and color. Problem-solving techniques. Attention to detail and meeting deadlines emphasized.
Prerequisite(s): GPH 203 and GPH 212
Lab Fee: $20.00

GPH 211 Computer Layout I (3)
Introduction to layout and design using a variety of basic layout formats in black and white and/or color. Creative problem solving through use of thumbnails and computer refined comprehensives. Software: Quark XPress and Adobe Photoshop.
Prerequisite(s): GPH 114 and GPH 201
Lab Fee: $20.00

GPH 212 Computer Layout II (3)
The second of two courses designed to introduce layout and design using a variety of basic layout formats in black and white and/or color. Creative problem solving through the use of thumbnails and computer refined comprehensives. Software: QuarkXPress, Adobe Photoshop.
Prerequisite(s): GPH 211
Lab Fee: $20.00

GPH 220 Illustration Techniques (3)
Course in developing illustrations. Exploration of initial illustrative concepts using thumbnails. Refining ideas generated from roughs. Special emphasis placed on using Adobe Illustrator to produce professional quality drawings and information graphics.
Prerequisite(s): ART 113
Lab Fee: $20.00

GPH 251 Professional Development I (3)
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: QuarkXPress, Adobe Photoshop, Adobe Illustrator.
Prerequisite(s): GPH 211 and CPE 091
Pre/Corequisite(s): GPH 212
Lab Fee: $20.00

GPH 252 Professional Development II (3)
Further refinement of individual portfolios from course work within the Graphic Design curriculum. Students are required to present portfolios to a panel of professional designers. Methods of self-promotion for the purpose of seeking employment (free-lance work, self promotional piece, digital portfolio, art show). Software: QuarkXPress, Adobe Photoshop, Adobe Illustrator.
Prerequisite(s): GPH 251 and CPE 101
Pre/Corequisite(s): GPH 205
Lab Fee: $20.00

GPH 285 Graphic Design Internship (3)
Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports.
Prerequisite(s): GPH 251
Lab Fee: $20.00

(GST) Geospatial Technologies

GST 101 Introduction to Cartography and Geospatial Science (4)
Introduction to geospatial technologies. Principles, functions, and origins of maps. Concepts of geography. Global reference system. Use of satellites for measurements and navigation.
Prerequisite(s): CPE 061, CPE 091, and ITS 080
Lab Fee: $15.00

GST 120 Introduction to GIS (3)
Introduction to Geographic Information Systems (GIS). Functionality and capabilities of a GIS. Processing spatial data and solving real world problems.
Prerequisite(s): CPE 061, CPE 101, and ITS 080
Lab Fee: $25.00

GST 130 Remote Sensing/Air-Photo Interpretation (3)
Collection and processing of aerial data; interpretation of aerial photography data. Map analysis. Current technology and GIS relationship highlighted.
Prerequisite(s): CPE 103, GST 101, and GST 120
Lab Fee: $25.00

GST 210 Georeferencing and Mapping (3)
Coordinate systems. Surveying and cartography. Acquisition and use of locational data using both continuous and discrete georeferencing methods. Translating data into correct map form.
Prerequisite(s): GST 120 and GST 130
Pre/Corequisite(s): MTH 140
Lab Fee: $25.00

GST 224 GIS Data Creation/Management (3)
Creation and management of geographic information within a Geographic Information System (GIS). Collection of field data. Geospatial data storage. Metadata creation and editing.
Prerequisite(s): CSD 121 and ITS 109
Pre/Corequisite(s): GST 210
Lab Fee: $25.00

GST 225 Intermediate GIS (3)
Higher level applications of and decision making with ArcGIS software. Statistical applications, spatial databases. Design, implementation and analysis. Conceptual models and query languages. Data mining, indexing.
Prerequisite(s): GST 224
Lab Fee: $25.00

GST 235 Programming for GIS (4)
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. Geodatabases.
Pre/Corequisite(s): GST 225
Lab Fee: $25.00

GST 250 Photogrammetry (4)
Statistical analysis of geographic data. Characteristics of geo-referenced data. Modeling and decision making with use of spatial data.
Prerequisite(s): GST 225, STT 264, and DFT 211
Lab Fee: $25.00

GST 270 Advanced Topics in Geospatial Technology (4)
Use of geospatial technology in business, science, government, education, and research. Policy making. Legal and ethical aspects. Trends in geospatial technology. Capstone project.
Prerequisite(s): GST 225 and GST 235
Lab Fee: $25.00

GST 275 GIS Analysis for Intelligence (4)
The intelligence process. Use of GIS to solve geospatial problems and shape military and civilian operations around the world.
Prerequisite(s): GST 225 and GST 235
Lab Fee: $25.00

(HON) Honors

HON 291 Science and Religion (3)
To explore the relation and interaction between science and theistic religion as disciplines and ways of knowing. Specific topics will include some of the following: ways of relating theistic and non theistic religions and science; the functions of language in religion and science; naturalism and supernaturalism; falsificationism; miracles, cosmology, creation; and creation and evolution; and evidence for life after death.
Prerequisite(s): minimum GPA of 3.25 and ENG 112

HON 292 Literature, Gender & Humanism (3)
Interdisciplinary study of ethical issues as depicted in great works of literature. Focus is on literature as providing a rich context for humanistic approach to learning more about ourselves and how we ought to live.
Prerequisite(s): A minimum GPA of 3.25 and ENG 112

HON 294 Science, Humanity and Technology (3)
This course develops the student's understanding of the nature of science and technology and its knowledge through the study of selected concepts, processes, and skills in science and technology. The impact of scientific/technologic knowledge in society and the relationship between the nature of this knowledge and other ways of knowing is also examined.
Prerequisite(s): minimum GPA of 3.25 and ENG 112

(HRM) Human Resource Management

HRM 225 Human Resource Management (3)
Examination of the human resource functions in the business organization. Job analysis, recruitment, hiring, training, performance appraisal, and compensation. Psychological forces motivating workers; discipline, and morale.
Prerequisite(s): MGT 106 and MGT 112

HRM 230 Training and Development (3)
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 225

HRM 235 Employment Law (3)
Thorough examination of laws regulating employment relationship, discrimination, and employment environment. Includes affirmative action, race, gender, disability, national origin, and age discrimination laws; labor law; Fair Labor Standards Act; and occupational health and safety.
Prerequisite(s): HRM 225

HRM 240 Staffing (4)
Study of staffing models, recruitment strategies, legal compliance, equal opportunity laws, assessment methods, selection process, and staffing management. Concepts applied in mock interviews.
Prerequisite(s): HRM 225

HRM 245 Compensation and Benefits (3)
Broad study of organizational compensation systems including legal issues, bases for pay, pay structures, executive compensation, required and discretionary benefits. Student work teams create compensation plans.
Prerequisite(s): HRM 225

HRM 270 Human Resource Management Trends (2)
In-depth review of current cases and trends in human resource management. Integrates concepts through discussion and presentation, as well as participation in a professional organization. Shadowing of a human resource professional.
Prerequisite(s): HRM 230, HRM 235, HRM 240, and HRM 245

(HST) History

HST 111 Western Civilization To the 14th Century (3)
History of western society from earliest times to the 14th century. Social, political, economic, and cultural aspects of the ancient and medieval eras.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): CPE 071

HST 112 Western Civilization from the 14th through 18th Centuries (3)
History of western society from the end of medieval times to the end of the French Revolutionary period. Renaissance, Reformation, the Enlightenment, the French Revolution, and the Napoleonic era.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

HST 113 Western Civilization from 19th Century to the Present (3)
History of western society from 1815 to the present. Social, political, economic and cultural aspects of the 19th-21st century. Nationalism, Revolution, the New Industrialism, Socialism, Colonialism, Imperialism, and 20th-century developments.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

HST 114 Western Civilization To The 14th Century: Honors (3)
Honors level approach to the history of western society from earliest times to the 14th century. Social, political, economic, and cultural aspects of the ancient and medieval eras. Writing intensive. Student may not receive credit toward graduation for both HST 114 and HST 111.

HST 121 American History to 1810 (3)
American history from before colonization to the Jeffersonian period including political, social, cultural and economic history.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): CPE 071

HST 122 American History 1810-1900 (3)
American history from the Jeffersonian period to the beginning of the 20th century including social, political, and economic development in the United States.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

HST 123 American History 1900-Present (3)
American history of the United States in the 20th and 21st century. Political, social, cultural and economic history, concluding with a review of current events.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

HST 220 Topics in African-American History and Culture (3)
Examination of the people and events that have helped shape the story of blacks in America from 1619 to present. Organized around topics and themes, not necessarily taught in chronological order.
Prerequisite(s): ENG 111 and college level American History course recommended
Pre/Corequisite(s): ENG 112

(HUM) Humanities

HUM 299 Capstone Seminar (3)
Interdisciplinary approach to the study of the human condition: using readings, writing, and critical thinking skills to address and evaluate readings from at least two diciplines including the natural sciences, sociology, psychology, literature, history, religion, and philosophy; course content will vary.
Prerequisite(s): ENG 112 and a minimum of 60 credit hours earned

(INT) Industrial Technology

INT 100 Mechanical Skills/Precision Measurement (3)
Use of tools and precision measuring equipment to maintain, install and align mechanical equipment (bearings, couplings, flexible drives, gearing and gear reducers). Lubrication techniques, hand tools, drill press, shop press, dial indicators and gage blocks.
Prerequisite(s): CPE 061
Lab Fee: $15.00

INT 105 Blueprint Reading & Schematics (3)
Instruction in part visualization from drawings, location of key features, drawing dimensioning methods, geometric dimensioning and tolerancing symbols, electrical, pneumatic and hydraulic schematic symbols, and interpretation of drawing specifications.
Prerequisite(s): CPE 061
Lab Fee: $10.00

INT 115 Industrial Calculations (3)
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 091
Lab Fee: $5.00

INT 120 Hydraulics/Pneumatics I (4)
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 061 and CPE 091
Lab Fee: $15.00

INT 125 Hydraulics/Pneumatics II (4)
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 120
Lab Fee: $15.00

INT 126 Piping Systems (3)
Identification, development, process selection, configuration, and assembly of fluid piping systems in agriculture, construction, and transportation. Pipe preparation and bending techniques. Run calculations, materials selection, fittings, and valves.
Prerequisite(s): CPE 061
Lab Fee: $25.00

INT 140 Industrial Safety (2)
An introduction to industrial regulatory safety terminology and requirements.
Prerequisite(s): CPE 061
Lab Fee: $5.00

INT 150 Electrical Systems (4)
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 061
Lab Fee: $15.00

INT 155 Motors and Motor Controls (4)
The various types of direct and alternating current motors including their performance characteristics and application. Basic motor control concepts and selection of motors for specific applications. Speed, torque and power and their effects on motor performance.
Prerequisite(s): CPE 091 and INT 150
Lab Fee: $15.00

INT 158 Electrical Distribution I (3)
Construction, troubleshooting, maintenance, and repair of wiring for power distribution systems between the bus bar and the control panel. Includes wiring for a variety of industrial electrical distribution applications. Lockout/tagout procedures and safety-disconnect switches.
Prerequisite(s): CPE 061
Lab Fee: $30.00

INT 159 Electrical Distribution II (3)
Construction, troubleshooting, maintenance, and repair of the wiring in electrical control panel systems. Wiring for a variety of industrial applications. Lockout/tagout, emergency stop pushbuttons, and safety disconnect switches.
Prerequisite(s): CPE 061
Lab Fee: $30.00

INT 170 Mechanical Maintenance (4)
Operating principles, 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 061
Lab Fee: $15.00

INT 175 Foundations of Digital Control (4)
Introduction to semiconductors, analog and digital integrated circuits including operational amplifiers, power supplies, oscillators and multivibrators, logic gates, encoders, decoders, analog to digital and digital to analog converters.
Prerequisite(s): INT 150

INT 200 Robotics (3)
Programming a robot, industrial controller operation, and a wide variety of robotic applications. Assembly, material handling, machine tending, gluing, and inspection. Programming robots to perform a range of serial and Ethernet 5- and 6-axis operations.
Prerequisite(s): ENT 121
Lab Fee: $30.00

INT 212 Electronic Systems (4)
Survey of electronic components and systems-operation. Signatures, basic testing using HUNTRON 2000 Scope. Troubleshooting at the component level.
Prerequisite(s): INT 175 or high school electronics
Lab Fee: $15.00

INT 215 Statistical Process Control (3)
Philosophy, history, statistical basis of SPC and use of computers for QC. Quality improvement techniques for industry. Control chart development and utilization for both variables and attributes. Process capability and capability index. Introduction to acceptance sampling.
Prerequisite(s): ENT 104 or INT 101
Lab Fee: $10.00

INT 225 Industrial Electronics (3)
Fundamentals and specific applications of electronic components for control of industrial machines and processes. Input and output transducers. Feedback systems and servomechanisms. Closed loop control.
Prerequisite(s): INT 212
Lab Fee: $15.00

INT 226 Hydraulic Troubleshooting (3)
Location, identification, and correction of various inserted faults in an industrial quality electro-hydraulic system. Troubleshooting faults in many mechanical, hydraulic, and electrical components. Lockout/tagout procedures, emergency stop pushbutton, safety switches, and actuator guards.
Prerequisite(s): INT 120
Pre/Corequisite(s): INT 125
Lab Fee: $20.00

INT 227 Pneumatic Troubleshooting (3)
Location, identification, and correction of inserted faults in an industrial quality electro-pneumatic system, which includes fault isolation and troubleshooting to the component level. Lockout/ tagout, emergency stop pushbuttons, safety disconnect switches, and actuator guards.
Prerequisite(s): INT 120
Pre/Corequisite(s): INT 125
Lab Fee: $20.00

INT 228 Pump Systems (3)
Design, operation, installation, maintenance, troubleshooting, performance analysis, and proper application selection for centrifugal, magnetic, gear, piston, peristaltic, turbine, and diaphragm-type pumps. Reading and analysis of test instrumentation including pump performance under various load conditions, inlet and outlet pressures, digital flow meter, motor speed, and torque readout.
Prerequisite(s): INT 170
Lab Fee: $20.00

INT 230 AC Electronic Motor Drives (3)
Operation and troubleshooting of AC servomotor drives. Complete instrumentation to monitor motor performance under various load conditions, speed, and torque readouts.
Prerequisite(s): INT 155 or ENT 205
Lab Fee: $20.00

INT 231 DC Electronic Motor Drives (3)
Operation and troubleshooting of DC servomotor drives used in industry. The Pulse Width Modulation (PWM) feature in addition to a full range of DC servomotor drives. Instrumentation to monitor motor performance under the various load conditions, speed, and torque readouts.
Prerequisite(s): INT 155 and ENT 205
Lab Fee: $20.00

INT 249 Programmable Logic Controllers (Siemens) (3)
Programming, connecting, and testing Siemen's PLC's for control of industrial/commercial processes. Programmable Logic Controllers (PLC's). Interfacing with sensors, using PLC's in a variety of process applications. Utilization of Amatrol 890-PEC-B trainer.
Prerequisite(s): INT 150 or ENT 205
Lab Fee: $10.00

INT 251 Programmable Logic Controllers (Allen-Bradley) (4)
Programming, connecting, and testing PLC's for control of industrial/commercial processes. Programmable Logic Controllers (PLC's). Interfacing with sensors, using PLC's in a variety of process applications. Introduction to the PLC controller of the CSCC CIM System. Utilization of Amatrol 890-PEC-B trainer in troubleshooting PLC's.
Prerequisite(s): INT 150 or ENT 205
Lab Fee: $10.00

INT 252 Automated Systems (4)
Fixed automation using transfer lines controlled by relay logic and flexible automation using 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 and operation of CSCC CIM System.
Prerequisite(s): INT 251
Lab Fee: $20.00

INT 255 Electrical Troubleshooting (4)
Maintenance and troubleshooting of motors, solenoids, electrical controls, electrical circuitry and sensors using common testing equipment. Problems at the component, machine, and inter-machine levels. Introduction and operation of the CSCC CIM System.
Prerequisite(s): INT 155 and ENT 205
Lab Fee: $15.00

INT 260 Electrical Distribution III (4)
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 155 and ENT 205
Lab Fee: $20.00

INT 270 Industrial Machine Maintenance (4)
Utilizing all skills acquired in previous DLL courses to troubleshoot and maintain capstone class 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 155, INT 170, and INT 255
Lab Fee: $20.00

INT 271 Vibration Analysis (3)
Analyze, troubleshoot, and correct sources of detrimental vibration in machinery. Use of sophisticated sensors for detecting the source and severity of vibration and the safety concerns in a variety of machine application components.
Lab Fee: $15.00

INT 272 Mechanical Systems (3)
Advanced concepts of mechanical transmission systems used in industrial, agricultural, and mobile applications. Operation, installation, performance analysis, and design of basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings. Lockout/tagout, safety disconnect switch, and rotating machine guards.
Prerequisite(s): INT 170
Lab Fee: $20.00

INT 280 Industrial Technology Projects (4)
A capstone class in which students will apply the skills acquired in the DLL courses 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. Operation of the CSCC CIM System.
Prerequisite(s): INT 255 and ENG 223
Lab Fee: $20.00

(ITS) Information Technology Systems

ITS 080 Computer Fundamentals (1)
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 061

ITS 081 Beginning Keyboarding (1)
Proper keyboarding techniques. Correct fingering techniques. Development of speed and accuracy on the keyboard. Office ergonomics and basic file management.

