Catalog
The career you want. The degree you need.

2019-2020

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Welcome to Clark State

We are so pleased that you have chosen Clark State Community College! Your success is important to us, and the faculty and staff are here to ensure that you achieve your goals.

Clark State offers many degree and certificate options, including the addition of its first bachelor’s degree in Manufacturing Technology Management. Our many certificate and degree programs result in high-wage, high-demand careers, as well as a general education curriculum that will transfer to most four-year universities.

We are proud of our dedication to student success at Clark State, and this catalog should help you learn more about the programs and services we offer, as well as how to get involved in campus activities.

If there is anything you should need during your time here at Clark State, please do not hesitate to contact my office. Thank you.

Sincerely,

Jo Alice Blondin, Ph.D.
President
This Catalog was prepared prior to the 2019 - 2020 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 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, gender expression, gender identity, pregnancy or physical or mental disability and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

In accordance with the Americans with Disabilities Act, it is the policy of Clark State to provide reasonable accommodations to persons with disabilities. If you require disability-related accommodations, please contact the Office of Accessibility at 937.328.6019.

Please address correspondence to Clark State Community College, Post Office Box 570, Springfield, Ohio 45501 or telephone 937.325.0691.

About Clark State

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

History of the College

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

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

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

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

In 2019, The ODHE and Higher Learning Commission approved the addition of Clark State Community College’s first Bachelor of Science degree in Manufacturing Technology Management.

Mission

To engage and empower diverse learners by providing high-quality educational programs and services that emphasize student and community success.

Vision

Clark State Community College will be the leader in education by partnering with our communities, businesses and industries while achieving the highest levels of student success within a culture that provides intellectual, personal, and professional growth.

Guiding Principles

We believe in the transformative power of education through:

1. Learning

We use best practices and resources to create a learning community that challenges, transforms, and empowers students and employees.

2. Community

We value, trust, and support people with whom we work and serve.

3. Partnerships

We collaborate to address stakeholder needs and contribute to the economic and holistic well-being of society.
4. Innovation
We champion an environment that encourages creativity and embraces change.

5. Diversity
We welcome and engage all individuals to create an equitable and inclusive culture.

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. 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, Xenia and in various high schools and career technology centers in the region. The Springfield campus has two locations: the Leffel Lane Campus at 570 East Leffel Lane, situated on the southern border of Springfield just north of Interstate 70, and the Downtown Campus located on the heart of downtown Springfield. Major city streets and city bus service provide easy travel between campuses. The Clark State Greene Center is located in Beavercreek at 3775 Pentagon Blvd. The Clark State satellite location in Bellefontaine is on the campus of Ohio Hi-Point Career Center at 2280 State Route 540. The Clark State location in Xenia is located at the YMCA at 334 Progress Drive.

Online Learning
Online learning at Clark State offers alternative modes of instructional delivery for students who, for a variety of reasons, may not be able to attend traditionally scheduled classes. Clark State offers almost 250 online and hybrid courses. In online courses, all instructional and lab activities are completed in an online environment. Online courses require no visits to campus; however, students may be required to use a proctored testing facility. Hybrid courses combine the elements of the traditional, face-to-face classroom with online instruction. These hybrid courses require attendance at scheduled sessions on campus or at clinical locations for lectures, labs, or clinical experiences. The time spent on campus is generally 50 percent less than for traditional courses; the remainder of the time is spent in the online environment. The College also offers self-paced and directed learning courses. In self-paced courses, the students set their own pace within the guidelines set for each course. For example, the Clark State MathLab is a high technology learning environment where students work at their own pace through College Preparatory mathematics courses. Directed learning courses are self-paced courses except that class work must be completed on Clark State’s campus using the Directed Learning Lab and its resources.

Through these alternative modes of instructional delivery, accredited courses are accessible to anyone, anywhere, at any time, providing students with a convenient way to complete their degrees. Students enroll and progress through their courses following an established calendar of assignments. As long as they meet the established deadlines for contributions, students can participate at times convenient for them. Online courses and programs have full approval from The Higher Learning Commission. It is recommended that students interested in online or hybrid coursework take the Blackboard online tutorial. Access can be requested through the Student Success Center and helps students determine their readiness and potential for success in an online learning environment.

Accreditations/Approvals
Clark State Community College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1.800.621.7440.

The Realtime Court Reporting program, both Judicial and Broadcast Captioning/CART options, is approved by the National Court Reporters Association, 8224 Old Courthouse Road, Vienna, VA 22182-3808, 703.556.6272.

The Early Childhood Education program is approved by the Ohio Department of Higher Learning for Pre-Kindergarten Associate Licensure, 25 South Front Street, Columbus, OH 43215, 877.644.6338.

The Registered Nursing program is approved by the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus, OH 43215-34667410, 614.466.3947, www.nursing.ohio.gov and accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404. 975.5000, www.acenursing.org.

The Practical Nursing program is approved by The Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus, OH 43215-3466, 614.466.3947, 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, 773.714.8880, www.naaccrls.org.

The Paramedic program (#308-OH) is accredited by the Ohio Department of Public Safety Services, Division of Emergency Medical Services, 1970 West Broad Street, Columbus, Ohio 43218-2073, 800.233.0785 and by the Commission on Accreditation of Allied Health Education programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756, 727.210.2350, upon recommendation of the Committee on Accreditation for the Emergency Medical Services Profession (CoAEMSP).

The Physical Therapist Assistant program is accredited by the Commission onAccreditations in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, VA 22314, 703.706.3245, www.capteonline.org, e-mail: accreditation@apta.org.

The Firefighter program (#308-OH) is accredited by the Ohio Department of Public Safety Services, Division of Fire Services, 1970 West Broad Street, Columbus, OH 43218, 800.233.0785.

**Degrees**

Our degree programs are designed as four and two-year programs provided you attend Clark State on a full-time basis. Many of our students, however, take longer than four or two years to complete degree requirements. Although many courses from the technical programs are transferable, these programs are designed primarily as pre-employment programs. The following degrees are offered:

- Associate of Applied Business (AAB)
- Associate of Applied Science (AAS)
- Associate of Technical Studies (ATS)
- Bachelor of Applied Science (BAS)

**Agriculture and Food Science**

Agricultural Business AAB
Agricultural Business – Agricultural Engineering Technology Option AAB
Food Science and Technology AAS
Horticultural Industries - Golf Course Operations Option AAS
Horticultural Industries - Landscape Design Option AAS
Horticultural Industries - Natural Resources Option AAS
Horticultural Industries - Nursery Operations Option AAS
Horticultural Industries - Turf and Landscape Operations

**Arts and Humanities**

Associate of Arts AA
Communication AA
Graphic Design AAB
New Media AAB
New Media - Web Design Option AAB
Theatre Arts – Performance AA
Theatre Arts - Technical Theatre AA

**Business**

Accounting AAB
Business Transfer-Central State University AS
Business Transfer-Wright State University AS
Judicial Court Reporting AAB
Management AAB
Management - Banking Option AAB
Management - Human Resource Management Option AAB
Management - Insurance Option AAB
Management - Logistics and Supply Chain Management Option AAB
Management - Marketing Option AAB
Management - Real Estate Option AAB
Office Administration AAB
Paralegal AAS
Professional Services Management ATS

**Computer and Information Technology**

Computer Networking AAB
Computer Networking-Technical Systems Support Option AAB
Computer Software Development AAB
CyberSecurity/Information Assurance Technology AAS
GIS/Geospatial Technology AAS
Information Services: Library Paraprofessional AAS

**Education**

Career and Technical Education ATS
Early Childhood Education AAS
Teacher Education Transfer AA

**Engineering, Manufacturing, and Mechanical Services**

Associate of Arts - Aviation Technology Concentration AA
Associate of Science- Aviation
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 a degree from Clark State, a graduate will be able to do the following:

Write clearly and accurately in a variety of contexts and formats.

Speak clearly and accurately in a variety of contexts and formats.

Use critical thinking and problem solving to draw logical conclusions.

Use numerical data to solve problems, explain phenomena, and make predictions.

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

General Education Requirements for Technical Programs

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

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

Global Awareness

Because of the importance of international events to our lives, we require each student to successfully complete one or more courses that emphasize global awareness. The number of classes varies with the degree being sought. Courses meeting this requirement are designated with a GA following each course. Students registering for courses should use the following list:

Written and Oral Communication

COM 1110  Interpersonal Communication I (GA)
COM 1120  Public Speaking I
COM 1130  Introduction to Mass Communication

Technology Concentration
- Computer-Aided Design Technology - AS
- Diesel Technology Program - AAS
- Heating, Ventilation, Air Conditioning, and Refrigeration (Clark County CTC) - ATS
- Heating, Ventilation, Air Conditioning, and Refrigeration (Greene County CTC) - ATS
- Industrial Technology - AAS
- Manufacturing Engineering Technology - AAS
- Manufacturing Technology Management - BAS
- Mechanical Engineering Technology - AAS

Health
- Associate of Arts- Healthcare Concentration Transfer - AA
- Associate of Science- Healthcare Concentration Transfer - AS
- Diagnostic Medical Sonography *Pending approval
  Emergency Medical Services - AAS
- Medical Assisting - AAS
- Medical Laboratory Technology - AAS
- Multi-Skilled Healthcare - ATS
- Occupational Therapy Assistant (Consortium Program)
- Office Administration- Medical Office Administration Major - AAB
- Physical Therapist Assistant - AAS
- Radiographic Imaging (Consortium Program)
- Registered Nursing - AAS
- Registered Nursing – Evening-Weekend - AAS
- Registered Nursing – LPN to RN Transition - AAS
- Registered Nursing – Paramedic to RN Transition - AAS
- Respiratory Care (Consortium Program)

Math and Sciences
- Associate of Science - AS

Social Sciences/Human Services and Public Safety
- Criminal Justice - Corrections Concentration - AAS
- Criminal Justice - Law Enforcement Concentration - AAS
- Social Services Technology - AAS
- Social Work Transfer- Wright State University - AAS

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 degrees. The flexibility of this program permits you to work with an advisor to construct an inter-disciplinary degree program from present course offerings. To pursue an Associate of Technical Studies, you need to apply prior to completing 40 credit hours. You can apply at any academic division office.
### Transfer Options

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

Many students who begin their college career at Clark State intend to eventually transfer their Clark State Community College credits to a university to obtain a bachelor’s degree. Our transfer degree programs are designed to fulfill many of the pre-major and general education requirements of the first two years of a traditional four-year or bachelor’s degree. The Associate of Arts degree or the Associate of Science degree at Clark State are transfer degrees and are designed to facilitate that process. The general transfer options within the Associate of Arts and Associate of Science degrees are flexible, allowing students to choose their individual courses from within certain predetermined categories or areas (see Degree Program section).

### Mathematics and Physical/Natural Sciences
- **BIO 1105** Fundamentals of Anatomy and Physiology
- **BIO 1131** Microbiology
- **BIO 1410** Fundamentals of Biology
- **BIO 1420** Global Biology (GA)
- **BIO 1510** Biology I
- **BIO 1520** Biology II
- **BIO 2121** Anatomy and Physiology I
- **BIO 2122** Anatomy and Physiology II
- **CHM 1150** Introduction to General Chemistry
- **CHM 1210** General Chemistry I
- **CHM 1220** General Chemistry II
- **GLG 1131** Physical Geology
- **GLG 1132** Historical Geology
- **MTH 1050** Mathematics and Today’s World
- **MTH 1060** Business Mathematics
- **MTH 1115** Industrial Calculations
- **MTH 1200** Technical Math for Agriculture
- **MTH 1280** College Algebra
- **MTH 1340** Pre-Calculus
- **MTH 2100** Calculus for the Management, Life and Social Sciences
- **MTH 2200** Calculus I
- **MTH 2220** Calculus II
- **MTH 2242** Multivariable Calculus
- **MTH 2430** Differential Equations
- **MTH 2530** Matrix Algebra
- **PHY 1100** Fundamentals of Physics
- **PHY 1200** Introduction to Astronomy
- **PHY 1501** General Physics I with Algebra
- **PHY 1502** General Physics II with Algebra
- **STT 2640** Elementary Statistics I
- **STT 2650** Elementary Statistics II

### Transfer Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COM 1170</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication (GA)</td>
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<tr>
<td>ENG 2230</td>
<td>Technical Report Writing</td>
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</tbody>
</table>