ITS 103 Information Technology Basics (3)
Brief overview of Windows, basic but essential word processing concepts, electronic mail, WWW research techniques, and OhioLINK (Windows XP/VISTA, Word 2007). Students with little or no keyboarding experience should expect to take longer to complete assignments.
Prerequisite(s): CPE 061, ITS 080, and ITS 081

ITS 106 Introduction to Computers and Networking (2)
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.

ITS 109 Introduction to SQL (3)
Knowledge and skills required to write basic transact - SQL queries. Use of logical and physical data base design. Data integrity concepts. Associations between tables.
Prerequisite(s): CPE 101, ITS 12D
Lab Fee: $15.00

ITS 115 HTML and XHTML (4)
Use HTML and XHTML to develop web sites without the aid of web page composition software.
Prerequisite(s): CPE 061 and ITS 080

ITS 118 XML Web Services (4)
Overview of the structure and programming techniques of XML.
Prerequisite(s): CPE 091 and (ITS 115 or ITS 107)
Lab Fee: $15.00

ITS 12A Windows Concepts (2)
Familiarization with the mouse and a graphical operating environment. Topics include all major aspects of Microsoft Windows XP/VISTA. Knowledge of a personal computer keyboard strongly recommended. Students with minimal computer and keyboarding skills will take longer in completing the assigned tasks.
Prerequisite(s): CPE 061, ITS 080, and ITS 081

ITS 12D Beginning Database (1)
Basic database manipulation (e.g. creating, updating, and generating reports) via packaged software (Access 2007). Students with minimal computer and keyboarding skills will take longer in completing the assigned tasks.
Prerequisite(s): CPE 061, ITS 080, and ITS 081

ITS 12K Keyboarding/Word Processing (2)
Proper keyboarding techniques. Creating and editing documents using packaged word processing software (Word 2007). Strongly recommended for students who have few or no keyboarding skills. Can be used as a substitute for ITS 12W.

ITS 12P Beginning Presentation Graphics (1)
Techniques of visual presentation development via the use of a presentation software package (PowerPoint 2007). Students with minimal computer and keyboarding skills will take longer in completing the assigned tasks.
Prerequisite(s): CPE 061, ITS 080, and ITS 081

ITS 12S Beginning Spreadsheet (1)
Basic creation and manipulation of data within an electronic spreadsheet (Excel 2007), planning and creating workbooks, using formulas and functions, creating charts, and formatting spreadsheet objects. Students with minimal computer and keyboarding skills will take longer in completing the assigned tasks.
Prerequisite(s): CPE 061, ITS 080, and ITS 081

ITS 12W Beginning Word Processing (1)
Basic creation and editing of documents using packaged word processing software (Word 2007). Keyboarding skills strongly recommended. Students with minimal computer and keyboarding skills will take longer in completing the assigned tasks. ITS 12K, which teaches keyboarding skills and beginning word processing skills, may be substituted for ITS 12W.
Prerequisite(s): CPE 061, ITS 080, and ITS 081

ITS 130 Open Source Software (3)
Free/Open Source Software (F/OSS) alternatives to commonly used software application packages. Basic creation and editing of word processing documents, spreadsheets, visual presentations, and databases using F/OSS office productivity software (OpenOffice.org). Learn F/OSS browser (Firefox). Keyboarding and minimal computer skills strongly recommended.

ITS 131 Computer and Internet Security I (2)
Overview of computer and internet security terms and concepts. Exposure to foundational computer-based security threats. Basic operating-system and application software security settings and tools.
Prerequisite(s): ITS 080 skills

ITS 132 Computer and Internet Security II (2)
Discussion of advanced computer and Internet security terms and concepts. Exposure to advanced computer-based security threats. Experience with operating-system and application-software security settings and tools.
Prerequisite(s): ITS 131

ITS 14D Intermediate Database (2)
Intermediate database manipulation techniques using packaged software (Access 2007). Analyzing data, forms, queries, reports, macros, objects, modules, etc.
Prerequisite(s): ITS 12D

ITS 14S Intermediate Spreadsheet (2)
Intermediate spreadsheet manipulation techniques using packaged software (Excel 2007). Graphing, analyzing, integrating, and automating functions and formulas.
Prerequisite(s): ITS 12S

ITS 14W Intermediate Word Processing (2)
Formatting issues, intermediate and advanced; automating procedures like mail-merge and macros; exchanging data between applications. (Word 2007)
Prerequisite(s): ITS 12W or ITS 103

ITS 230 Introduction to Web Design (3)
Study of web page design. Basic HTML coding and use of Dreamweaver CS3 with emphasis on aesthetics of web page design.
Prerequisite(s): (CPE 061 and ITS 080 and ITS 081) or GPH 100
Lab Fee: $50.00

ITS 231 Web Page Multimedia (3)
Enhance web pages with images and animation using Flash CS3.
Prerequisite(s): ITS 230
Lab Fee: $50.00

(LPN) Practical Nursing

LPN 108 Basic Nutrition and Diet Therapy (2)
An introduction to the basic principles of nutrition and dietary treatment of common disease conditions and healthdisorders. Course consists of a total of 20 lecture hours.
Prerequisite(s): BIO 105, ENG 111, MST 105, ITS 12W, or Instructor Permission

LPN 125 Introduction to Disease Processes (4)
Basic principles of microbiology, signs and symptoms of common disease/conditions of each body system, diagnostic tests, treatment and principles of nursing care. Course consists of a total of 40 lecture hours.
Prerequisite(s): BIO 105, ENG 111, ITS 12W, MST 105 and PSY 111 or instructor permission for non LPN program students

LPN 130 Nursing Trends I (2)
Ethical and legal dimensions of practical nursing practice. Historical perspectives on practical nurses and nursing organizations. Course consists of 20 lecture hours.
Prerequisite(s): ENG 111, ITS 12W, and PSY 111

LPN 146 Pharmacology for Practical Nurses (4)
Basic, essential knowledge of pharmacology for the practical nurse. Major content areas include principles of pharmacology, functions, and therapeutic implications of the major drug classes including their prototype drugs, the individuality and variability of patients, and the relationship between pharmacologic knowledge and nursing practice. Content includes IV antibiotic therapy and the practical nurses' role in delivery of them based on specific Ohio Board of Nursing laws and rules. Course consists of 40 hours of lecture.
Prerequisite(s): LPN 125, LPN 130, and NUR 114

LPN 151 Pediatric Nursing (3.5)
Family centered approach to meeting the needs of the pediatric client; application of the nursing process, role of the nurse in the care of the infant/child with common diseases/conditions. 30 hours of lecture. 15 hours of clinical.
Prerequisite(s): LPN 108, LPN 125, LPN 130, LPN 160, and PSY 223 or PSY 221
Pre/Corequisite(s): LPN 146

LPN 160 Fundamentals of Nursing I (6)
Role of the nurse in the maintenance and promotion of health, application of nursing, biological, and social sciences, basic assessment techniques, ethical/legal issues. College lab and health care facility settings. Course consists of 40 hours lecture, 30 hours college lab, and 30 hours clinical.
Prerequisite(s): BIO 105, ENG 111, ITS 12W, MST 105, MST 181 or equivalent within past 2 years, and PSY 111
Pre/Corequisite(s): LPN 108, LPN 125, NUR 114, and LPN 130
Lab Fee: $150.00
Student Liability Fee: $20.00

LPN 171 Fundamentals of Nursing II (6)
Role of the practical nurse in the maintenance and promotion of health; application of medical and surgical aspesis and the use of the nursing process while delivering nursing care to adult clients. Didactic and laboratory content in IV therapy for the practical nurse based on specific Ohio Board of Nursing laws and rules. 20 lecture, 20 lab and 90 clinical hours.
Prerequisite(s): LPN 108, LPN 125, LPN 130, LPN 160, and NUR 114
Pre/Corequisite(s): LPN 146
Lab Fee: $125.00

LPN 182 Women's Health and Obstetric Nursing (2.5)
Holistic approach to women's health care 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 and care of the newborn with emphasis on preventng complications. Includes impact of childbirth and newborn on family unit and current trends in women's health. Course consists of 20 hours of lecture and 15 hours of clinical experience in a maternal/child healthcare setting.
Prerequisite(s): LPN 125, LPN 130, NUR 114, and LPN 108
Pre/Corequisite(s): LPN 146 and LPN 160

LPN 190 Medical-Surgical Nursing (14)
Application of the nursing process while providing nursing care for adult clients with common medical conditions; study and care of the surgical patient from admission through discharge from the hospital; Capstone experience managing nursing care of groups of clients in long-term care setting; identifying career concerns and opportunities; comprehensive review and testing of all prior nursing courses. Course consists of 70 lecture and 210 clinical hours.
Prerequisite(s): LPN 146, LPN 151, LPN 171, and LPN 182
Lab Fee: $100.00

(LSC) Logistics and Supply Chain Management

LSC 120 Truck Driver Training 176 (9)
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 56 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 motor vehicle record
Lab Fee: $3798.00

LSC 210 Purchasing & Supply Management (4)
Management of purchasing and supply systems common to service, manufacturing, and government organizations. Survey of the interrelationship and interdependence of the purchasing function within supply chain management and other functional areas of business. Emphasis on purchasing policies, procedures, and techniques in the procurement, acquisition, and decision process utilized in the purchasing and acquisition functions.
Prerequisite(s): MGT 105 and MGT 112

LSC 220 Logistics & Physical Distribution (4)
Design and management of physical distribution and logistic systems. Interrelationship and interdependence within the functional areas of business. Transportation methods, techniques, physical and automated systems, infrastructure, interrelationships and requirements comprising physical distribution and logistics systems.
Prerequisite(s): MGT 112
Pre/Corequisite(s): MGT 266 or STT 264

LSC 272 Operations & Supply Chain Management (5)
The design and management of production operations, including productivity, quality issues, strategy, capacity planning, location, layout, human resources, just-in-time systems, materials requirement planning, and project management.
Prerequisite(s): MGT 112 and (STT 264 or MGT 266)

LSC 275 Inventory & Materials Management (4)
Principles of inventory and materials management systems, common methods of planning and controlling inventory in manufacturing, institutional, distribution, and retail environments. Interrelationship and interdependence of the inventory and materials function within supply chain management and other functional areas of business. Demand forecasting, independent demand inventory systems, inventory models, aggregate planning, priority and capacity management, capacity requirements planning, production activity control, and Just-in-Time.
Prerequisite(s): MGT 112

(MAS) Medical Assisting

MAS 101 Orientation to Medical Assisting (2)
Introduction to medical assisting. Professionalism, history of medical assisting, certification, professional organizations, and employment in the medical office.
Prerequisite(s): CPE 061, CPE 071, and appropriate COMPASS scores

MAS 102 Medical Law and Ethics (2)
Basic ethical and legal issues relevant to the medical office employee. Confidentiality, patient-physician contract, consents, and current ethical issues.
Prerequisite(s): MST 101, MST 104, MST 105, and MAS 101

MAS 103 Medical Administrative Office I (3)
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.
Prerequisite(s): MAS 101, MST 105, and ITS 12W
Pre/Corequisite(s): ENG 111 and MAS 102
Lab Fee: $40.00

MAS 104 Exam Room Procedures I (4)
Duties expected of a clinical medical assistant. Patient education, infection control, medical and surgical asepsis, diagnostic imaging, and assisting with the adult, pediatric, and geriatric physical examination. Specialties: pediatrics, otolaryngology, and ophthalmology.
Prerequisite(s): MAS 101, MST 104, MST 105, BIO 105, and MST 101
Pre/Corequisite(s): MAS 102
Lab Fee: $75.00

MAS 113 Medical Administrative Office II (3)
Financial aspects of the office, ICD-9 and CPT coding, medical insurance, reimbursement procedures, and managing patient accounts.
Prerequisite(s): MAS 103
Pre/Corequisite(s): ITS 12S
Lab Fee: $40.00

MAS 114 Exam Room Procedures II (4)
Medication administration and medical office emergencies. Specialties: obstetrics and gynecology, cardiology, urology, pulmonary medicine, dermatology, and gastroenterology
Prerequisite(s): MAS 104 and CPE 101 with a grade of C or better or equivalent COMPASS score
Pre/Corequisite(s): MAS 116
Lab Fee: $75.00

MAS 115 Laboratory Procedures for the Medical Office (2)
Diagnostic physician office laboratory procedures: collection and processing of specimens, laboratory safety, microbiology, urinalysis, hematology, serology, and blood chemistry
Prerequisite(s): MAS 104
Lab Fee: $75.00

MAS 116 Pharmacology for the Medical Office (2)
Principles of pharmacology for the medical assistant: sources of drugs, drug classifications, actions, and interactions.
Prerequisite(s): BIO 105, MST 105, and CPE 101 with a grade of C or better or equivalent COMPASS score

MAS 117 Clinical Directed Practice (5)
Integration of content and competencies covered in the Medical Assistant certificate program. Two hundred fifty (250) hours total must be completed in an outpatient family practice office.
Prerequisite(s): MAS 113, MAS 114, MAS 115, MAS 116, MLT 116, MLT 117, MST 171, ENG 111, PSY 111, and ITS 12S
Corequisite(s): MAS 118
Student Liability Fee: $20.00

MAS 118 Clinical Perspectives Seminar (1)
Forum for shared learning and problem solving of directed practice experiences. Resume preparation, interviewing skills, employment laws.
Prerequisite(s): MAS 113, MAS 114, MAS 115, MAS 116, MLT 116, MLT 117, MST 171, ENG 111, PSY 111, and ITS 12S
Corequisite(s): MAS 117

MAS 210 Medical Assisting Exam Review (2)
Preparation for the American Association of Medical Assistants (AAMA) national certification examination
Prerequisite(s): MAS 117 and MAS 118 or instructor permission

MAS 211 Advanced Clinical Skills (4)
Advanced medical assistant practice; special attention to various specialties.
Prerequisite(s): MAS 114 or instructor permission
Lab Fee: $75.00

MAS 212 Leadership and Management in the Medical Office (3)
Leadership and management for supervisory personnel in the medical office. Managing medical office resources, leadership styles, developing office policy and procedure manuals, and physician credentialing.
Prerequisite(s): ENG 112 and MAS 211
Corequisite(s): MAS 213

MAS 213 Leadership and Management Directed Practice (1)
Supervised leadership and management experience in a medical office
Prerequisite(s): ENG 111 and MAS 211
Corequisite(s): MAS 212
Student Liability Fee: $20.00

(MGT) Management

MGT 100 Personal Finance (3)
A framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance and providing for adequate retirement and estate planning. Personal computer applications for recordkeeping and decision-making introduced.