### Social and Behavioral Sciences
- **ECO 1100** General Economics
- **ECO 2210** Principles of Macroeconomics
- **ECO 2220** Principles of Microeconomics
- **GEO 1000** Introduction to GIS and Cartography (GA)
- **GEO 1100** Human Geography (GA)
- **GEO 2200** World Regional Geography (GA)
- **PLS 1100** Introduction to American Politics
- **PLS 1300** Introduction to Comparative Politics (GA)
- **PLS 2300** Introduction to International Relations (GA)
- **PSY 1111** Introduction to Psychology (GA)
- **PSY 2218** Introduction to Educational Psychology
- **PSY 2223** Lifespan Human Growth and Development (GA)
- **PSY 2230** Abnormal Psychology (GA)
- **RST 2700** Regional Studies: Africa (GA)
- **RST 2800** Regional Studies of Latin America (GA)
- **SOC 1110** Introduction to Sociology (GA)
- **SOC 2220** Comparing Cultures (GA)
- **SOC 2230** Social Problems (GA)
- **SOC 2240** Racial and Cultural Minorities (GA)
- **SOC 2250** Sociology of Poverty: Feminization of Poverty
- **SOC 2260** Sociology of Sex and Gender

*ECO 1100 cannot be used as a general education elective in any program that requires ECO 2210 or ECO 2220.*

### Arts and Humanities
- **ART 1001** Art History I (GA)
- **ART 1002** Art History II (GA)
- **ART 1300** Appreciation of the Arts (GA)
- **ENG 1600** Introduction to Literature (GA)
- **ENG 2300** Great Books: World Literature (GA)
- **ENG 2500** American Literature
- **ENG 2610** British Literature to 1800
- **ENG 2620** British Literature from 1800 to the Present
- **FRN 1111** French I (GA)
- **FRN 1112** French II (GA)
- **HST 1110** Western Civilization to 1600 (GA)
- **HST 1120** Western Civilization Since 1600 (GA)
- **HST 1210** American History to 1865 (GA)
- **HST 1220** American History Since 1865 (GA)
- **HST 2200** Topics in African-American History and Culture (GA)
- **MUS 1130** Music Appreciation (GA)
- **PHL 2000** Critical Thinking
- **PHL 2050** Deductive Logic
- **PHL 2100** Ethics (GA)
- **PHL 2300** Medical Ethics (GA)
- **PHL 2400** Philosophy of World Religions (GA)
- **SPN 1100** Survival Spanish (GA)
- **SPN 1111** Beginning Spanish, Course I (GA)
- **SPN 1112** Beginning Spanish, Course II (GA)
- **THE 1130** Theatre Appreciation (GA)
- **THE 1133** Script Analysis
- **THE 2241** Theatre History I (GA)
- **THE 2242** Theatre History II (GA)
Because of this flexibility students should consult carefully with their intended transfer destination to ensure optimal transfer of Clark State credits to another institution.

Information in the Ohio Transfer Module (OTM), the Transfer Assurance Guidelines (TAGS), Career Technical Assurance Guidelines (CTAGS) and Transferology explain 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.

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

- Associate of Arts
- Associate of Science
- Aviation Concentration - Associate of Arts
- Aviation Concentration - Associate of Science
- Business Transfer - Central State University
- Business Transfer - Wright State University
- Communication
- Health Care Concentration - Associate of Arts
- Health Care Concentration - Associate of Science
- Social Work Transfer - Wright State University
- Teacher Education Transfer

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

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

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

**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 or curriculum from the prospective transfer institution early and become familiar with its admissions policies, scholarship options/deadlines, and degree requirements. Generally, you will receive credit for most of your courses at the transfer institution if you have worked carefully with a Clark State Success Coach and with personnel at the prospective transfer institution. The transfer institution, however, will make the final determinations.

A minimum of 60 semester credit hours is required to graduate with a Clark State Associate of Arts or Associate of Science degree. Work with an advisor and sign up for appropriate courses each term. The primary purpose of the AA and AS degree is to provide transfer credit to four-year colleges and universities. Students regularly transfer to other institutions in areas such as business, psychology, English, theatre, sociology, urban affairs, art, agriculture, education, engineering sciences, and engineering technologies.

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

- Antioch University Midwest
- Bowling Green State University
- Capital University
- Central State University
- Cincinnati College of Mortuary Science
- Defense Acquisition University
- Excelsior
- Franklin University
- Indiana Wesleyan University
- Miami University
- Mount Vernon Nazarene University
- Ohio Dominican University
- The Ohio State University
- Ohio University
- Otterbein University
- Park University
- Union Institute
- University of Cincinnati
- University of Phoenix
- University of Toledo
- Urbana University
- Western Governor’s University
- Wilmington University
- Wittenberg University
- Wright State University

**Transferology**

Clark State Community College is a member of Transferology. Information about the transferability of Clark State’s credit hours may be found by accessing Transferology at https://www.transferology.com. Students interested in transferring credits to Clark State may access Transferology to determine credit equivalency. Please note that not all colleges/universities are listed in Transferology. To verify credit transferability, please submit your official transcripts to the Admissions Office, Clark State Community College, P.O. Box 570, Springfield, Ohio 45501.
Transferology was developed as an online tool that serves as a gateway to participating institutions’ transfer articulation systems. Upon creating a free account in Transferology, students and/or parents may view course equivalencies, request information about program requirements, and request an evaluation of transfer work toward a specific program.

**Clark State/Wright State University Gateway Program**

To enhance access and affordability of bachelor degree programs, Wright State University and Clark State Community College have entered into an agreement to provide a “gateway” to bachelor degree programs. Students will receive joint advising from the two schools to ease the transition to Wright State. All Gateway students have the option to apply for housing at Wright State. There are three paths to joining the Gateway Program, all designed to support student success in attaining a bachelor’s degree.

The Gateway Pathway Program is designed for students entering Clark State with the intention of attaining a bachelor’s degree. Students will be guaranteed acceptance to Wright State upon successful completion of their program of study at Clark State.

The Gateway Jump Start Program is designed for students who apply to Wright State but do not initially meet the university’s entrance requirements. Students are encouraged to enroll at Clark State with the intention to transfer to Wright State.

The Gateway New Beginning Program is designed for students who are ineligible to continue at Wright State because of a lack of academic progress. These students are encouraged to enroll at Clark State and refocus on their academic progress with the intention of returning to Wright State.

**Wright State University - Transfer Options**

Wright State University has developed the following articulation (transfer) agreements and equivalency guides. 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
- Computer Science-Cyber Security
- Crime and Justice
- Early Childhood
- Earth Science
- Electrical Engineering
- Engineering Physics
- English Education
- Environmental Health Sciences
- Geography
- History
- Industrial Engineering
- International Studies
- Liberal Arts
- Mass Communication
- Mechanical Engineering
- Middle Childhood Education
- Nursing
- Organizational Leadership
- Physics
- Political Science
- Psychology
- Rehabilitation Services
- Social Work
- Sociology
- Spanish
- Sports Science

**Franklin University - Transfer Options**

Through a special alliance with Franklin University, graduates of technical programs (Associate of Applied Business or Associate of Applied Science degrees) at Clark State can complete a Bachelor of Science degree online with the completion of a selected number of additional bridge courses at Clark State and 30 to 40 semester hours at Franklin. All Clark State courses are referred to as bridge courses and all Franklin courses are referred to as completion courses. Clark State graduates who are part of this program are able to continue using the Clark State library, computer labs, and other resources while they continue their studies at Franklin University.

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

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

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

- Accounting
- Allied Healthcare Management
- Applied Management
- Applied Psychology
- Business Administration
- Business Economics
- Business Forensics
Urbana University - Transfer Options
Clark State students may transfer credits to Urbana University through the traditional, general education pathway by completing the Associate of Arts or Associate of Science degrees or through Associate of Applied Business or Associate of Applied Science degrees for the School of Adult and Graduate Education.

Urbana University’s Bachelor of Science Completion Programs are grounded in adult education theory, and 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.

Antioch University Midwest - Transfer Options
Antioch University Midwest is a campus of Antioch University, which is accredited by The Higher Learning Commission. Antioch Midwest offers Bachelor of Arts degrees through its degree completion program.

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

Antioch University Midwest offers the following Bachelor of Arts degrees:

- Applied Technology and Business Leadership
- Early Childhood Education
- Healthcare Administration
- Liberal Studies with concentrations in: Conflict Studies, Creative Writing and Literature, Environmental Sustainability, Information Technology Management

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 Success Coach for more information.

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

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

Discover your promise at Ohio University without having to leave home. If you cannot attend classes at any of the Ohio University campuses, you can become an Ohio University student through our community college partnership programs and experience the Ohio University environment, the people, the opportunities, and quality education. Ohio University offers more than 250 campus-based programs of study and the following nine degree completion programs:

- Applied Communication
- Applied Management
- Criminal Justice
- Customer Service
- Integrated Healthcare Studies
- Psychology
- RN to BSN
- Technical and Applied Studies
- Technical Operations Management
Northwest Ohio Allied Health Education Consortium

Clark State Community College is a member of the Northwest Ohio Allied Health Education Consortium (NOANEC), which expands local allied health training options. Through this consortium, which includes Clark State Community College, Marion Technical College, Northwest State Community College, and Rhodes State College, Clark State students have an opportunity to complete Radiographic Imaging Technology, Respiratory Care Practitioner and Occupational Therapist Assistant programs. Students enroll at both Clark State and Rhodes State and complete their general education classes and basic program classes through Clark State at one of our campuses or online. Technical courses are taught by Rhodes State faculty through distance learning on the Clark State campus. Clinical requirements take place at a regional healthcare facility. Students need to periodically travel to the Rhodes State campus in Lima for skills lab instruction and hands-on practice.

Visit the program area of Clark State’s catalog and website or www.ohioalliedhealth.com for more information.

Policy of Statewide Articulation Agreement Institutional Transfer

Institutional Transfer

The Ohio Department of Higher Education in 1990, following a directive of the 118th 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. Additional legislation from the 125th Ohio General Assembly also initiated the development of a statewide system for articulation agreements among state institutions of higher education for transfer students pursuing teacher education programs.

Action by the 126th Ohio General Assembly led to the establishment of criteria, policies, and procedures for the transfer of technical courses completed through a career-technical education institution; and standards for the awarding of college credit based on Advanced Placement (AP) test scores.

Legislation from the 130th Ohio General Assembly required public institutions of higher education to: use baseline standards and procedures in the granting of college credit for military training, experience, and coursework; establish an appeals process for resolving disputes over the awarding of credit for military experience; provide specific assistance and support to veterans and service members; adopt a common definition of a service member and veteran; and establish a credit articulation system in which adult graduates of public career-technical institutions who complete a 900 clock-hour program of study and obtain an industry-recognized credential approved by the Chancellor shall receive 30 college technical credit hours toward a technical degree upon enrollment.

While all public 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 Department of Higher Education has established an articulation and transfer clearinghouse to receive, annotate, and convey transcripts among public 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.

Acceptance of Transfer and Articulated 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 or after Fall 2005 from Ohio public institutions of higher education. Students who successfully completed Associate of Arts (AA) or Associate of Science (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. While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting.

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

Application of Transfer and Articulated Credit

Application of credit is the decision process performed by the receiving institution to determine how the credits it has accepted and recorded on the student’s official academic transcript will or will not apply toward program and degree requirements. While the receiving institution makes this decision, it will do so within the parameters of this Policy.

The following guidelines and requirements shall govern the application of transfer and articulated credit:

Ohio Transfer Module

The Ohio Department of Higher Education’s Articulation and Transfer Policy established the Ohio Transfer Module, which may be a subset or the entire set of a public higher education institution’s general education curriculum in Associate of Arts (AA), Associate of Science (AS) and baccalaureate degree programs. Students in applied associate degree programs may complete some individual Ohio Transfer Module courses
within their degree program or continue beyond the degree program to complete the entire Transfer Module. The Ohio Transfer Module contains 36-40 semester or 54-60 quarter hours of course credit in English composition (minimum of 3 semester or 5 quarter hours); mathematics, statistics and logic (minimum of 3 semester or 3 quarter hours); arts and humanities (minimum of 6 semester or 9 quarter hours); social and behavioral sciences (minimum of 6 semester or 9 quarter hours); and natural sciences (minimum of 6 semester or 9 quarter 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 Ohio Transfer Module. Courses for the Ohio 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 public university and technical and community college is required to establish and maintain an approved Ohio Transfer Module.