MGT 105 Contemporary American Business (3)
A broad survey of the American business system encompassing social responsibilities of business, our legal environment and business ethics, government regulation and taxation, forms of business ownership, small business administration, business management, organized labor, and other topics.
Prerequisite(s): CPE 061

MGT 106 Organizational Behavior (4)
An assessment of self, personality, self-concept, perception, and verbal and nonverbal communications skills. Includes organizational behavior concepts and practices. Discussion of diversity, job success, and development of effective work relations. A view of workplace dynamics including conflict resolution, assertiveness, team problem solving and decision making.
Prerequisite(s): CPE 061

MGT 112 Principles of Management (4)
The four basic management functions: planning, organizing, leading, and controlling. Topics include ethics, decision making, planning, structure, power and authority, delegation, leadership and teamwork, and motivational theories and productivity.
Prerequisite(s): CPE 061

MGT 115 Customer Relations (3)
Philosophy, purpose, techniques, and the principles of management of excellent customer service and relations. Communication skills. Integrated customer relations technologies. Customer related complaints. Problem-solving skills.
Prerequisite(s): CPE 061

MGT 200 Introduction to Project Management (4)
Develop business, interpersonal, and technical skills required to successfully manage business and system development projects. Covered topics include: project integration; scope, time, cost, quality, human resource, communications, risk, and procurement management. Microsoft Project software.
Prerequisite(s): CPE 061 and ITS 080
Lab Fee: $15.00

MGT 202 Quality Management (4)
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 105 or MGT 106 or MGT 112

MGT 211 CyberSecurity Management I (5)
Introduction to cyber-security management topics. Discussion of legal, ethical, and professional issues in cyber-security. Overview of risk management planning, security technologies, and security maintenance.
Prerequisite(s): ITS 103 or NTK 176

MGT 212 CyberSecurity Management II (5)
Advanced review of cybersecurity management topics. Indepth analysis of security scenarios via case studies. Hands-on exposure to cyber-security management and analysis software tools.
Prerequisite(s): MGT 211

MGT 214 Small Business Theory and Practice (4)
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 111, MGT 105, and MGT 112
Pre/Corequisite(s): MGT 270

MGT 250 Leadership in Organizations (4)
Development of leadership skills, personal philosophy. Integrates concepts and practice in group settings.
Prerequisite(s): MGT 105, MGT 106, and MGT 112

MGT 260 Legal Environment of Business (3)
History of the law, law of contracts, of agency, sales and personal property. The law of negotiable instruments, partnership, corporations, and real property.
Prerequisite(s): ENG 112 or ENG 135

MGT 265 Negotiation Skills (3)
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 105, MGT 106, and MGT 112

MGT 268 Introduction to International Business (3)
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 105

MGT 270 Business Finance (4)
Financial management of business enterprises with emphasis on financial planning, capital management, capital budgeting, capital markets, and time value of money.
Prerequisite(s): CPE 101, ACC 112, and MTH 106

MGT 290 Business Strategy and Policy Seminar (4)
Integrated corporate strategy and policy, including competitive strategy, as well as supporting functional strategies. Concepts in competitive positioning, environmental analysis, competitive differential, and niche strategies. Includes management decision-making in the areas of marketing, production, research and development, and finance as well as team dynamics and development.
Prerequisite(s): MGT 105, MGT 112, MKT 200, and ITS 103
Lab Fee: $25.00

(MKT) Marketing

MKT 200 Principles of Marketing (4)
Marketing of products and services. Product development, channels of distribution, pricing structures, promotional aspects, electronic marketing.
Prerequisite(s): CPE 061

MKT 210 Pricing Strategies (4)
A comprehensive overview of managerially-focused, integrated, pricing analysis and strategy. Overview of pricing calculation methods and tools, and analysis and identification of pricing strategy effects on the organization.
Prerequisite(s): MTH 106 and MKT 200

MKT 215 Product Management (3)
Comprehensive 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. Utilization of the marketing plan.
Prerequisite(s): MGT 112 and MKT 200

MKT 240 Electronic Business Applications (4)
Exploration of 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 105 and (ITS 103 or GPH 100)
Lab Fee: $20.00

MKT 245 Sales and Sales Management (3)
The role of selling in our economy. Psychology of selling, the sales process, motivation of the salesperson. Fundamentals and techniques of selling in relation to various types of goods and services.
Prerequisite(s): MGT 112 and MKT 200

MKT 255 Promotion Strategies (4)
Comprehensive overview of promotion and integrated communication strategies and techniques. Overview of the integrated marketing communication system and its tools for communication with internal and external customers.
Prerequisite(s): MKT 210 and MKT 215

(MLT) Medical Laboratory Technology

MLT 101 Medical Laboratory Orientation (2)
History, role and professional responsibilities of the medical laboratory technician. Organization of the medical laboratory. Medical terminology.
Prerequisite(s): CPE 061 or appropriate COMPASS score
Corequisite(s): MLT 102

MLT 102 Medical Laboratory Orientation Laboratory (1)
Principles of laboratory instrumentation. Use and care of laboratory instruments. Laboratory safety.
Prerequisite(s): CPE 061 or appropriate COMPASS score
Corequisite(s): MLT 101
Lab Fee: $55.00

MLT 111 Chemistry for Technicians (3)
Chemistry of matter and measurement, atoms, molecules and ions, formulas, equations and moles, aqueous solution reactions, atomic structure, ionic and covalent bonding, saturated hydrocarbons,unsaturated hydrocarbons, alcohols, aldehydes, ketones, and carbohydrates.
Prerequisite(s): CPE 061, CPE 101, or appropriate COMPASS scores
Student Liability Fee: $20.00

MLT 116 Phlebotomy (2)
Comprehensive background in the theory and principles of phlebotomy. Quality Assurance and Total Quality Management.
Prerequisite(s): CPE 061 or appropriate COMPASS score
Corequisite(s): MLT 117

MLT 117 Phlebotomy Laboratory (2)
Up-to-date practical instruction in phlebotomy procedures. Quality assurance and total quality management for laboratory practice.
Prerequisite(s): CPE 061 or appropriate COMPASS score
Corequisite(s): MLT 116
Lab Fee: $35.00

MLT 123 Medical Microbiology I (3)
Identification of bacteria by microscope, media, inoculation, biochemical activities and sensitivity testing. Basic disease processes.
Prerequisite(s): MLT 101, MLT 102, and CPE 061 or equivalent COMPASS scores
Corequisite(s): MLT 124

MLT 124 Medical Microbiology I Laboratory (2)
Basic microbiology concepts. Identification of bacteria by microscope, media, inoculation, biochemical activities and sensitivity testing.
Prerequisite(s): MLT 101, MLT 102, and CPE 061 or equivalent COMPASS score
Corequisite(s): MLT 123
Lab Fee: $105.00

MLT 125 Hematology I (3)
The origin, formation and purpose of the formed elements of the blood, differential morphology and staining techniques. Quality control.
Prerequisite(s): MLT 101, MLT 102, and CPE 061 or equivalent COMPASS score
Corequisite(s): MLT 126

MLT 126 Hematology I Laboratory (3)
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 101, MLT 102, and CPE 061 or equivalent COMPASS scores
Corequisite(s): MLT 125
Lab Fee: $100.00

MLT 131 Clinical Chemistry (3)
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): MLT 111
Corequisite(s): MLT 132

MLT 132 Clinical Chemistry Laboratory (3)
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): MLT 111
Corequisite(s): MLT 131
Lab Fee: $105.00

MLT 135 Urinalysis and Body Fluids (2)
Urinalysis principles including physical and chemical characteristics and microscopic analysis of urinary sediment. Body fluids: amniotic, semen, fecal, synovial, spinal.
Prerequisite(s): MLT 101, MLT 102, and CPE 061 or equivalent COMPASS score
Corequisite(s): MLT 136

MLT 136 Urinalysis and Body Fluids Laboratory (2)
Basic urinalysis techniques including physical and chemical characteristics and microscopic analysis of urinary sediment. Basic techniques for amniotic, semen, fecal, synovial, and spinal fluid analysis.
Prerequisite(s): MLT 101, MLT 102, and CPE 061 or equivalent COMPASS score
Corequisite(s): MLT 135
Lab Fee: $85.00

MLT 211 Immunology (3)
Principles and theories of the production and characteristics of antigen-antibody reactions, formation and reactions of antigens and antibodies.
Prerequisite(s): MLT 125, MLT 126, ENG 111, BIO 105, and ITS 103
Corequisite(s): MLT 212
Student Liability Fee: $20.00

MLT 212 Immunology Laboratory (1)
Techniques of agglutination, precipitation, flocculation, immunodiffusion, immunofluorescence, ELISA, and EIA.
Prerequisite(s): MLT 125 and MLT 126
Corequisite(s): MLT 211
Lab Fee: $105.00

MLT 213 Medical Microbiology II (3)
Identification of microbial agents associated with disease in man including bacteria, viruses and parasites. Specimen collection. Quality Control.
Prerequisite(s): BIO 105, ENG 111, ITS 103, MLT 123, and MLT 124
Corequisite(s): MLT 214

MLT 214 Medical Microbiology II Laboratory (3)
Techniques to isolate, identify, and evaluate the presence of clinically significant microorganisms.
Prerequisite(s): MLT 123 and MLT 124
Corequisite(s): MLT 213
Lab Fee: $105.00

MLT 223 Hematology II (3)
Disorders of blood cells and platelets including biochemistry of the red blood cell, anemias, leukemias. Principles and procedures of coagulation.
Prerequisite(s): BIO 105, ENG 111, ITS 103, MLT 125, and MLT 126
Corequisite(s): MLT 224

MLT 224 Hematology II Laboratory (3)
Manual and automated instrumentation techniques used within a hematology department. Differential counting of abnormal cells. Coagulation.
Prerequisite(s): MLT 125 and MLT 126
Corequisite(s): MLT 223
Lab Fee: $70.00

MLT 226 Immunohematology (4)
Responsibility of blood bank work, blood collection and processing. Genotypes and phenotypes of ABO and Rh blood group systems.
Prerequisite(s): MLT 211 and MLT 212
Corequisite(s): MLT 227

MLT 227 Immunohematology Laboratory (4)
Typing techniques, principles, procedures; crossmatch and panel screening; atypical antibody identification and quality control.
Prerequisite(s): MLT 211 and MLT 212
Corequisite(s): MLT 226
Lab Fee: $145.00

MLT 270 MLT Review & Update (4)
Review and update of: urinalysis, hematology, clinical chemistry, medical microbiology, immunology, immunohematology.
Prerequisite(s): All prior coursework required prior to graduation.

MLT 280 Directed Practice (8)
Clinical site assignment; departmental rotation; application of principles and techniques under supervision of clinical staff and college faculty.
Prerequisite(s): All prior MLT coursework
Corequisite(s): MLT 290

MLT 290 MLT Seminar (4)
Weekly review of problems and progress in Directed Practice. Current topics; quality control; review exams; case studies; and student presentation of research project.
Prerequisite(s): All prior MLT coursework
Corequisite(s): MLT 280

(MST) Multi-Skilled Health Care

MST 101 Introduction to Health Care Delivery (3)
Introduction to health care delivery system including history, scope of services, providers, settings, financing, professionalism, individual health care rights/responsibilities, and current issues and opportunities in health care.
Prerequisite(s): CPE 061 or appropriate Compass score

MST 104 Foundations of Client Care (3)
Introduction to foundational concepts of client care that apply to any setting. Topics include identification of basic human needs, importance of verbal and oral communication, promoting safe environment, recognition and appropriate response to medical and non-medical emergencies, infection control practices.
Prerequisite(s): CPE 061 or appropriate Compass score

MST 105 Medical Terminology (3)
Understand the language of medicine and expand vocabulary to better communicate with physicians, nurses and other health personnel. Use of medical dictionaries and develop an understanding of the meanings of medical terms including prefixes, suffixes and root words. Learn to use abbreviations for medical documentation and apply knowledge of medical terminology.
Prerequisite(s): CPE 061 or appropriate COMPASS Score

MST 171 Introduction to Electrocardiography (3)
Principles of electrocardiography (ECG) including 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.
Prerequisite(s): MST 105
Pre/Corequisite(s): BIO 105 or BIO 121
Lab Fee: $15.00

MST 181 Nurse Aide Training (6)
Preparation for long-term care meeting requirements for nurse aide training in Ohio. Classroom training plus 24 clinical hours at the end of the course.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $25.00
Student Liability Fee: $20.00

MST 182 Patient Care Technician (4)
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 or sub-acute health care facilities. Emphasis on safety, observation, and reporting.
Prerequisite(s): MST 181 or STNA credential within past two years. and EMS 171 or CPR or BLS certification
Pre/Corequisite(s): BIO 105 and MST 105
Lab Fee: $50.00
Student Liability Fee: $20.00

(MTH) Math

MTH 101 Technical Mathematics Applications A (1)
Applications course for Engineering Technology students. Instruction in the use of scientific calculators, and other technology. Topics include: area and volume, scientific notation and significant figures, metric/English conversions, geometry applications, graphing applications, and vector forces.
Prerequisite(s): CPE 061
Pre/Corequisite(s): CPE 102
Lab Fee: $10.00

MTH 105 Mathematics and Today's World (3)
A survey of contemporary mathematical ideas and the application of mathematical tools for solving real world problems to demonstrate the variety of problems that can be modeled and solved by quantitative means.
Prerequisite(s): CPE 103 or equivalent Compass score

MTH 106 Business Mathematics (3)
Development and application of practical business mathematics principles to include: checking accounts, bank reconciliation, percentages and their applications, simple and compound interest, depreciation, markups and markdowns, trade and cash discounts, sales and property taxes, promissory notes, the discounting process, annuities, insurance, loan amortization, and business statistics.
Prerequisite(s): CPE 101

MTH 107 Technical Mathematics Applications B (1)
Applications course for Engineering Technology students to supplement MTH 121. Instruction in the use of scientific calculators and other technology. Topics include: scientific notation and significant figures, applied functional notation, geometry applications, graphing applications. Applications of linear and quadratic functions, and use of conic sections.
Prerequisite(s): MTH 101 and CPE 103
Pre/Corequisite(s): MTH 120 or MTH 121
Lab Fee: $10.00

MTH 108 Technical Mathematics Applications C (1)
Applications course for Engineering Technology students to supplement MTH 140. Use of the scientific calculator and other technology. Topics include: applied problems involving radian measure, trigonometric functions, vectors, polar coordinates, and trigonometric identities.
Prerequisite(s): MTH 107
Pre/Corequisite(s): MTH 140
Lab Fee: $10.00

MTH 120 College Algebra IA (5)
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. Note: Topics covered are exactly the same as topics covered in College Algebra I (MTH 121), but this course will involve more in-class practice of important skills.
Prerequisite(s): CPE 061 and CPE 103 (appropriate Compass scores)

MTH 121 College Algebra I (3)
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.
Prerequisite(s): CPE 061 and CPE 103 (appropriate Compass scores)

MTH 122 College Algebra II (3)
Continuation of the concepts begun in MTH 121 and includes additional topics in systems of equations and inequalities, analytic geometry, matrices and determinants, Gauss-Jordan, Cramer's Rule, sequences and series, permutations, combinations, and probability.
Prerequisite(s): MTH 120, MTH 121, or appropriate Compass score

MTH 140 Trigonometry (3)
Familiarizes the student with topics in trigonometry, including trigonometric functions, solving triangles, laws of sines and cosines, unit circles, vectors, graphs of trigonometric functions, polar coordinates, identities, and trigonometric equations.
Prerequisite(s): H.S. geometry and MTH 120 and MTH 121 or appropriate Compass score

MTH 220 Calculus for the Management, Life and Social Sciences (5)
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 120, MTH 121, or appropriate Compass score

MTH 221 Calculus I (5)
Functions, limits, L'Hospital's Rule, differentiation rules, continuity and differentiability of trigonometric and logarithmic/exponential functions, applications of the derivatives.
Prerequisite(s): MTH 122, MTH 140, or appropriate Compass score

MTH 222 Calculus II (5)
Riemann sums, definite and indefinite integrals, improper integrals, applications of the integrals of polynomial, logarithmic, exponential, and trigonometric functions, techniques of integration, differential equations, directional fields and Euler's method, separable equations, exponential growth and decay.
Prerequisite(s): MTH 221

MTH 223 Calculus III (5)
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 222

MTH 224 Calculus IV/ Multivariate Calculus (5)
Vector valued functions, cylindrical and spherical coordinate functions, partial derivatives, multiple integrals, Stoke's Theorem, Green's Theorem, and applications of the above topics.
Prerequisite(s): MTH 223

MTH 230 Differential Equations (5)
First order equations, linear equations and systems, series solutions, Laplace transforms, uniqueness and existence of solutions, applications of differential equations.
Prerequisite(s): MTH 223

MTH 240 Linear Algebra (3)
Linear systems, matrices, matrix algebra, determinants, linear transformations, eigenvalues, eigenvectors, vector spaces.
Prerequisite(s): MTH 222

(MUS) Music

MUS 100 Fundamentals of Piano (2)
Group instruction focusing on the fundamentals of piano performance skills.
Lab Fee: $50.00

MUS 130 Music Appreciation (3)
Survey of Western music from approximately A.D.1500 onward. Chronological presentation of material supplemented with listening examples and live performances.
Prerequisite(s): CPE 061

MUS 141 Fundamentals of Piano (1)
An introductory course focusing on the fundamentals of piano performance skills in a group setting; 2 hours per week
Lab Fee: $50.00

MUS 150 Clark State Choir (1)
Mixed choir specializing in the study and performance of choral works of a variety of stylistic periods, musical theatre, and jazz. School and public performances required. May be repeated up to 6 credit hours.
Lab Fee: $15.00

MUS 151 Applied Music 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.
Lab Fee: $50.00

MUS 152 Applied Music II (2)
Private instrument instruction focusing on the fundamentals of instrument performanc skills.One hour of private instruction per week. A minimum of 13 hours of practice time required per week.
Lab Fee: $100.00

MUS 160 Applied Voice (1)
Private voice instruction focusing on the fundamentals of voice production, song literature, interpretation and performance skills.
Lab Fee: $50.00

MUS 170 Applied Piano (1)
Private piano instruction focusing on the fundamentals of piano performance skills.
Lab Fee: $50.00

MUS 292 Applied Percussion (2)
This course will teach students basic techniques and concepts used in modern percussion. Instruction will be individualized; students will progress at their own pace. Students will learn how rhythm, meter, and technique interrelate to make percussion one of the most visceral and powerful arts.
Lab Fee: $100.00

MUS 293 Applied Percussion (1)
This course will teach students basic techniques and concepts used in modern percussion. Instruction will be individualized; students will progress at their own pace. Students will learn how rhythm, meter, and technique interrelate to make percussion one of the most visceral and powerful arts.
Lab Fee: $50.00

MUS 295 Applied Music (1)
Private music instruction focusing on the fundamentals of individual performance skills.
Lab Fee: $50.00

MUS 297 Applied Computer Music (3)
This course, intended for students with some prior computer music experience, will further develop students' abilities in the field of computer music production. Students will develop advanced techniques with familiar music production software and learn new software depending on their personal goals.
Lab Fee: $10.00

(NTK) Networking

NTK 176 PC/Network Essentials I (6)
Basic knowledge for properly installing, configuring, upgrading, and troubleshooting microcomputer hardware. Coverage includes desktop and server systems, basic networking, and printers. First of a three-course sequence that covers A+ certification objectives.
Prerequisite(s): CPE 061 and ITS 080
Lab Fee: $50.00

NTK 178 PC/Network Essentials II (6)
Intensive introduction to multitasking operating systems and networking operating systems. Coverage includes: operating system upgrades/configuration, installation procedures, security issues, backup procedures, remote access, command line and graphical user interfaces. Second course in a three-course sequence that covers the A+ certification objectives.
Prerequisite(s): CPE 091 and NTK 176 (or Instructor permission)
Lab Fee: $50.00

NTK 179 PC/Network Essentials III (6)
Overview of local area network technologies. Introduction to the OSI and TCP/IP models, networking devices, and network protocols. Hands-on experience with designing and implementing network services.
Prerequisite(s): NTK 178
Lab Fee: $50.00

NTK 201 Cisco Associate I (5)
Overview of computer networking concepts, theories, and structures. Discussion of the OSI network model, network addressing, data encapsulation, and TCP/IP network-layer protocols. This course is part of a set of courses that cover material for the CCNA and Network+ certification exams.
Prerequisite(s): CPE 101 and NTK 179
Lab Fee: $50.00

NTK 202 Cisco Associate II (5)
Overview of network router concepts and theory. Discussion of router elements, TCP/IP transport-layer protocols, and flow control. Hands-on experience with router setup, configuration, and monitoring. This course is part of a set of courses that cover material for the CCNA and Network+ certification exams.
Prerequisite(s): NTK 201
Lab Fee: $50.00

NTK 203 Cisco Associate III (5)
Advanced network routing and switching concepts and theory. Discussion of IPX protocol, LAN segmentation, bridges, routers, switches, Ethernet, Fast Ethernet, and virtual LANS. Hands-on experience with advanced router setup and configuration. This course is part of a set of courses that cover material for the CCNA and Network+ certification exams.
Prerequisite(s): CPE 101 and NTK 202
Lab Fee: $50.00

NTK 225 Wireless Networking I (5)
Overview of wireless network technologies. Emphasis on design, planning, implementation, operation, and troubleshooting of WLANS. Hands-on experience with wireless access points, network interfaces, gateways and other devices.
Prerequisite(s): NTK 179
Lab Fee: $50.00

NTK 240 Administering Linux I (5)
Discussion of the Linux file system. Maintenance tasks, customizing the GUI interface, Linux commands. File access permissions, printing commands and utilities. Managing user accounts.
Prerequisite(s): CPE 101 and (NTK 179 or CSD 104 or CSD 105)
Lab Fee: $50.00

NTK 245 CyberSecurity - OS and Networks (5)
Introduction to computer operating system and network security methodologies and processes. Operating system and network hardening and defense strategies.
Prerequisite(s): MGT 211
Lab Fee: $50.00

NTK 246 CyberSecurity - Firewall Technologies (5)
Introduction to computer and network firewalls. Creation and implementation of network security policies. Discussion of packet filtering, authentication, proxy servers, encryption, virtual private networks, intrusion detection systems.
Prerequisite(s): MGT 211
Lab Fee: $50.00

NTK 247 CyberSecurity - Forensic Analysis (5)
Introduction to computer investigative/forensic techniques. Forensic tools, evidence controls, data acquisition, forensic analysis, and investigative techniques.
Prerequisite(s): MGT 211
Lab Fee: $50.00

NTK 255 Introduction to Oracle (5)
Introduction to database server technology. Relational and object relational databases and SQL. Creation and maintenance of database objects. Store, retrieve, and manipulate data. Retrieve data using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. One of two classes needed for the Oracle Certified Associate (OCA) certification.
Prerequisite(s): CPE 101 and NTK 179
Lab Fee: $50.00

NTK 256 Oracle Administration I (5)
Designing, creating, and maintaining an Oracle database. Conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Creation of an operational database and proper management of the various structures in an effective and efficient manner. One of two courses needed for the Oracle Certified Associate (OCA) certification.
Prerequisite(s): NTK 255
Lab Fee: $50.00

NTK 257 Oracle Data Mining & Warehousing (5)
Planning, designing, building, populating, and maintaining a successful data warehouse. Oracle warehouse data technology. Designing, implementing, and running a data warehouse.
Prerequisite(s): NTK 256
Lab Fee: $50.00

NTK 270 Administering Microsoft Professional (5)
Hands-on experience with the XP Professional operating system. Installing, configuring, optimizing and troubleshooting. Course covers Microsoft certification objectives.
Prerequisite(s): CPE 101 and NTK 179
Lab Fee: $50.00

NTK 272 Administering Microsoft Server (5)
Hands-on experience with server operating system. Planning, installing, configuring, managing, optimizing and troubleshooting. Course covers Microsoft certification objectives.
Prerequisite(s): NTK 270
Lab Fee: $50.00

NTK 288 Advanced Networking Topics (5)
Overview of ethics in the information technology field. Assessment of skills and competencies of Network Administration students through project-based activities. Requires an oral and written presentation. Course should be taken in the last quarter prior to graduation.
Prerequisite(s): MGT 200, (ENG 112 or ENG 135), and (NTK 201 or NTK 255 or NTK 270 or MGT 211)

(NUR) Nursing

NUR 110 Nursing Academic Success Seminar (1)
Knowledge and skills needed for academic success in nursing program and life-long learning. Priorities in learning; study and time-management skills; test-taking skills. 10 classroom hours.
Prerequisite(s): CPE 062 or Equivalent COMPASS score
Corequisite(s): NUR 170

NUR 114 Dosage Calculations I (1)
Systems of measurement and calculation of drug dosage. Consists of 20 lab hours.
Prerequisite(s): CPE 091, CPE 101, and or equivalent Compass score

NUR 120 Pharmacology (3)
Introduction to basic pharmacologic principles, drug administration, consumer safety, and drug regulation in U.S. Discussion of major drug classifications and prototype drugs including mechanism of action, therapeutic uses and important adverse effects. Includes professional nurse's role and responsibilities in drug therapy. Consists of 30 classroom hours.
Prerequisite(s): BIO 121, BIO 122, BIO 123, MST 105, NUR 171, and or instructor permission
Pre/Corequisite(s): NUR 172 or NUR 185

NUR 170 Nursing I (6)
Introduction of concepts basic to nursing. Basic assessment techniques. Role of nursing in maintenance and promotion of health. Introduction to pharmacology. Introduces nursing process. Consists of 40 classroom, 20 college lab and 40 clinical hours.
Prerequisite(s): BIO 121, MST 105, and MST 181 within past two years or its equivalent
Pre/Corequisite(s): BIO 122, ITS 103, NUR 114, and NUR 110
Lab Fee: $125.00
Student Liability Fee: $20.00

NUR 171 Nursing II (6)
Apply concepts from Nursing I. Integrates Pharmacology and diet therapy in caring for the child and adult with surgery, common problems affecting mobility and common problems affecting gastrointestinal functioning. Examines the application of ethical/legal issues. Consists of 40 classroom, 20 college lab and 40 clinical hours.
Prerequisite(s): BIO 122, ITS 103, NUR 114, NUR 170, and NUR 110
Pre/Corequisite(s): BIO 123
Lab Fee: $105.00

NUR 172 Nursing III (8)
Applies concepts from Nursing I and II. Integrates pharmacology and diet therapy in caring for the child and adult with common problems of the cardiovascular system (including stroke), diabetes mellitus, and respiratory system. Examines the application of ethical/legal issues. Consists of 50 classroom and 90 clinical hours.
Prerequisite(s): BIO 123 and NUR 171
Pre/Corequisite(s): NUR 120
Lab Fee: $85.00

NUR 175 Transition to Registered Nursing (4)
Ohio Nursing Articulation Model transition course. Explore integrative concepts in nursing. Refine and update previous learning. Use of nursing process to solve problems with focus on client assessment and communication. Identify goals for successful transition to Registered Nursing program. Consists of 30 online classroom and 20 college lab hours.
Prerequisite(s): BIO 123, ITS 103, NUR 114, and Current valid Ohio licensure as a practical nurse
Corequisite(s): NUR 200
Lab Fee: $200.00

NUR 185 Transition Paramedic to Registered Nursing (10)
Transition to the role of the associate degree nurse. Integrative concepts in nursing. Refine previous learning. Theoretical knowledge to provide ethical, culturally competent, and holistic care for adults. Prevention of illness and the maintenance, promotion, and restoration of health. Problem solving and critical thinking in nursing. Consists of 60 classroom hours, 20 lab hours, and 90 clinical hours.
Prerequisite(s): BIO 123, BIO 131, ITS 103, NUR 114, and PSY 223
Corequisite(s): NUR 120
Lab Fee: $200.00
Student Liability Fee: $20.00

NUR 191 Associate Degree Equivalency for LPN Outcomes (20)
Practical Nurse technical learning outcomes. Equivalent to 30% of the technical nursing credits in an AD nursing program; statewide course CTNUR001. LPN's entering Clark State's Transition to RN Nursing program are awarded articulated credit for this course after successful completion of NUR 175, Ohio Nursing Articulation Model (ONAM) course and Clark State's program spcific module.
Prerequisite(s): NUR 175 and Completion of program specific module, current Ohio license to practice as an LPN, completion of pre-licensure PN education program approved by OBN

NUR 200 Service Learning Project (1)
Students work in groups to plan, execute, and evaluate a community health promotion project under the guidance and supervision of nursing faculty. Projects meet identified community health needs and reinforce skills and concepts addressed in other nursing courses. Projects are section specific and published with quarter schedule. Consists of 20 lab hours.
Prerequisite(s): ENG 112 and NUR 170 or NUR 185 or Instructor Permission

NUR 265 Nursing VIII (5)
Health promotion; emergency care concepts; care of adult clients with complex liver dysfunction, cardiovascular, neurologic, and multi-system disorders; and children with congenital cardiac; neurologic disorders; ethical; legal; and professional practice issues in acute and community settings. Consists of 40 classroom and 30 clinical hours.
Prerequisite(s): NUR 200, NUR 274, NUR 275, and NUR 276
Corequisite(s): NUR 266 and NUR 267

NUR 266 Directed Nursing Practice (2)
Manage nursing care of groups of clients; progress toward transition from student to professional nurse. 110 directed practice hours in clinical setting under supervision of registered nurse preceptor.
Prerequisite(s): NUR 200, NUR 274, NUR 275, and NUR 276
Corequisite(s): NUR 265 and NUR 267

NUR 267 Nursing VII (4)
Emphasis placed on growth and development of adults; gynecologic, immunologic, and endocrine disorders; gerontologic nursing; management concepts; health care delivery systems; and ethical, legal, and professional practice issues. Application of the nursing process when caring for clients in the extended care facility. Consists of 30 classroom and 30 clinical hours.
Prerequisite(s): NUR 274, NUR 275, NUR 276, and NUR 200
Corequisite(s): NUR 265 and NUR 266

NUR 274 Nursing IV (5)
Family-centered approach to meeting the needs of mother and newborn; application of the nursing process; the normal physiological changes of pregnancy with emphasis on the prevention of complications and conditions of high-risk newborn; experience in the hospital and community setting. Consists of 30 classroom and 60 clinical hours.
Prerequisite(s): BIO 123, BIO 131, PSY 223, NUR 120, and NUR 172, NUR 175 or NUR 185
Pre/Corequisite(s): NUR 275
Lab Fee: $70.00

NUR 275 Nursing V (5)
Application of the nursing process in meeting the mental health needs of clients and individuals. Utilization of therapeutic communication techniques, psychiatric treatment modalities and community resources in the prevention and treatment of common emotional and behavioral disorders. Consists of 30 classroom and 60 clinical hours.
Prerequisite(s): BIO 123, BIO 131, NUR 120, and NUR 172, NUR 175 or NUR 185
Pre/Corequisite(s): NUR 274
Lab Fee: $65.00
Student Liability Fee: $20.00

NUR 276 Nursing VI (11)
Expands on concepts presented in Level I (NUR 170, 171, 172). Provides care to clients of various age groups with common problems affecting hematologic, cellular, sensory, neurologic and genitourinary functions. Addresses complex nursing care of clients with altered cardiovascular and respiratory function. Utilizes the nursing process to emphasize priority setting and decision making. Hospital and community clinical settings are used for clinical experiences. Consists of 70 classroom and 120 clinical hours.
Prerequisite(s): BIO 123, BIO 131, PSY 223, and NUR 172, NUR 175, or NUR 185
Lab Fee: $95.00
Student Liability Fee: $20.00

NUR 280 Nursing Seminar (2)
Reflection, analysis, and sharing of the final quarter's clinical learning experiences. Structured individual and group program review activities. Application of critical thinking skills to solve a variety of nursing care problems. Emphasis placed on current NCLEX-RN test plan. Consists of 20 classroom hours.
Prerequisite(s): NUR 265, NUR 266, and NUR 267
Lab Fee: $65.00

(OAD) Office Administration

OAD 101 Document Production I (5)
Production of common business correspondence, simple reports, and basic tables, utilizing Microsoft Word software. Emphasis on accuracy. Minimum speed of 30 wpm expected.
Prerequisite(s): ITS 080; ITS 081 or ITS 12K

OAD 102 Document Production II (5)
Production of complex business correspondence, reports and tables, utilizing Microsoft Word/Excel software. Introduction to desktop publishing. Emphasis on speed and accuracy. Minimum speed of 40 wpm expected.
Prerequisite(s): OAD 101 or proficiency test