Ohio Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Ohio Transfer Module course(s) or the full Ohio 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 Ohio Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Ohio Transfer Module portion of Institution R’s general education program. Institution R, however, may have general education courses that go beyond its Ohio Transfer Module. State policy initially required that all courses in the Ohio Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Ohio Transfer Module courses on a course-by-course basis.

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

**English Composition**

- ENG 1111  English I  3
- ENG 1112  English II  3

**Oral Communication**

- COM 1120  Public Speaking  3

**Mathematics**

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

- MTH 1050  Mathematics and Today’s World  3
- MTH 1280  College Algebra I  4
- MTH 1340  Pre-Calculus  5
- MTH 2100  Calculus for Management, Life, and Social Sciences  5
- MTH 2200  Calculus I  5
- MTH 2220  Calculus II  5
- MTH 2242  Multivariable Calculus  5
- MTH 2330  Differential Equations  3
- MTH 2530  Matrix Algebra  4
- STT 2640  Statistics I  3

**Arts & Humanities**

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

**Category A**

- ART 1001  Art History I  3
- ART 1002  Art History II  3
- ART 1300  Appreciation of the Arts  3
- ENG 1600  Introduction to Literature  3
- ENG 2300  Great Books: World Literature  3
- ENG 2500  American Literature  3
- ENG 2610  British Literature to 1800  3
- ENG 2620  British Literature from 1800 to the Present  3
- MUS 1130  Music Appreciation  3
- THE 1130  Theatre Appreciation  3
- THE 1133  Script Analysis  3
- THE 2241  Theatre History I  3
- THE 2242  Theatre History II  3

**Category B**

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

**Social & Behavioral Sciences**

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

- ECO 1100  General Economics  3
- ECO 2210  Principles of Macroeconomics  3
- ECO 2220  Principles of Microeconomics  3
- GEO 1100  Human Geography  3
- GEO 2200  World Regional Geography  3
- PLS 1100  Introduction to American Politics  3
- PLS 1300  Introduction to Comparative Politics  3
- PLS 2300  Introduction to International Relations  3
- PLS 2400  State and Local Politics  3
- PSY 1111  Introduction to Psychology  3
- PSY 2223  Lifespan Human Growth & Development  3
- PSY 2230  Abnormal Psychology  3
- RST 2700  Regional Studies: Africa  3
- RST 2800  Regional Studies of Latin America  3
- SOC 1110  Introduction to Sociology  3
- SOC 2220  Comparing Cultures  3
- SOC 2230  Social Problems  3
- SOC 2240  Racial and Cultural Minorities  3
- SOC 2250  Sociology of Poverty: Feminization of Poverty  3
Transfer Options

Natural & Physical Sciences

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1410</td>
<td>Fundamentals of Biology</td>
<td>4</td>
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<tr>
<td>BIO 1420</td>
<td>Global Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1510</td>
<td>Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 1520</td>
<td>Biology II</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2121</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2122</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1150</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1160</td>
<td>Introduction to Organic and Biological Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1210</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 1220</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>GLG 1130</td>
<td>Earth and Space Science</td>
<td>4</td>
</tr>
<tr>
<td>GLG 1131</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GLG 1132</td>
<td>Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GLG 1133</td>
<td>Environmental Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1100</td>
<td>Fundamentals of Physics</td>
<td>4</td>
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<tr>
<td>PHY 1200</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1501</td>
<td>General Physics I with Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PHY 1502</td>
<td>General Physics II with Algebra</td>
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<tr>
<td>PHY 2501</td>
<td>College Physics I with Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PHY 2502</td>
<td>College Physics II with Calculus</td>
<td>5</td>
</tr>
</tbody>
</table>

Military Transfer Assurance Guides

In response to the legislative requirement (Ohio Revised Code 3333.164) to create a military articulation and transfer assurance guide for college-level learning that took place through military training, experience, and coursework, college credit will be granted to students with military training, experience, and/or coursework that is recognized by the American Council on Education (ACE) or a regionally accredited military institution, such as Community College of the Air Force.

In order to streamline the awarding, transferability, and applicability of college credit, service members and veterans are guaranteed to earn certain types of credit(s) or course(s) as specified in the Military Transfer Assurance Guides (MTAGs), which are based on the endorsed baseline standards and procedures by the Chancellor. Equivalent course(s), credits for courses, or block of credit is to be awarded and applied towards general education and/or major course requirements at the receiving institution in accordance with the MTAG guarantee. There is some training, experience, and coursework that the receiving institution may be able to award college credit only toward general or free electives.

In addition, public institutions of higher education shall ensure that appropriate equivalent credit is awarded for military training, experience, and coursework that meet the baseline standards and procedures according to the Ohio Revised Code 3333.164. This requirement goes beyond credit/course awarded based on the MTAG alignment process.

Apprenticeship Pathway Programs

The Apprenticeship Pathways initiative advocates for individuals completing apprenticeships by incorporating their learning into academic credit, thereby saving them time and money and encouraging them to advance their academic credentials to contribute to a strong, educated workforce.

Ohio apprenticeship programs partner with public two-year institutions to provide technology-specific statewide articulation agreements that recognize non-traditional prior learning. College credit is awarded toward a technical associate degree. Each agreement simplifies student advising by outlining how non-traditional prior learning. College credit is awarded toward a technical associate degree. Each agreement simplifies student advising by outlining how the recognition of learning which occurs at public adult and secondary career-technical institutions and have the opportunity for the award of college credit toward technical courses/programs at any public higher education institution. CTAGs serve as advising tools, identifying the statewide content guarantee and describing other conditions or obligations (e.g., program accreditation or industry credential) associated with the guarantee.

Career-Technical Assurance Guides (CTAGs) are statewide articulation agreements that guarantee the recognition of learning which occurs at public adult and secondary career-technical institutions and have the opportunity for the award of college credit toward technical courses/programs at any public higher education institution. CTAGs serve as advising tools, identifying the statewide content guarantee and describing other conditions or obligations (e.g., program accreditation or industry credential) associated with the guarantee.
the credit toward a technical associate degree in these agreements is guaranteed at the participating receiving institutions.

Advanced Placement (AP) Exams
The State of Ohio, working with public institutions of higher education, 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:
1. 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.
2. 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(s) a requirement.
3. 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.
4. 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.

College-Level Examination Program (CLEP)
The State of Ohio, working with public institutions of higher education and statewide faculty panels, has developed policies to recognize students’ prior learning and to facilitate the articulation and guaranteed transfer of such learning between Ohio’s public colleges and universities.