OAD 105 Business English (4)
A basic business English course covering the following: parts of speech, punctuation, sentence structure, capitalization, number usage, plurals, and possessives.
Prerequisite(s): CPE 061

OAD 130 Advanced Grammar & Proofreading (4)
Mastery of grammar and punctuation concepts and proofreading skills.
Prerequisite(s): OAD 105 (or instructor permission)

OAD 135 Office Procedures (4)
Basic office skills, including communicating effectively, time management, processing mail, scheduling appointments, greeting visitors, making travel arrangements, planning meetings and conferences, and telephone techniques.
Prerequisite(s): OAD 105 (or instructor permission)

OAD 140 Records Management (3)
Basic principles and procedures of records storage, including alphabetic, geographic, numeric, and subject methods as well as records control, retrieval, and management.
Prerequisite(s): CPE 061

OAD 248 Basic Medical Machine Transcription (4)
Introduction to machine transcription and production of medical documents.
Pre/Corequisite(s): OAD 101, BIO 105, and (MST 105 or BIO 102)

OAD 249 Advanced Medical Machine Transcription (4)
Machine transcription and production of patients' case histories, x-ray reports, clinical resumes, consultant reports, etc.
Prerequisite(s): OAD 248

OAD 256 Medical Office Management (4)
Development of techniques for acquiring advanced skills in the use of medical office management software.
Prerequisite(s): OAD 102, OAD 135, OAD 140, OAD 248, and (MST 105 or BIO 102)

OAD 260 Office Simulation (5)
A comprehensive course making use of all knowledge and skills necessary to perform the duties in a modern office. A project-centered approach exposing the student to a wide variety of situations demanding judgment, initiative, decision making, organizing and planning work, meeting deadlines, and other related administrative abilities.
Prerequisite(s): OAD 102, OAD 135, OAD 140, ENG 221, ITS 12D, ITS 12P, and ITS 12S

OAD 270 CPT-Coding (5)
Introduction to ambulatory coding and payment systems emphasizing CPT-4 coding.
Prerequisite(s): BIO 105 and MST 105

OAD 272 ICD-9-CM Coding (5)
Introduction to the nomenclature and major classification and indexing systems in ICD-9-CM utilized in coding medical information.
Prerequisite(s): BIO 105 and MST 105

OAD 275 Medical Coding Trends & Issues (4)
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 270 and OAD 272

OAD 276 Advanced Medical Coding (5)
Coding experience using ICD-9-CM and CPT numeric representation. Specialized areas of coding. Certifications related to specialty areas.
Prerequisite(s): OAD 270 and OAD 272

OAD 285 Co-op Education/Internship (2)
Relating academic studies to the world of work through work experience and seminars, becoming familiar with an office or medical office career, applying principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports.
Prerequisite(s): EBE 100; (OAD 249 and OAD 256) or OAD 260; approved co-op placement

(PED) Physical Education

PED 101 Step Aerobics (1)
Warm-up exercises, strength and flexibility exercises, and cool down exercises. Knowledge of safe fitness techniques and benefits.

PED 104 Beginning Karate (1)
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.

PED 105 Intermediate Karate (1)
Intermediate level kicks, hand techniques, hand trapping and escapes. Knowledge of martial arts background. Belt rank in karate optional at additional cost.
Prerequisite(s): PED 104 or equivalent experience as determined by instructor

PED 117 Beginning Weight Training (1)
Correct weight training procedures, proper handling of equipment, training principles, composition of an individual total workout program and dietary effects.

PED 118 Intermediate Weight Training (1)
Intermediate level of free weight training. Setting up a personal program. Safety and nutrition information.
Prerequisite(s): PED 117

PED 144 Beginning Tennis (1)
Forehand drive, backhand drive, volleying, serving, and footwork. History, rules, terms, scoring, simple strategies and the etiquette of tennis.

PED 145 Intermediate Tennis (1)
Advanced skills in forehand, backhand shots and serving. Approach shots, net play, backhand game, drop and chop shots. Advanced rules, strategies, and tennis etiquette.

PED 151 General Physical Conditioning (1)
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.

PED 153 Yoga for Beginners (1)
Reducing stress through focused breathing and relaxation exercises using meditation techniques. Graded S/U.

PED 154 Yoga II (1)
Using Yoga and meditation techniques to reduce stress.
Prerequisite(s): PED 153

PED 160 Beginning Basketball (1)
Shooting, passing, dribbling, and defense along with game play. Includes equipment, rules, terms, scoring, and etiquette of basketball.

PED 162 Intermediate Basketball (1)
Shooting, passing, dribbling, and defense along with game play. Includes equipment, rules, terms, scoring, and etiquette of basketball.

PED 171 Beginning Golf (1)
Driving, putting, chipping and pitching along with fair play. Also includes the history, equipment, rules, terms, scoring, and etiquette of golf.
Lab Fee: $20.00

PED 172 Intermediate Golf (1)
Refining basic strokes, practice techniques, the mental side of golf, course management, advanced short game instruction, and bunker play. Additional history and etiquette.
Lab Fee: $20.00

PED 295 Special Topics: Beginning Scuba Diving (1)
This is the academic and confined water training courses required to become a PADI Open Water Diver. The course consists of diving physics and physiology, dive communication skills, dive equipment knowledge and use, safety rules and problem management. The required lab develops general dive skills required for certification. Open-water certification is available at an additional cost. One lecture per week, three - four hour lab session per quarter.Prerequisites: Minimum age is 15 years old. Certain medical conditions could preclude participation. Must be able to swim 200 yards and float for 10 minutes.
Lab Fee: $12.00

(PGR) Personal Growth

PGR 101 Introduction to College Success (2)
Empowers students to make a successful transition to the college environment. Topics: goal setting, prioritizing, advising tools, critical thinking, and campus resources.

PGR 150 Personal Growth (3)
Designed to provide students with an opportunity to examine themselves--their abilities, attitudes, interests, learning styles, personality traits, and values to improve self-awareness and self-confidence.

PGR 153 College Survival Skills (3)
Fundamentals of becoming a successful student. It covers strategies to develop. Course covers goals, time management, study strategies, note taking and test taking
Lab Fee: $9.00

PGR 154 Reading for Speed and Comprehension (3)
This course improves both reading speed and comprehension, is intended for students of average or above average reading abilities, and uses a variety of methods, including computer-aided instruction.
Prerequisite(s): CPE 062 and appropriate Compass score

PGR 191 Study Skills (1)
This course is designed to offer students the opportunity to foster self-confidence in problem solving. The process includes: a self-assessment of cerain personal skills required for success in college, a determination of need for change, and the development of a goal to facilitate a successful outcome. Graded S/U.
Lab Fee: $9.00

PGR 192 Career Directions (1)
Overview of career choice processes and exploration of career alternatives and career decision making. Includes: researching career information, career decision making, reviewing occupational options, information sharing, and educational planning. Graded S/U.
Lab Fee: $9.00

PGR 194 Stress Management (1)
Identify stressors and manage stress in daily life. Individual stress assessment, cognitive-affective-physical techniques for stress management, stress in society, stress in the workplace, health and stress,and personal and community resources. Graded S/U.

PGR 195 Campus Leadership (1)
Practical approach to student leadership situations to increase technical skills involved in campus organizations. Graded S/U.

PGR 196 Effective Parenting (1)
Information and skills to meet the difficult challenges of raising children. Includes: discipline, communication, problem-solving, and encouragement. Graded S/U.

PGR 197 Building Positive Personal Relationships (1)
Information and skills that help create positive and successful personal relationships, as well as those qualities that make personal relationships endure. Graded S/U.

PGR 250 Exploring Our Sexualities (3)
Analysis of the impact of social and cultural values and norms on human sexuality.
Pre/Corequisite(s): ENG 111

(PHL) Philosophy

PHL 110 Problems in Philosophy (3)
Introduction to the philosophical method. A critical survey of arguments from various philosophical perspectives that have been offered as solutions to probelms concerning the nature of reality, God's existence, the nature of mind, the nature and sources of knowledge, and the nature of moral value.
Prerequisite(s): Grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

PHL 111 Problems in Philosophy: Honors (3)
Honors-level introduction to the philosophical method. A critical survey of arguments from various philosophical perspectives that have been offered as solutions to problems concerning the nature of reality, God's existence, the nature of mind, the nature and sources of knowledge, and the nature of moral value. Writing intensive. Students may not take both PHL 110 and PHL 111 for credit toward graduation.

PHL 200 Critical Thinking (3)
Introduction to basic reasoning skills: the student learns to distinguish knowledge from belief and truth, evaluate relevant information, identify assumptions, detect biased and fallacious reasoning, identify, anaylze, and evaluate basic inductive and deductive arguments.
Prerequisite(s): Grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

PHL 205 Deductive Logic (3)
Formal methods for determining the validity of deductive arguments; construction of truth tables, sentential proofs, and categorical syllogisms.
Prerequisite(s): Grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

PHL 210 Ethics (3)
Philosophical analysis of the predominant ethical theories from various cultures. Application of these theories from various cultures. Application of these theories to contemporary moral problems such as capital punishment, abortion, euthanasia, racism, and same-sex marriage in order to develop a method for approaching moral concerns.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

PHL 220 Business Ethics (3)
Application of philosophical analysis and ethical theories to the moral problems arising from the world of business such as the morality of capitalism, corporate responsibility, the morality of advertising, drug testing, business's responsibility to the environment, and the moral dimension of information technology. Discussion of how moral values affect, and are affected by, business institutions and practices.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

PHL 230 Medical Ethics (3)
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.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

PHL 240 Philosophy of World Religions (3)
Philosophical analysis of the basic beliefs of the major world religions including: Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, and Islam. Topics may include: the concepts and existence of religious reality: God, Brahaman, Dao, and the Void; grounds for belief and disbelief; science and religion; revelation and faith; religious language; miracles; the problems of evil; resurrection; karma; and reincarnation.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

PHL 250 Great Books: Philosophy (3)
Critical investigation of selected great books chosen from each of the three periods of the Western philosophical tradition: ancient/medieval, modern, and contemporary written by such philosophers as Plato, Aquinas, Descartes, Hume, Kant, Russell, Sartre, and Wittgenstein.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

(PHO) Photography

PHO 100 Basic Photography for Law Enforcement (3)
An introductory course in the fundamentals of digital photography for law enforcement.
Prerequisite(s): CPE 061
Lab Fee: $50.00

PHO 111 Photography I (3)
An introductory course in the fundamentals of 35mm photography and the black and white darkroom.
Prerequisite(s): CPE 061
Lab Fee: $50.00

PHO 112 Photography II (3)
Continuation of Photography I. Emphasis on photography as a tool. Required use of medium-format camera and darkroom.
Prerequisite(s): PHO 111
Lab Fee: $50.00

PHO 121 Color Photography I (3)
An introductory course using 35mm cameras, color negative/positive films, and the fundamentals of color developing and printing.
Prerequisite(s): PHO 111
Lab Fee: $50.00

PHO 122 Color Photography II (4)
A continuation of Color Photography I. Emphasis placed upon 35mm format photography. Color negative materials will be processed and scanned into digital format and present as a color slide presentation.
Prerequisite(s): PHO 121
Lab Fee: $50.00

PHO 124 Photography Portfolio (4)
Selection and presentation of photographs for your personal portfolio. All material will be reviewed and corrections made by processing and printing of color materials.
Prerequisite(s): PHO 112 and PHO 121

PHO 130 Digital Photography I (3)
An introductory course in the fundamentals of digital photography which would include the basics in digital camera operation and downloading the finished product to a computer. Additonal time will be spent learning the affiliated software to finish the photographs.
Prerequisite(s): CPE 061 or appropriate Compass score
Lab Fee: $50.00

PHO 131 Digital PHotography II (3)
A continuation of digital photography basics to include photographing techniques such as lighting and depth of field. The software used in this course will allow the student to manipulate the photograph into a finished product.
Prerequisite(s): PHO 130
Lab Fee: $50.00

PHO 132 Digital Photography III (3)
A continuation of basic digital imaging emphasis on using skills gained in PHO 131. Introduction to commercial software and application of software.
Prerequisite(s): PHO 131

PHO 180 Photography Practicum (3)
Includes assignment to photographic business establishment to perform functions of that business. Supervision by business professionals.
Prerequisite(s): PHO 112, PHO 121, and PHO 124
Corequisite(s): PHO 122

(PHY) Physics

PHY 105 Fundamentals of Scientific Methods and Problem Solving (3)
Measurement and use of units appropriate to length, area and volume, mass and density. Unit conversions, development of mathematical relationships from laboratory situations, manipulation of variables and experimental design, process of science (scientific method).
Prerequisite(s): CPE 061 and or equivalent Compass score
Corequisite(s): CPE 071
Lab Fee: $20.00

PHY 110 Fundamentals of Physics (5)
Concepts in physics for students with no previous physics or science background. Scientific method, systems of units, vectors, mechanics, properties of matter, heat, sound, electricity, and light. Laboratory component incorporates computer-assisted data gathering and analysis.
Prerequisite(s): CPE 101 and CPE 071 (or appropriate Compass scores)
Pre/Corequisite(s): ENG 111
Lab Fee: $20.00

PHY 111 Physics I (4)
Mechanics; accelerated motion; work, energy, and power; conservation of energy and momentum; static equilibrium; mechanical properties of matter, stress, and strain.
Prerequisite(s): MTH 120 or MTH 121
Pre/Corequisite(s): MTH 140 or ENT 101 and ENG 111
Lab Fee: $20.00

PHY 112 Physics II (4)
Fluids, waves, heat, and optics; fluid mechanics; elasticity, harmonic motion and waves; temperature, thermal effects, gas laws, heat transfer, and basic thermodynamics; reflection, refraction, mirrors, and lenses; selected topics in modern physics.
Prerequisite(s): CPE 071 (or appropriate Compass score), PHY 111, and MTH 140
Pre/Corequisite(s): ENG 111
Lab Fee: $20.00

PHY 113 Physics III (4)
Electricity and magnetism; electrostatics, charge, and potential; direct current circuits; Ohm's law, electromotive forces, series and parallel circuits; capacitance; electromagnetism, magnetic forces, induced currents; alternating currents.
Prerequisite(s): CPE 071 (or appropriate Compass score), PHY 112, and MTH 140
Lab Fee: $20.00

PHY 120 Astronomy (4)
An introduction to Astronomy; astronomical terminology, origins and composition of our universe and solar system, planetary features, and the quest to find other life forms in our universe.
Prerequisite(s): CPE 071 and and satisfactory score on math placement test
Corequisite(s): ENG 111
Lab Fee: $20.00

PHY 250 General Physics I (6)
The fundamentals of statics, kinetics, dynamics, work and energy, momentum, rotation, oscillations, gravity, and fluids. Introduction of calculus in interpreting physical phenomena.
Prerequisite(s): PHY 110 or PHY 111
Pre/Corequisite(s): ENG 111 and MTH 221
Lab Fee: $20.00

PHY 251 General Physics II (5)
Continuation of General Physics I covering electrostatics, capacitance, DC circuits, magnetism, electromagnetic waves, and AC circuits. Use of calculus in interpreting physical phenomena.
Prerequisite(s): ENG 111 and PHY 250
Pre/Corequisite(s): MTH 222 and ENG 112
Lab Fee: $20.00

PHY 252 General Physics III (5)
Continuation of General Physics II covering wave motion, heat, laws of thermodynamics, kinetic theory, electromagnetic waves, geometrical optics, interference, and diffraction. Use of calculus in interpreting physical phenomena.
Prerequisite(s): PHY 251
Pre/Corequisite(s): MTH 223
Lab Fee: $20.00

(PLS) Political Science

PLS 110 American National Government (3)
Basic concepts and structure of national government, focusing on checks and balances, federalism, civil rights and liberties, political parties, elections, interest groups, media, political institutions, and public policy.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): CPE 071

PLS 120 American Issues (3)
Exploration of political and social issues in Government. Historical documents reveal the dynamics of living in America.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

PLS 130 Political Issues (3)
Nature and uses of political power in contemporary life, focusing on power relationships in public issues, such as crime and violence; poverty; ecology; budget choices; federalism; racism and sexism; urban affairs; defense and arms control; and ideological conflicts.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