College credit is guaranteed for students who achieve an established College-Level Examination Program (CLEP) test score for exams that have been endorsed statewide as college level. Statewide faculty panels aligned CLEP exams to equivalent Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) courses, as appropriate. If an equivalent course is not available for the CLEP exam area, by default, endorsed elective or area credit will still be awarded and applied towards graduation.

Specific endorsed alignments and scores for individual CLEP exams that are outlined in the College-Level Examination Program (CLEP) Endorsed Alignment Policies document are available on the Ohio Department of Higher Education website at https://www.ohiohighered.org/transfer/clep.

One-Year Option Credit Award
The One-Year Option builds upon Ohio’s articulation and transfer system to help more adults accelerate their preparation for work by earning a technical associate degree. Consistent with the philosophy of the Career-Technical Assurance Guides (CTAGs), the One-Year Option guarantees that college credit will be awarded for college-level learning that occurs through adult programs at public career-technical institutions.

Adults who complete a career-technical education program of study consisting of a minimum of 900 clock-hours and achieve an industry-recognized credential approved by the Chancellor shall receive thirty (30) semester hours of technical course credit toward a standardized Associate of Technical Study Degree (ATS) upon matriculation at a public institution of higher education that confers such a degree. The 30 semester hours will be awarded as a block of credit rather than credit for specific courses. Proportional credit is to be awarded toward the ATS degree for adults who complete a program of study between 600 and 899 clock hours and achieved an industry-recognized credential approved by the Chancellor.

The credit earned through the One-Year Option will be applied to ATS degrees bearing the following standardized degree titles:
1. Associate of Technical Study in Building and Industrial Technology
2. Associate of Technical Study in Business Technology
3. Associate of Technical Study in Health and Allied Health Technology
4. Associate of Technical Study in Information Technology
5. Associate of Technical Study in Services Technology

Conditions for Transfer Admission
1. Graduates who are considered transfer students under the Integrated Postsecondary Education Data System (IPEDS) definition with associate degrees from Ohio's public institutions of higher education and a completed, approved Ohio Transfer Module shall be admitted to a public institution of higher education in Ohio, provided their cumulative grade-point average is at least 2.0 for all previous college-level courses and other institutional admission criteria, such as space availability, adherence to deadlines, payment of fees, and grade-point average that are fairly and equally applied to all undergraduate students, have also been satisfied. Further, these students shall have admission priority over graduates with an out-of-state associate degree and other transfer students with transferable and/or articulated college credit.
2. Associate degree holders who are considered transfer students under the IPEDS definition and have not completed the Ohio Transfer Module from an Ohio public institution of higher education will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in or who have not earned a degree but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree with a cumulative 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 as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.

4. Students who have not earned an associate degree or who have not earned 60 semester/90 quarter hours of credit with a grade-point average of at least a 2.0 for all previous college-level courses will be eligible for admission as transfer students on a competitive basis.

5. 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.

The admission of transfer students by an institution, however, does not guarantee admission to any majors, minors, or fields of concentration at the institution. Some programs have additional academic and non-academic requirements beyond those for general admission to the institution (e.g., background check, a grade-point average higher than a 2.0, or a grade-point average higher than the average required for admission to 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.

Responsibilities of Students

To maximize transfer credit application, prospective transfer students must take responsibility for planning their course of study to meet both the academic and non-academic requirements of the institution to which they desire to articulate or transfer credit as early as possible. The student is responsible to investigate and use the information, advising, and other available resources to develop such a plan. Students should actively seek program, degree, and transfer information; meet with an advisor from both the current and receiving institutions to assist them in preparing a course of study that meets the academic requirements for the program/degree to which they plan to transfer; use the various electronic course/program transfer and applicability database systems, including Ohio Transfer to Degree Guarantee web resources; and select courses/programs at their current institution that satisfy requirements at the receiving institution to maximize the application of transfer credit. 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 foreign 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 better articulate with the receiving institution's major.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving college institution will provide the student with a Statement of Transfer and Articulated Credit Applicability (Degree Audit Report). A student disagreeing with the application of transfer and/or articulated credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the Statement of Transfer and Articulated Credit Applicability. The institution shall respond to the appeal within thirty (30) days of the receipt of the appeal at each appeal level.

Student Complaints Following Transfer Appeals at the Receiving Institution

After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to Ohio Articulation and Transfer Policy against public, independent non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions.

Be sure to check with your success coach 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.

Transfer Credits to Clark State

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

Applicable technical and basic courses taken within the last five years generally will be accepted to meet program requirements. Some technologies have more stringent requirements. Contact your academic 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 academic division deans and the Transfer Evaluation 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.
Experience everything Clark State has to offer! From financial aid and scholarship opportunities to career planning and tutoring services, successful students take advantage of Student Services.
Getting Started - The Admissions Process

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 does not ensure admission to a particular program of study. Many technologies have established additional requirements that must be fulfilled prior to acceptance. All prospective applicants are encouraged to contact the Admissions Office for specific information.

Some students may need additional coursework in science, mathematics, and English 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 ACCUPLACER Placement Test. While all associate 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 or if the student needs to take college preparatory courses.

Once you have decided Clark State is the right college for you, there are a few things you need to do to get started. The following steps can be accomplished at any Clark State location.

Apply for Admission

Complete the Clark State admission application online at 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. If you have questions, please contact the location nearest you or e-mail admissions@clarkstate.edu.

Students will be accepted into the College after their completed application has been received by the Admissions Office. Students applying to health programs must also complete additional admissions requirements as noted in the section on Space Limited programs. Students applying to the Realtime Court Reporting programs must submit a high school transcript upon graduation or GED certificate.

Applicants are notified of their acceptance within three business days of the Admissions Office receiving their application. All admission procedures apply to both full-time and part-time students.

Apply for Financial Aid

If you need help paying for your education, you can complete a FAFSA (Free Application for Federal Student Aid). If you have questions, please visit the location nearest you or email financialaid@clarkstate.edu.

Send Your Transcripts

You need to send your high school and/or other college transcripts or your General Education Diploma (GED) if:

- You have previous college credits to transfer into Clark State, or you are registering for a class that requires prerequisites, the College will need an official copy of your college transcripts.
- You are entering either of the Realtime Court Reporting program options, you must submit your high school transcripts.