PLS 220 Constitutional Law (3)
A broad understanding of the American Federal Constitution dealing largely with civil rights, voting rights, and basic freedoms as drawn from the first and fourteenth amendments.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

PLS 230 International Politics (3)
Introduction to the international political system including state and non state actors, conflict roots, approaches to peace-keeping and current issues.
Prerequisite(s): ENG 111
Corequisite(s): ENG 112

(PSY) Psychology

PSY 111 Psychology I (3)
An introduction to the fundamental principles and practices of psychology. Includes theories and methods, biological factors influencing behavior, learning,memory, thinking, intelligence, language, human development and personality.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): CPE 071

PSY 112 Psychology II (3)
An introduction to the fundamental principles and practices of psychology continued. Includes sensation and perception, states of consciousness, motivation, emotion, stress, social behavior and abnormal behavior. This is not a general education elective for students seeking technical degrees.
Prerequisite(s): CPE 071 (or appropriate Compass score) and PSY 111
Pre/Corequisite(s): ENG 111

PSY 218 Introduction to Educational Psychology (5)
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 110, ENG 111, and ENG 112

PSY 221 Human Growth and Development I (3)
Biological, intellectual, social, and personality development from conception through adolescence. This is not a general education elective for students seeking a technical degree.
Prerequisite(s): PSY 111 and ENG 111
Pre/Corequisite(s): ENG 112

PSY 222 Human Growth and Development II (3)
Biological, intellectual, social, and personality development from early adulthood through old age. This is not a general education elective for students seeking a technical degree.
Prerequisite(s): PSY 221

PSY 223 Lifespan Human Growth and Development (5)
A lifespan study of the biological, intellectual, and psychosocial development of human beings and the issues surrounding these developments.
Prerequisite(s): PSY 111 and ENG 111
Pre/Corequisite(s): ENG 112

PSY 230 Abnormal Psychology (3)
Overview of facts and theories pertaining to abnormal behavior. Includes classifications, diagnoses, causes, and treatments of abnormal behavior. Includes schizophrenia, and the following disorders: anxiety, mood, dissociative, eating, personality, sexual, brain, and childhood disorders.
Prerequisite(s): PSY 111 and ENG 111
Pre/Corequisite(s): ENG 112

PSY 299 Special Topics: Lifespan Human Growth & Development (5)
A lifespan study of the biological, intellectual, and psychosocial development of human beings and the issues surrounding these developments.
Prerequisite(s): PSY 111 and ENG 111
Pre/Corequisite(s): ENG 112

(PTA) Physical Therapist Assistant

PTA 110 PTA Survey (3)
Introduction to the role and scope of physical therapist assistant practice. Legal and ethical accountability. History of the PT and professional organizations. Health delivery systems. Introduction to interpersonal communication skills, cultural diversity, disability awareness and professional behavior.
Prerequisite(s): CPE 061 and CPE 071 (or appropriate Compass scores)
Pre/Corequisite(s): ENG 111

PTA 120 Introduction to Patient Management (2)
Introduction and practice of basic therapeutic procedures: body mechanics, vital signs, infection control, goniometry, manual muscle testing; verbal and written communication; professional behavior.
Prerequisite(s): CPE 061
Pre/Corequisite(s): ENG 111
Lab Fee: $10.00

PTA 145 PTA Procedures I (4)
Continuation of goniometry and manual muscle testing for all joints. Introduction to therapeutic exercise. Documentation. Professional behavior development.
Prerequisite(s): BIO 118, BIO 121, PTA 110, PTA 120, and MST 105
Pre/Corequisite(s): BIO 122, BIO 230, and PSY 111
Lab Fee: $10.00

PTA 146 PTA Procedures II (5)
Pathology, data collection, and PT intervention for cardiopulmonary, lymphatic, immune, endocrine/metabolic integumentary, gastrointestinal, genitourinary and respiratory disorders; positioning, wheelchair and bed mobility, transfers. Application of heat and cold, massage and traction. Professional behavioral development.
Prerequisite(s): BIO 122, BIO 230, PTA 145, and ENG 111
Pre/Corequisite(s): PTA 160, ENG 112, and BIO 123
Lab Fee: $25.00

PTA 160 PTA Rehabilitation I (6)
Pathology, data collection and PT intervention for orthopedic and musculoskeletal disorders; positioning, bed mobility, transfers, gait training, and therapeutic exercise. Professional behavioral development.
Prerequisite(s): BIO 122, BIO 230, PTA 145, and ENG 111
Pre/Corequisite(s): BIO 123, PTA 146, and ENG 112
Lab Fee: $10.00

PTA 241 PTA Procedures III (5)
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 146 and PTA 160
Lab Fee: $30.00
Certification Fee: $35.00

PTA 245 PTA First-Year Capstone (1)
First year capstone; includes goniometry, manual muscle testing, wheelchair mobility, transfers, gait training, exercise design, clinical reasoning, communication, and professional behavioral development.
Prerequisite(s): PTA 110, PTA 120, PTA 145, PTA 146, and PTA 160
Pre/Corequisite(s): PTA 241

PTA 260 PTA Rehabilitation II (6)
Pathology, data collection and PT intervention for neurological disorders; positioning, bed mobility, transfers, gait training, and therapeutic exercise. Normal motor development and motor control. Professional behavioral development.
Prerequisite(s): PTA 146, PTA 160, PSY 223, PTA 241, and PTA 245
Pre/Corequisite(s): PTA 281 and PTA 291
Lab Fee: $10.00
Certification Fee: $35.00

PTA 265 PTA Rehabilitation III (6)
Adult and pediatric orthopedic and neurological impairments requiring advanced treatment concepts. Prosthetics, orthotics, adaptive seating. Chronic pain. Environmental assessment. Professional behavioral development.
Prerequisite(s): PTA 260
Pre/Corequisite(s): PTA 282 and PTA 292
Lab Fee: $10.00
Certification Fee: $35.00

PTA 270 PTA Trends and Issues (2)
Current trends in practice. Health care financing. Interpersonal communications. Contracts. Supervisory/management skills. Ethical issues. Professional behavioral development.
Prerequisite(s): PTA 110, PTA 281, and PTA 291
Pre/Corequisite(s): PTA 282 and PTA 292
Certification Fee: $35.00

PTA 281 Directed Practice I (3)
Provision of physical thearpy services in a clinical setting; application of knowledge and role, performance of skills and professional behavior at a developing level; supervised by clinical and academic faculty; part-time, 16 hours/week.
Prerequisite(s): PTA 241 and PTA 245
Pre/Corequisite(s): PTA 260
Corequisite(s): PTA 291
Student Liability Fee: $20.00
Certification Fee: $35.00

PTA 282 Directed Practice II (3)
Provision of physical therapy services in a clinical setting; continued application of knowledge and role, performance of skills and professional behavior at a progressively developing level; supervised by clinical and academic faculty; part-time 16 hours/week.
Prerequisite(s): PTA 260, PTA 281, and PTA 291
Pre/Corequisite(s): PTA 265
Corequisite(s): PTA 292
Certification Fee: $35.00

PTA 283 Directed Practice III (6)
Provision of physical therapy services in a clinical setting; continued application of knowledge and role, performance of skills and professional behavior; performance progresses to entry level consistent with the role 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/week for eight weeks.
Prerequisite(s): PTA 282 and PTA 292
Corequisite(s): PTA 293
Certification Fee: $35.00

PTA 291 Seminar I (2)
Discussion of clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client, coworker behaviors, related to Directed Practice I. Also selected topics as instructor determines.
Prerequisite(s): PTA 241 and PTA 245
Pre/Corequisite(s): PTA 260
Corequisite(s): PTA 281
Certification Fee: $35.00

PTA 292 Seminar II (2)
Discussion of clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client/coworker behaviors, related to Directed Practice II; select topics.
Prerequisite(s): PTA 291
Corequisite(s): PTA 282
Certification Fee: $35.00

PTA 293 Seminar III (2)
This course is a companion course to PTA 283, and serves to assess students' readiness to enter the field of physical therapy at entry level based on student responses to simulated clinical situations. Students will present a Capstone Portfolio that encompasses didactic and clinical information collected throughout the clinical experiences. The students will also demonstrate the ability to utilize knowledge and skills learned and developed over the course of the PTA program by presenting a Capstone project.
Prerequisite(s): PTA 292
Corequisite(s): PTA 283
Lab Fee: $30.00
Certification Fee: $35.00

(RCC) Realtime Closed Captioning

RCC 110 Introduction to the Deaf Community (4)
An overview of the Deaf community and its social, cultural, and educational experiences. Introduction to American Sign Language as used in the United States and parts of Canada, the myths and misconceptions of the Deaf community. and local services available to the Deaf community.

RCC 221 Captioning/CART I (2)
Introduction to realtime captioning/CART skill including using captioning software, building and managing dictionaries, and finger spelling.
Prerequisite(s): RTR 108 (with a grade of C or better), RTR 111, and RTR 131
Lab Fee: $15.00

RCC 222 Captioning/CART II (2)
Continued development of realtime captioning/CART skills, which include using captioning software, building and managing dictionaries, and finger spelling.
Prerequisite(s): (RCC 221 or RCC 211) and RTR 201 (at minimum of 120 wpm)
Lab Fee: $15.00

RCC 223 Captioning/CART III (2)
Advanced realtime captioning/CART skills, which include using captioning software, building and managing dictionaries, and finger spelling. Expanded use of the Clark State captioning studio.
Prerequisite(s): (RCC 222 or RCC 212) and RTR 202 (at minimum of 140 wpm)
Lab Fee: $15.00

RCC 231 Captioning/CART Speed Building I (1)
Development of writing skills in two- and multi-voice dictation, including readback and analysis of shorthand notes, realtime writing, and quality practice habits. Encompasses speeds ranging from 120-180 wpm.
Prerequisite(s): RTR 108 and RTR 112
Lab Fee: $15.00

RCC 232 Captioning/CART Speed Building II (1)
Development of writing skills in two-and multi-voice dictation, including readback and analysis of shorthand notes, realtime writing, and quality practice habits. Encompasses speeds ranging from 140-200 wpm.
Prerequisite(s): RCC 231
Lab Fee: $15.00

RCC 233 Captioning/CART Speed Building III (1)
Development of writing skills in two-and multi-voice dictation, including readback and analysis of shorthand notes, realtime writing, and quality practice habits. Encompasses speed ranging from 160-225 wpm.
Prerequisite(s): RCC 232
Lab Fee: $15.00

RCC 245 Business Practices (2)
Overview of broadcast captioning and CART including but not limited to the psychology of on-air captions, FCC regulations, broadcast news production, prescripting, the CART Provider's Manual, Guidelines for Professional Practice, and the Americans with Disabilities ACT (ADA).
Prerequisite(s): CPE 101, RTR 201, and (RCC 221 or RCC 211)

RCC 280 Captioning: The Professional Experience (0)
Broadcast captioning practice with a minimum of 40 hours in the broadcast studio, or other approved activity.
Prerequisite(s): RCC 245, RTR 202, working speed of 180 wpm, and (RCC 222 or RCC 212)

RCC 281 CART: The Professional Experience (0)
CART practice with a minimum of 40 hours in the classroom or other approved activity.
Prerequisite(s): RCC 245, RTR 202, working speed of 180 wpm, and (RCC 222 or RCC 212)

(RES) Real Estate

RES 232 Real Estate Principles (4)
Basic course in real estate with focus on Ohio regulations, principles, and practices. Introduction to the nature of real property, rights and interests in land and ownership. Guidelines and operations for the real estate professional.
Prerequisite(s): CPE 061

RES 235 Real Estate Law (4)
An overview of several basic areas of law relating to the real estate profession. Includes law of contracts, agency, and civil rights. Develops a working knowledge of documents including deeds, mortgages, and listing and purchase agreements.
Prerequisite(s): CPE 061

RES 240 Real Estate Appraisal (2)
Survey course of real estate appraisal. Practical application of principles. Techniques of real estate appraisal using the methods of cost, sales comparison and income capitalization. Appraisal process and factors that influence the value of real estate. Primary focus on single-family residential property. Some aspects of residential and commercial income producing properties.
Prerequisite(s): CPE 061

RES 245 Real Estate Finance (2)
A study of real estate finance as it pertains to the financing of real estate in both primary and secondary markets.
Prerequisite(s): CPE 061

(RJR) Realtime Judicial Reporting

RJR 211 Advanced Testimony I (3)
Development of writing skills in two- and multi-voice dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. This course encompasses speeds ranging from 120-180 wpm.
Prerequisite(s): RTR 112
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RJR 212 Advanced Testimony II (3)
Continued development of writing skills in two- and multi-voice dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. This course encompasses speeds ranging from 140-200 wpm.
Prerequisite(s): RJR 211
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RJR 213 Advanced Testimony III (3)
Continued development of writing skills in two- and multi-voice dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Successful completion of this course requires that the student demonstrate the terminal speed skill of 225 wpm at 95 percent accuracy. Must be completed within 12 months prior to graduation.
Prerequisite(s): RJR 212
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RJR 231 Jury Charge I (3)
Development of writing skills in jury charge dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. This course encompasses speeds ranging from 100-160 wpm.
Prerequisite(s): RTR 108 and RTR 112
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RJR 232 Jury Charge II (3)
Continued development of writing skills in jury charge dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. This course encompasses speeds ranging from 120-180 wpm.
Prerequisite(s): RJR 231
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RJR 233 Jury Charge III (3)
Continued development of writing skills in jury charge dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Successful completion of this course requires that the student demonstrate the terminal speed skill of 200 wpm at 95 percent accuracy. Must be completed within 12 months prior to graduation.
Prerequisite(s): RJR 232
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RJR 245 Office Management (3)
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): CPE 101 and RJR 211
Pre/Corequisite(s): RTR 132

RJR 280 Judicial Reporting: The Professional Experience (1)
Judicial reporting practice in both the official and freelance areas, with a minimum of 40 writing hours in each.
Prerequisite(s): RTR 132, RJR 212, RJR 232, RJR 245, and RTR 202

(RST) Regional Studies

RST 262 Regional Studies North India (3)
An introduction to the land, people, history, politics, social institutions, literature, and the philosophical and religious heritage of India.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

RST 270 Regional Studies of Africa (3)
An introduction to the land, people, history, politics, social institutions, economic development, literature and the arts of Africa.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

RST 280 Regional Studies of Latin America (3)
An introduction to the land, people, history, politics, social institutions, economic development, literature, and the arts of Latin America.
Prerequisite(s): ENG 111
Pre/Corequisite(s): ENG 112

(RTR) Realtime Reporting

RTR 105 Realtime Theory (7)
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 061
Lab Fee: $15.00

RTR 106 Realtime Theory Reinforcement (2)
Reinforcement of computer shorthand realtime theory principles. Development of readback skills. Development of quality practice-session techniques.
Prerequisite(s): RTR 105
Pre/Corequisite(s): RTR 107

RTR 107 Beginning Speed Building I (3)
Development of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Live classroom dictation on both new and familiar material. This course encompasses speeds ranging from 60-120 wpm.
Prerequisite(s): RTR 105 or RTR 100
Corequisite(s): RTR 152 or RTR 153
Lab Fee: $15.00

RTR 108 Beginning Speed Building II (3)
Continued development of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Live classroom dictation on both new and familiar material. The course encompasses speeds ranging from 80-120 wpm.
Prerequisite(s): RTR 107
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RTR 110 Survey of Realtime Reporting (1)
An overview of the opportunities available in the field of realtime reporting, including the skills and knowledge required, professional organizations, and the ethics of realtime reporting. Areas of discussion will include: Judicial Reporting, Official Reporting, Freelance Reporting, Closed Captioning, CART, Medical Transcription, Data Entry, NCRA, OCRA, NCRA Code of Professional Ethics, Certifications, continuing Education Units (CEU'S), and Life-long Learning.
Prerequisite(s): CPE 061

RTR 111 Beginning Testimony I (3)
Development of skill in writing question-and-answer dictation with emphasis on speeds ranging from 80-120 wpm.
Prerequisite(s): RTR 107 or RTR 101
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RTR 112 Beginning Testimony II (3)
Development of skill in writing question-and-answer dictation with emphasis on speeds ranging from 100-160 wpm.
Prerequisite(s): RTR 111
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RTR 120 Law and Legal Terminology (2)
Overview of the judicial system and the legislative process with emphasis on legal terminology as applied in civil and criminal law.
Prerequisite(s): RTR 105 or RTR 100
Lab Fee: $15.00