High school and/or other college transcripts should be sent to the location nearest you.

If you deliver your college transcripts in person to any location, be sure those transcripts remain sealed in their original envelopes to retain their “official” status.

Take the ACCUPLACER Placement Test

If you are entering a degree or certificate program at the College, you may be required to take placement tests in reading, writing, and mathematics before you register for your first courses. If you are a recent high school graduate, you may be able to use your high school transcripts to bypass all or part of the placement test. To determine if you are eligible, you may contact 937.328.6049 or email successcenter@clarkstate.edu. This test will determine the level of classes in which you will have the most success during your first term at Clark State.

A scheduled appointment is required for testing. Allow yourself three 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 (see below). If you are enrolling exclusively in non-credit courses you do not need to take the test.

Paper, pencil, and calculator will be provided. Personal calculators may not be used. A study guide is available at all locations or online at www.accuplacer.org/students.

Most often, your placement test results will remain valid for three years. Initial placement tests are free of charge. The first retest is allowed seven (7) days after the initial test. All subsequent retests are permitted 120 days from the most recent test. The Retest fee is $15.

Your transcripts or scores must be on file at the time of registration. You will be required to bring a valid photo ID and your acceptance letter.

If you have a documented disability (either a physical or learning disability) and need special accommodations for taking the placement tests, please make arrangements in advance with the Office of Accessibility Services, 937.328.6019 or 937.431.7155.
To schedule an appointment to take the placement test, please contact the location nearest you:

- Leffel Lane Campus, Springfield: Student Academic Support Center, Rhodes Hall first floor, 937.328.6049 or springfieldtesting@clarkstate.edu
- Beavercreek location: Success Center, Room 121, 937.429.8921
- Bellefontaine location: Ohio Hi-Point Career Center, 937.599.7602
- Xenia location: 937.431.7171

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 520 SAT.

Students are excused from placement testing in reading if they have received the following Reading scores in the last three years: 21 ACT or 450 SAT.

Students are excused from placement testing in writing if they have received the following English scores in the last three years: 18 ACT or 430 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.

If you recently graduated from high school or recently earned your G.E.D. you may be able to bypass parts of the placement test. To see if you qualify call 937.328.6049 or email successcenter@clarkstate.edu.

Attend Orientation

Orientation will help you navigate your education at Clark State and assist you in making the transition to a college environment. Orientation will allow you to explore and utilize pertinent campus resources, services, and technologies. You will have the chance to meet other new students and staff. You can register for orientation online at www.clarkstate.edu or by calling 937.328.6084 for the Springfield Campus or 937.429.8819 for the Beavercreek location. If you are a fire or police academy student, you do not have to attend orientation.

You will complete the following at orientation:

- Meet with a success coach who will help you register for classes.
- Pick up your new student ID.
- Obtain your schedule from any of our locations.
- Pay for or arrange for payment of your classes at Cashiers Office in Springfield or Beavercreek. Credit card payments may be made in person, by calling 937.328.6048 or 937.429.8819, or online through Self-Service.
- If you need help paying for your classes, you can meet with financial aid specialists to find out how to apply for federal student aid and what types of aid may be available. If you are receiving financial aid to help pay for your books, you must bring photo ID. Check the online calendar for dates when bookstore allowances can be used.

Obtain Your Student ID

You may obtain your ID at the Library in the Sara T. Landess Technology and Learning Center, Room 122 or at the Greene Center Information Desk beginning the first day of the term. Please bring an existing photo ID with you. Students attending new student orientation can obtain their student ID that day after registering for classes.

What Kind of Student Are You?

Adult Student

School is probably just one of many responsibilities that you will have to keep track of during your normal day. Clark State will work with your busy schedule by offering flexible day and evening class schedules at our four campus locations or online with over 250 courses offered each semester, so that you can maintain your career, family, and home. Clark State offers over 125 degrees 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, career exploration, financial aid and scholarships, and veterans services to name a few. Additional information on entrance requirements and services can be obtained at any of our locations or admissions@clarkstate.edu.

High School Student

High school students have a variety of options to earn college credits before they graduate. To learn more about becoming a Clark State student while you are still in high school, contact your high school guidance counselor or the Admissions Office in Springfield at 937.328.6028; Beavercreek at 937.429.8819; Bellefontaine at 937.328.6484; or Xenia at 937.431.7171.

College Credit Plus Program (CCP)

The College Credit Plus Program provides 7th through 12th grade students who are academically ready for college with a chance to start college early. The program is intended to provide students with a more rigorous academic schedule while earning both high school
Clark State has created partnerships with local high schools by offering college level courses at their location taught by appropriately credentialed high school instructors to high school students who meet the required course requirements. All CCP course final grades will be based on the final letter grade the student receives in the college course offered at the high school. Grades will be calculated according to the high school instructor’s standards and will also be the grade recorded on the student’s official college transcript. High school instructors and counselors can help students decide if the classes they are taking meet the Clark State requirements for credit and can facilitate their enrollment. The Admissions Office can provide additional information and entrance requirements.

Clark State offers pathways in:

- Agriculture/Landscape/Turf Management
- Animal Science
- Business Technologies: Accounting, Marketing
- Computer-Aided Design
- Criminal Justice
- Digital Media
- Diesel Technology
- Early Childhood
- Engineering Technologies
- Financial Services
- Geographic Information Systems (GIS) and Geospatial Technologies
- Graphic Design
- Health Occupations/Nursing/Physical Therapy Assistant
- Heating, Ventilation, Air Conditioning and Refrigeration
- High School of Business
- Interactive Media
- Medical Assisting
- Networking
- Office Administration
- Project Lead the Way
- Supply Chain Management
- Software Design
- Welding

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

A great opportunity for all high school career tech students is the $3,000 George Mueller Tech Prep Scholarship. This is open to all qualified Tech Prep students in career centers and high schools graduating with a 2.25 GPA or better.

For more information contact the Tech Prep office at 937.328.6028.

**Jump Start Option**

High school students who are not participating in the College Credit Plus (CCP) Program can still enroll in college classes on Clark State’s campus while in high school. Students interested in this option must apply and meet all necessary prerequisites and co-requisites for all Clark State courses. 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 location nearest you.
New Student

If you are a new student who has never attended a college, you need to take the placement test, provide ACT/SAT scores, or Ohio high school transcript, and attend orientation. Students who need additional academic support may be referred to a local ASPIRE or adult literacy program.