RTR 125 Vocabulary/Reference Use (2)
Techniques for using the dictionary, thesaurus, online references, prefixes, suffixes, synonyms, possessives, and word pairs.
Prerequisite(s): CPE 061

RTR 131 Beginning Computer Assisted Transcription (3)
Principles of transcript production using computer-aided transcription software (CATalyst4).
Prerequisite(s): RTR 105 or RTR 100
Lab Fee: $25.00

RTR 132 Advanced Computer Assisted Transcription (3)
Advanced principles of transcript production using Case CATalyst4 computer-assisted translation software.
Prerequisite(s): RTR 131
Lab Fee: $25.00

RTR 150 Realtime Transcription (1)
Supervised transcription of two, speed-dictation tests per week taken as prescribed in a concurrent speed course(s). Transcription must be completed within the 70 minutes immediately following the recorded dictation. Comparison of student transcript with hard copy of test dictation as a tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to analyze speed growth and accuracy.
Lab Fee: $15.00

RTR 151 Realtime Transcription (1)
Supervised transcription of one speed dictation test per week taken as prescribed in a concurrent speed course. The transcription must be completed within the 70 minutes immediately following the recorded dictation. Comparison of student transcript with a hard copy of test dictation as a tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to analyze speed growth and accuracy.
Corequisite(s): Any RTR or RJR speed course that requires 1 speed test per week
Lab Fee: $15.00

RTR 152 Realtime Transcription (2)
Supervised transcription of two speed dictation tests per week taken as prescribed in a concurrent speed course(s). The transcription must be completed within the 70 minutes immediately following the recorded dictation. Comparison of student transcript with a hard copy of test dictation as a tool for reviewing vocabulary, grammar, spelling, and punctation as well as to analyze speed growth and accuracy.
Corequisite(s): Combination of RTR and RJR speed courses resulting in 2 speed tests per week
Lab Fee: $15.00

RTR 153 Realtime Transcription (3)
Supervised transcription of three speed dictation tests per week taken as prescribed in a concurrent speed course(s). The transcription must be completed with the 70 minutes immediately following the recorded dictation. Comparison of student transcript with a hard copy of test dictation as a tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to analyze speed growth and accuracy.
Corequisite(s): Combination of RTR and RJR speed courses resulting in 3 speed tests per week
Lab Fee: $15.00

RTR 160 Realtime Skill Building (2)
Additional speed development activities, including two additional assessments of speed and accuracy skill level per week. 70-minute transcription time. Analysis of transcription to determine quality practice needs for continual speed growth and for improved accuracy.
Prerequisite(s): RTR 105 or RTR 100
Lab Fee: $15.00

RTR 161 Realtime Skill Building (1)
Additional speed-development activities, including one additional assessment of speed and accuracy skill level per week in conjunction with a concurrent realtime speed-development course. 70-minute transcription time. Analysis of transcription to determine quality practice needs for continual speed growth and for improved accuracy.
Prerequisite(s): RTR 108
Corequisite(s): One RTR or RJR speed development course
Lab Fee: $15.00

RTR 162 Realtime Skill Building (2)
Additional speed-development activities, including two additional assessments of speed and accuracy skill level per week in conjunction with two concurrent realtime speed-development courses. 70-minute transcription time. Analysis of transcription to determine quality practice needs for continual speed growth and for improved accuracy.
Prerequisite(s): RTR 108
Corequisite(s): Two RTR or RJR speed development courses
Lab Fee: $15.00

RTR 163 Realtime Skill Building (3)
Additional speed-development activities, including three additional assessments of speed and accuracy skill level per week in conjunction with three concurrent realtime speed-development courses. 70-minute transcription time. Analysis of transcription to determine quality practice needs for continual speed growth and for improved accuracy.
Prerequisite(s): RTR 108
Corequisite(s): Three RTR or RJR speed development courses
Lab Fee: $15.00

RTR 201 Advanced Speed Building I (3)
Development of writing skills in advanced literary dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. This course encompasses speeds ranging from 100-150 wpm.
Prerequisite(s): RTR 108
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RTR 202 Advanced Speed Building II (3)
Continued development of writing skills in advanced literary dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. The course encompasses speeds ranging from 120-160 wpm.
Prerequisite(s): RTR 201
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

RTR 203 Advanced Speed Building III (3)
Continued development of writing skills in advanced literary dictation, including readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Successful completion of this course requires that the student demonstrate terminal speed skills of 180 wpm at 95 percent accuracy (Judicial) or 180 wpm at 96 percent accuracy (Captioning/CART). Must be completed within 12 months prior to graduation.
Prerequisite(s): RTR 202
Corequisite(s): RTR 151, RTR 152, or RTR 153
Lab Fee: $15.00

(SOC) Sociology

SOC 110 Sociology (3)
Social theory, methodology, and principles to provide a framework to study culture, socialization, stratification, and deviance.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

SOC 220 Comparing Cultures (3)
The comparing and contrasting of several non-western world cultures with focus on family organizations, food-getting, social stratification, economics, religion, the arts, and change.
Prerequisite(s): ENG 111 and SOC 110
Pre/Corequisite(s): ENG 112

SOC 230 Social Problems (3)
This course will build on a general understanding of contemporary causes, treatment, and prevention of social problems within the United States. Students will advance and deepen the understanding of social problems, and proposed solutions, through the lenses of three sociological theories and methodologies. Students will assess, debate, and critically analyze proposed solutions to social problems from culturally diverse perspectives.
Prerequisite(s): SOC 110 and ENG 111
Pre/Corequisite(s): ENG 112

SOC 240 Racial and Cultural Minorities (3)
Racial, ethnic, and religious diversity in the United States, focusing on a sociological examination of Afro-Americans, Native Americans, religious and regional minorities and women.
Prerequisite(s): ENG 111 and SOC 110
Pre/Corequisite(s): ENG 112

SOC 250 Sociology of Poverty: Feminization of Poverty (3)
Examine the diverse nature of poverty within the United States from a variety of sociological perspectives. Poverty as it relates to stratification and social class, including historical trends of poverty, homelessness, families in poverty, feminization of poverty, racialization of poverty and proposed poverty reducing strategies.
Prerequisite(s): SOC 110 and ENG 111

(SPN) Spanish

SPN 100 Survival Spanish I (3)
Basic pronunciation, phrases, and greetings in Spanish for travel or work. Tools for understanding and forming sentences in Spanish. Introduction to Spanish-speaking cultures. May not be taken for credit toward graduation if the student has completed SPN 111, 112, 113, or the equivalent at another institution.
Prerequisite(s): CPE 061

SPN 102 Survival Spanish II (3)
Continuation of SPN 100. Further study of tools for understanding and forming sentences in Spanish for travel or work. May not be taken for graduation credit if the student has completed SPN 111, 112, 113, or any other SPN course except SPN 100.
Prerequisite(s): SPN 100 or instructor permission

SPN 111 Spanish I (4)
Beginning-level vocabulary and structures of Spanish. Practice speaking, reading, writing, and listening in the target language. Present indicative of regular verbs, introductions and greetings, "gustar," "ser," "estar," and "ir + a + infinitive."
Prerequisite(s): CPE 061, CPE 071, and or equivalent Compass score
Corequisite(s): ENG 111

SPN 112 Spanish II (4)
Further study of the vocabulary and structure of the Spanish language; practice in speaking, reading, listening comprehension, and writing. Grammar concepts covered include: reflexive verbs, stem-changing verbs, commands, preterit and imperfect tenses; and object pronouns.
Prerequisite(s): SPN 111

SPN 113 Spanish III (4)
Further study of the vocabulary and structure of the Spanish language; practice in speaking, reading, listening comprehension, and writing. Grammar concepts covered include: present and imperfect subjunctive; future and conditional tenses; and contrasting por and para.
Prerequisite(s): SPN 112

SPN 211 Spanish IV (4)
Grammar review, reading, and discussion of selected texts with practice in speaking and writing the language.
Prerequisite(s): SPN 113

SPN 212 Spanish V (4)
Further grammar review, reading, and discussion of selected texts with practice in speaking and writing the language.
Prerequisite(s): SPN 211

(STT) Statistics

STT 264 Statistics I (4)
Introduction to statistical techniques and methodology, including terminology, descriptive statistics, data analysis, data relationships, elementary set theory, elementary probability, random variables, probability distributions and contingency tables; with a laboratory exploration of probabilistic and statistical concepts, production of computer-generated data presentations, and compilation of routine statistical computations.
Prerequisite(s): CPE 101 (or an appropriate score on the algebra placement test)
Lab Fee: $10.00

STT 265 Statistics II (4)
Application of statistical techniques and methodology, including sampling theory, estimation, 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 264
Lab Fee: $10.00

STT 275 Business Statistics (4)
Application of statistical methods business problems; one-and two-sample statistical estimations and decision making, Chi-square analysis, F distribution, one-way and two-way analysis. Introduction to forecasting with regression models. Use of computer programs in solving statistical problems.
Lab Fee: $10.00

(SWK) Social Work

SWK 100 Introduction to Social Welfare and Social Work (4)
Historical overview of social welfare policies and social work profession. Etiology of social problems of minorities and out-groups. Explore feelings, beliefs, values and readiness to make a commitment to social work.
Prerequisite(s): CPE 061 or appropriate Compass score
Pre/Corequisite(s): ENG 111

SWK 105 Chemical Dependency I: Pharm/Physiology of Psychoactive Substances (4)
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 061 or appropriate Compass score

SWK 121 Social Work Methods and Procedures (5)
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 differential theoretical perspectives.
Prerequisite(s): SWK 100 and ENG 111 or instructor permission
Pre/Corequisite(s): ITS 103

SWK 130 Social Policy and Services (4)
Introduction to the social welfare policy process through history development and organization of social welfare and social work. Study evolution through contemporary and dated policy. Analyze and evaluate policy effectiveness. Effect of policy on population, particularly minorities. Understand forces that effect policy.
Prerequisite(s): ENG 112, ENG 223, ITS 103, and SWK 100 or instructor permission

SWK 131 Social Policy and Services for Assoc. of Arts/ Pre-SWK Majors (4)
Introduction to the social welfare policy process through history development and organization of social welfare and social work. Study evolution through contemporary and dated policy. Analyze and evaluate policy effectiveness. Effect of policy on populations, particularly minorities. Understand forces that effect policy. Equivalent to SWK 130 with addition of 30 hour of field observation. Associate of Arts/Pre-Social Work degree majors interested in transferring into Wright State University's College of Social Work should take this course. Student may not take both SWK 130 and SWK 131 for credit toward graduation.
Prerequisite(s): SWK 100, ENG 112, and ITS 103 or ITS 12W, or instructor permission
Student Liability Fee: $20.00

SWK 136 Affective Education (4)
This course is designed for Health and Human Services majors to develop intrapersonal and interpersonal communication skills. The emphasis is on personal growth and development
Prerequisite(s): ENG 111, ITS 103, and SWK 100 or instructor permission

SWK 205 Chemical Dependency II: Counseling Techniques (4)
Theories of addiction including identifying treatment and prevention models and strategies. Counseling procedures and strategies with addicted populations, including concepts and practices of assessment, diagnosis, and treatment planning.
Prerequisite(s): ENG 111, SWK 105, or Instructor permission

SWK 217 Chemical Dependency III: Special Populations (4)
Fundamental knowledge of issues in addiction treatments and prevention for various special populations. Identify effective counseling strategies in the treatment of addictions for populations including minorities, elderly, adolescents, infants, disabilities, corrections, and dual-diagnosed individuals.
Prerequisite(s): SWK 205 or Instructor permission

SWK 218 Social Work and Mental Health (3)
History of treating mental illness; application of abnormal psychology; assessing mental illness with Diagnostic Statistical Manual (DSM); psychotropic medications, and critiquing the role of the social worker.
Prerequisite(s): SWK 121, PSY 230, or Instructor permission

SWK 220 Social Service to Individuals with MR/DD (3)
Social work practice serving individuals with mental retardation/ developmental disabilities (MR/DD). Etiology, social, ethical and political issues, services in education, training, and life skills.
Prerequisite(s): SWK 121 or instructor permission

SWK 231 Generalist Practice/Crisis Intervention (3)
Generalist social work practice model applied to crisis and short term intervention and problem solving with families and individuals.
Prerequisite(s): SWK 121 or Instructor permission

SWK 232 Generalist Practice with Family (3)
Generalist social work practice model with emphasis on families, social worker role, planning, goal setting and evaluation within a generalist model of intervention.
Prerequisite(s): SWK 121 for SWK majors and ECE 102 and SWK 136 or instructor permission for ECE majors

SWK 236 Case Management (5)
Overview and application of generalist practice skills to perform case management assessment, planning, and implementation with high risk populations. In addition to class attendance, complete the entire case management process with assigned client.
Prerequisite(s): SWK 121 or Instructor permission

SWK 238 Social Work and Group Work (3)
Overview of history and development of group work, professional ethics, curative factors, stages of group development, theories of change, effective leadership characteristics.
Prerequisite(s): SWK 121 or Instructor permission

SWK 271 Social Services Practicum I (2)
One hundred and sixty (160) hour placement in local social service agency under professional supervision, development of professional social work skills, integration of social work theories and skill based training, professional social work documentation.
Prerequisite(s): SWK 121
Corequisite(s): SWK 291
Student Liability Fee: $20.00

SWK 272 Social Service Practicum II (2)
Continuation of SWK 271 with second 160-hour placement in local social service agency.
Prerequisite(s): SWK 121
Corequisite(s): SWK 292

SWK 273 Social Service Practicum III (2)
Continuation of SWK 272 with third 160-hour practicum in local social service agency.
Prerequisite(s): SWK 121
Corequisite(s): SWK 293

SWK 291 Social Service Seminar I (2)
This is the first of three courses designed to introduce and upgrade social work documentation skills. The course will also provide a forum for student shared learning and problem solving involving their practicum placements. Class assignments will integrate the practicum experience and social work theory in a classroom setting.
Prerequisite(s): SWK 121
Corequisite(s): SWK 271

SWK 292 Social Work Seminar II (2)
Continuation of SWK 291, documentation skills, social service field tours, agency guest speakers, and student peer support.
Prerequisite(s): SWK 121
Corequisite(s): SWK 272

SWK 293 Social Work Seminar III (2)
Continuation of SWK 292, documentation skills, employability skills, ethical issues, and student peer support.
Prerequisite(s): SWK 121
Corequisite(s): SWK 273

SWK 297 Special Topics (3)
Selected topic related to the practice of social work. Focus on topics will be on current trends, issues, and social problems facing social workers and other social service professionals.

(THE) Theatre

THE 105 Oral Interpretation of Literature (3)
Introduction to the art of oral interpretation with emphasis on both poetry and prose.
Prerequisite(s): CPE 061

THE 107 Speech & Voice for Actor (4)
Basic training and practice in the actor's use of voice and speech with focus on techniques developed by Arthur Lessac.
Prerequisite(s): CPE 061

THE 111 Stagecraft I (4)
Focus on methods of scenery construction. Covers tools, materials, hardware, and basic approaches to building scenery using hands-on experience to complement lectures.
Prerequisite(s): CPE 061
Lab Fee: $20.00

THE 112 Stagecraft II (4)
Continuation of Stagecraft I with special emphasis on construction of properties, scene painting techniques, special effects, and installation.
Prerequisite(s): THE 111
Lab Fee: $20.00

THE 115 Props, Wardrobe, Stage Makeup (3)
Focus on skills needed to work on props, wardrobe, and makeup for the theatre.
Lab Fee: $25.00

THE 130 Introduction to Theatre (3)
The art of the theatre explored through the historical, literary, and production perspectives.
Prerequisite(s): CPE 061

THE 133 Script Analysis (3)
Introduction to script analysis by identifying plot, structure, action, themes, and application for the stage.
Prerequisite(s): CPE 061, grade of "B" or better in CPE 071 or a grade of "C" or better in CPE 072, or appropriate Compass Score
Pre/Corequisite(s): ENG 111

THE 140 Movement for Actors (3)
Movement principles for actors. Body alignment, weight transference, simple movements and movement combinations,

THE 150 Theatre Laboratory I (1)
Lab experience in performance, design, production, or management. Arranged around student's schedule. Open to all students but meets graduation requirements only for AA in Performing Arts or Technical Theatre students(maximum 6 credit hours). May be repeated.
Prerequisite(s): CPE 061 and and instructor permission

THE 151 Theatre Laboratory II (2)
Lab experience in performance, design, production, or management. Arranged around student's schedule. Open to all students, but meets graduation requirements only for AA in Performing Arts or Technical Theatre students(maximum 6 credit hours). May be repeated.
Prerequisite(s): CPE 061 and and instructor permission

THE 152 Theatre Laboratory III (3)
Lab experience in performance, design, production, or management. Arranged around student's schedule. Open to all students, but meets graduation requirements only for AA in Performing Arts or Technical Theatre students. (maximum 6 credit hours). May be repeated.
Prerequisite(s): CPE 061 and and instructor permission

THE 160 Acting for the Non-major (4)
Introduction to the art of acting for the non-major. Focus on acquainting non-acting students with the concepts and theory taught to acting students. Includes introduction to script analysis, acting theory, principles of text and character scoring. Not for students who enroll in THE 202 and 203.
Prerequisite(s): CPE 061

THE 166 Theatre Arts Tour (4)
Survey and practical application of the touring process for high school audiences.
Prerequisite(s): CPE 061 and and instructor permission

THE 202 Acting I (4)
Basic training and practice in vocal, physical, and creative processes used by the actor. Not for students who have enrolled in THE 160.
Prerequisite(s): CPE 061

THE 203 Acting II (4)
Continuation of Acting I, THE 202, with more emphasis on character/role development and scoring techniques.
Prerequisite(s): THE 202

THE 204 Acting III (4)
Continuation of the study of acting techniques examined in Acting II, with additional emphasis on acting styles.
Prerequisite(s): THE 203

THE 210 Lighting I (4)
Study of stage lighting techniques, practices, and equipment. Includes electrical theory and use of dimming systems.
Prerequisite(s): CPE 061

THE 211 Lighting II (4)
Continuation of Lighting I with greater emphasis on design and hands-on experience.
Prerequisite(s): THE 210

THE 220 Sound I (4)
Theory and practices in sound reinforcement and effects for indoor and outdoor stage. Audio equipment and systems; recording techniques and operation of sound for performance.
Prerequisite(s): CPE 061

THE 221 Sound II (4)
Continuation of Sound I with more emphasis on hands-on experience.
Prerequisite(s): THE 220

THE 230 Theatre Management (3)
Operation of college, community, and professional theatre. Includes organization, personnel, budgets, accounting, ticket sales, publicity, and general procedures of house management.
Prerequisite(s): CPE 061

THE 235 Stage Management (3)
Introduction to the duties and responsibilities of the stage manager. Includes documentation preparation for rehearsals and performances, and the development of organizational and interpersonal skills necessary to function successfully in a stage management capacity.
Prerequisite(s): CPE 061

THE 240 Basics of Theatre Design (4)
Preliminary concepts of stage, lighting, sound, and costume design. Covers history of theatrical presentation and motivation for design concepts.
Prerequisite(s): THE 211, THE 221, THE 270, and THE 271

THE 241 Theatre History I (3)
Survey of the history and development of theatrical production from Ancient Greece through Medieval Europe. Emphasis on play production rather than literature. Representative plays studied.
Prerequisite(s): CPE 061
Corequisite(s): ENG 112

THE 242 Theatre History II (3)
Survey of the history of theatrical production from the Rennaissance through the eighteenth century. Emphasis on play production rather than literature. Representative plays studied.
Prerequisite(s): CPE 061
Corequisite(s): ENG 112

THE 243 Theatre History III (3)
Survey of the history of theatrical production from the Eighteenth Century through the present. Emphasis on play production rather than literature. Representative plays studied.
Prerequisite(s): CPE 061, CPE 071, and or equivalent Compass score
Corequisite(s): ENG 111

THE 280 Directing I (4)
Introduction to the art and techniques of directing for the stage, including visual story-telling, script analysis and working with actors.
Prerequisite(s): THE 111 and THE 202

THE 285 Co-op Education I (3)
The opportunity to relate studies to the world of work. Familiarity with a career in technical theater and application of the principles and theories learned in classroom experiences.
Prerequisite(s): EBE 100 and approved co-op placement

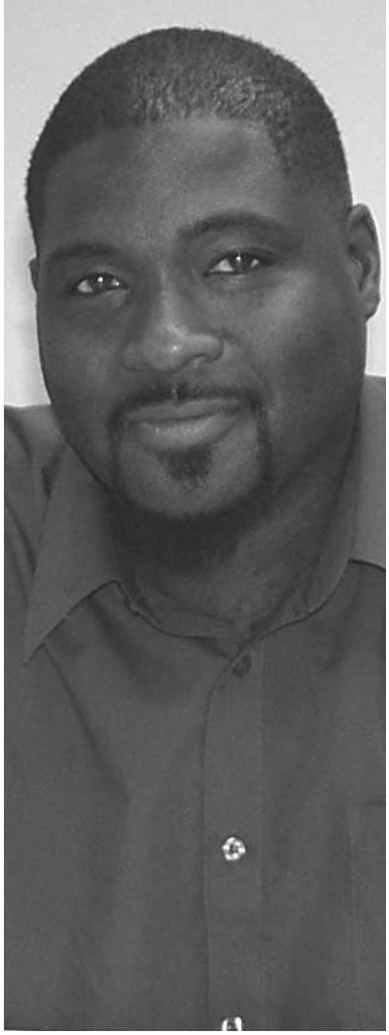
THE 286 Co-op Education II (3)
Valuable work experience. Continuation of Co-op Education I; an academic project is required.
Prerequisite(s): THE 285

THE 287 Co-op Education III (3)
Valuable work experience. Continuation of Co-op Education II; a more extensive academic project is required.
Prerequisite(s): THE 286

THE 288 Co-op Education IV (1)
Continuation of work experience, including an extensive academic project is required.
Prerequisite(s): THE 287

THE 289 Co-op Education V (2)
Continuation of work experience, including an academic project.
Prerequisite(s): THE 288






Campus Directory

2009
2010

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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Erin Yontz, CRNP, Wright State Women's Health Center
Sasha Allen, Student
Andrean Daniels, Student
Amber Hixon, Student
Malia Lew, Student
Patricia McCabe, Student

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Terri Grant, Compunet
Greg Harpel, Community Memorial Hospital
Steve Hockett, Community Mercy Health Partners
Kathy Kalinos
Ralph Sanders, St. Vincent-Randolph Hospital, Winchester, IN
Dr. R. V. Stewart, Community Mercy Health Partners

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Kristina Downing, Express Personnel Services

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Teresa Hoyt, Security National Bank
Michele Leen, CSCC Student
Crystal Long, Pentaflex, Inc.
Barbara Marshall, Instructor, Springfield-Clark CTC
Jill Pierce, City of Springfield
Chris Sour, Formerly Mercy Medical Center
Sadrena Stallworth, CSCC Student

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Betsy Filmore, Ph.D., PT PCS, University of Dayton
Shelly Johnson, PTA
Joyce Lammers, PT, MHS, PCS, University of Findlay
Mark Main, PT, Springfield Physical Therapy
Sally Sligar, PT, ATC, NovaCare, Columbus
Cole VanSchoyck, PT
Sharmaine Workman, PT, Oakwood Village

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Patrick Baker, Madison County Hospital
Pat Berglund, Clark County Mental Health
Jeanne Bowman, Mercy Memorial Hospital
Christina Conover, Clark County Combined Health District
Robin Cornett, McAuley Center
Kari Demmien, Rocking Horse Center
Tonya Diamond, Friends Care Center of Yellow Springs
Lynn Di Loreto, Urbana City Schools
Cynthia Erter, Keifer Alternative Center
Tina Everhart, Community Mercy Health Partners Home Care
Kelly Fraley, Eaglewood Care Center
Judy Ganguly, Xenia Community Schools
Tracy Green, Essex of Springfield
Janie Hasser, Springfield Clark Career Technology Center
Barbara Ludwick, Community Support Program
Gilda McKenzie, Mercy St. John's Center
Angie Nicewaner, Oakwood Village
Paula Rice, Masonic Health Care, Inc.
Julie Sample, Community Mercy Health Partners
Emily Triffinger, Greene Memorial Hospital
Sandra Swanson, Miami Valley Hospital
Melissa Young, Villa Springfield

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Julie Rastatter, Clark State Community College
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Carl Brun, Wright State University
Vinnie Butler, Family Service Agency
Michele Cox, Women's Recovery Center
Maria McCarty, Mercy Reach
Sandy Nickell, Mercy Parent Infant Center
Renda Ross, Capital University
Jim Schwind, Mary Rutan Hospital
Mike Sprague, McKinley Hall
Joyce Thornton, Clark County Mental Health
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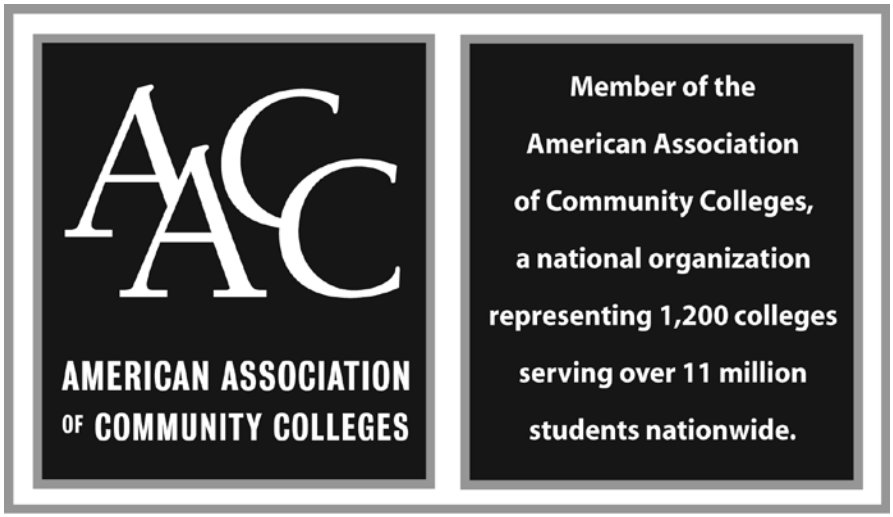

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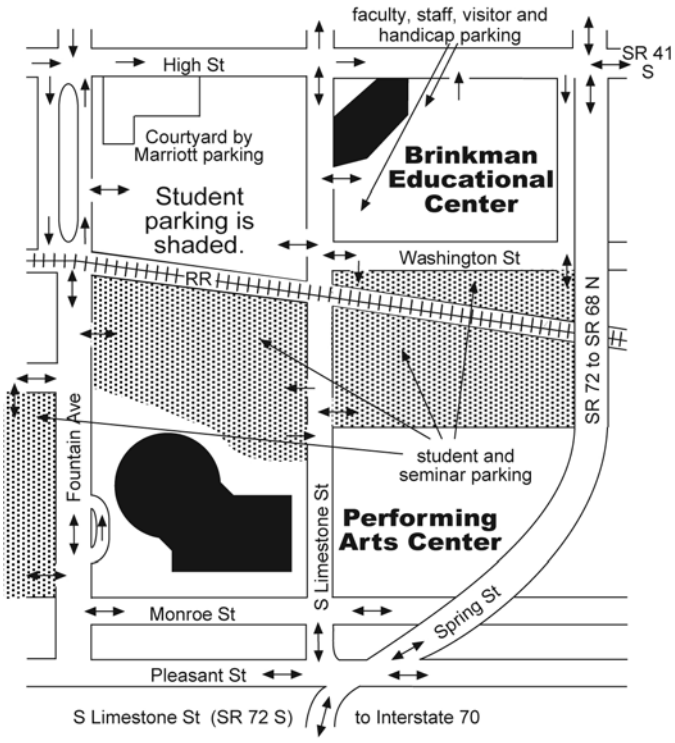

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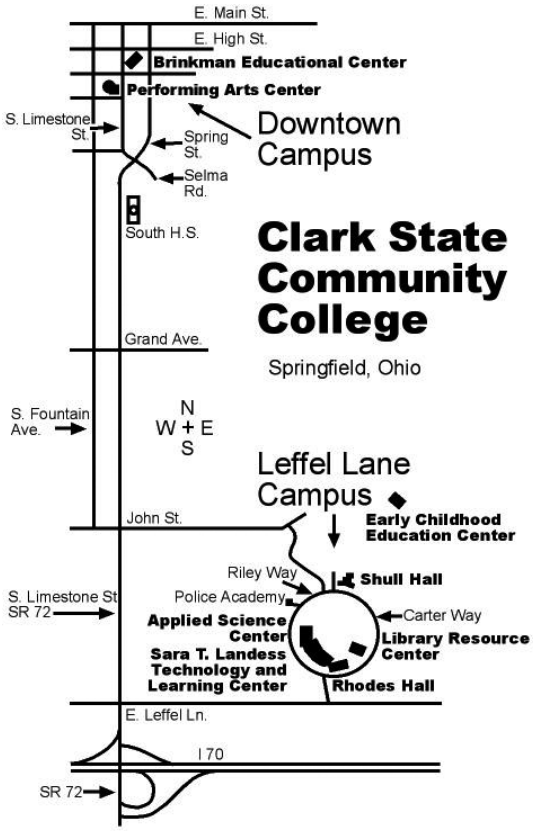

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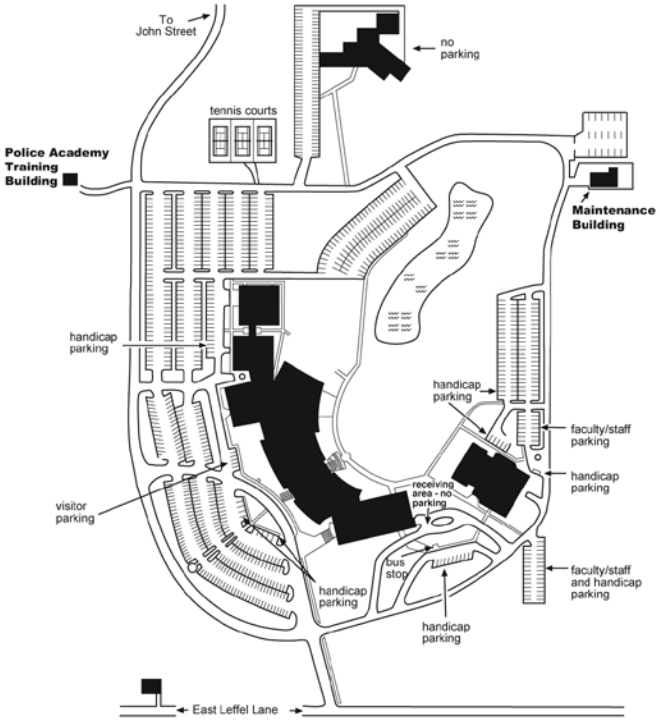

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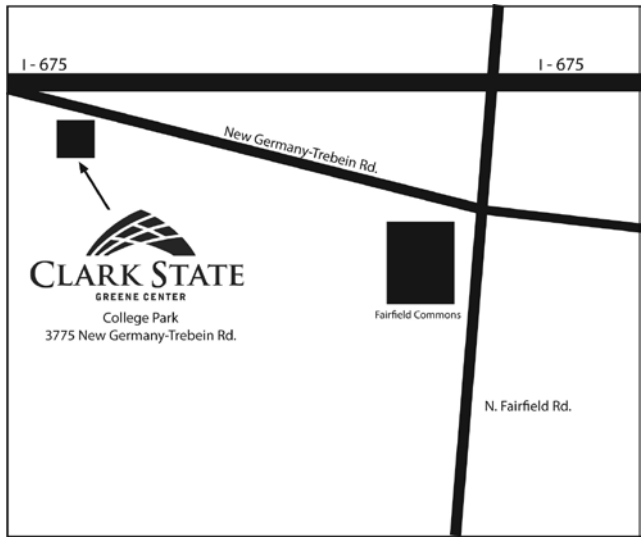

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