Transfer Student

If you are transferring from a regionally accredited college or university, you need to submit official college transcripts for courses you want evaluated for transfer credit. Official transcripts must be mailed directly from the college to Clark State Community College, P.O. Box 570, Springfield, OH 45501, or hand-carried, sealed and unopened, to the Clark State location nearest you.

Active Duty Military Personnel

If you are military personnel with active orders, you are eligible for a reduced tuition rate of 50%, not including fees. Spouses of active duty military personnel are eligible for a 25% reduced tuition rate. You may take the required general education courses at Clark State and transfer them back to the Community College of the Air Force (CCAF) and apply them to your associate degree. You may also transfer your credits from CCAF to one of the many Clark State degree programs.

Our admissions staff will not make multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing Service member enrollments.

For more information, call the Greene Center at 937.429.8819 or the Springfield Campus at 937.328.6462.

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 Veteran Services at 937.328.6462.

Prior Learning

Earn credit for what you have learned! If you have years of work experience, your college degree may be closer than you think! Clark State can help you apply your experience, knowledge and skills toward a degree, which could save you time and money.

Prior Learning Assessment (PLA) is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. PLA validates knowledge acquired through life experience, work experience, military experience, civic engagement, individual study, reading and participation in classes or training sponsored by business and industry, professional organizations and/or government agencies. Credit is awarded for college-level knowledge gained from experience and not for the experience itself. College-level learning is validated through PLA when learners prove their mastery of the knowledge, skills, competencies and abilities in a specific area of study offered by the college.

For more information please contact Academic Affairs at 937.328.3867.

Mature Citizens Program

If you are an Ohio resident and 60 years of age or older, you may enroll in college credit and non-credit classes on a space-available basis. Instructional and general fees are waived. In addition to course enrollment, you'll have the opportunity to use the College facilities and educational services. We also encourage you to take part in student activities. If you would like more information, call the Clark State Admissions Office at 937.328.6028.

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. The following documents are required:

New Student (You are currently living in your home country)

International Student Application: Please print clearly. Be sure that your name on your application is spelled the same as your name in your passport. This application can be found on our website, www.clarkstate.edu/international_admissions.

A photocopy of your passport: Pages with identification information and expiration date.

Proof of Graduation from High School: Original or certified copies of official diploma or certificate from each high school translated in English.

Evidence of English Language Proficiency (waived for students whose native language is English): Applicants must present evidence of their level of English language proficiency
proficiency. Any of the methods below can be used to satisfy this requirement:

- **Test of English as a Foreign Language (TOEFL):** The applicant must attain a score of at least 60 on the Internet-based test or 500 on the paper-based test. Applicants applying from abroad must submit an official TOEFL score report to the College. The TOEFL code for Clark State Community College is 1127.

- **International English Language Testing System (IELTS):** The applicant must attain an overall IELTS Band Score of 5.0 or better.

- **Official transcripts from a previous U.S. college or university showing a grade C or better in college/university-level English courses.** This does not include English as a Second Language.

Please note: Regardless of TOEFL or IELTS scores, all new students are required to take the ACCUPLACER placement test upon arrival at Clark State Community College.

Evidence of Financial Support: You and your sponsor(s) must complete the Statement of Financial Support, which states that there are sufficient funds available to cover your educational and living expenses, estimated at $25,200 per year.

**IMPORTANT:** Your sponsor MUST also 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.

**Transfer Student (You are transferring from another U.S. institution)**

Complete and submit the following:

- All documents required for a New Student under the International Student Admission.
- Form I-20: Copies of your current and all previous I-20s.
- A photocopy of your passport: Pages with identification information and expiration date.
- A photocopy of your current Visa in your passport.
- If eligible, the transfer form will be made available after all admission documents have been received.
- You and the DSO at your current institution must complete this form.

**Concurrent Student (You are concurrently enrolled at your U.S. home institution and Clark State Community College):**

Complete and submit the following:

- International Student Application. Please print clearly. Be sure that your name on your application is spelled the same as your name in your passport.
- Copy of your current I-20.
- Copy of your VISA.
- Transcript(s) from your current U.S. college or university.

Please note: If your transcript does not show the necessary course prerequisite(s), you may be denied approval to register for a specific course.

Clark State will issue an I-20 for an F-1 student visa only after the necessary documents have been received and evaluated.

Please submit all documents together. Incomplete application packages will not be processed. Failure to submit the documents as required will result in the delay of the processing of your application.

**Fresh Start**

If you re-enroll after an absence of three or more consecutive academic years, you may petition the Records and Registration Office to eliminate the progress and transcript GPAs of your previous enrollment. Any courses in which you received a C or better will be counted in the “hours earned” but not in the GPA. To qualify students must have a cumulative progress GPA of 2.5 or less prior to readmission. In addition, the student must have at least 30 semester hours remaining before completing a bachelor’s degree, fifteen semester hours remaining before completing an associate degree and/or at least twelve semester hours remaining before completing a one-year certificate. A Fresh Start can only be used once and cannot be applied to the coursework of a degree or certificate that has already been conferred. A Fresh Start will not change your academic progress calculation for financial aid purposes of warning or suspension. For more information about Fresh Start and eligibility, contact the Records and Registration Office at 937.328.6015.

**Re-Admission**

If you return to Clark State after three years or more, you will need to update your student information in the Admissions Office. Students who interrupt their attendance for four or more consecutive semesters and later return must meet the curricular requirements in place at the time of their return. Technical and basic courses taken prior to any interruption may have to be re-evaluated. Those that were taken in the last five years generally will still meet graduation requirements. However, some technologies may have more stringent requirements. You should contact your academic 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, Human and Public 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 you wish to test out of English 1111, you will need to complete a three-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. This test is not available to students who are currently enrolled in English 1111, or have previously taken ENG 1111 at Clark State with a grade of A, B, C, D, F, W, or Z. Proficiency testing is not available for English 1112.

You should take the test before the end of midterm week of the term before you plan to be registered for the class. For Fall Semester, the test should be taken in the spring.

The test will be graded by three English faculty members who will determine if you should receive credit for English 1111 or if you should enroll in English 1111 based on the results of this exam. The fee for taking the exam is $60. Call the Arts & Sciences Division Office at 937.328.6030 to schedule an exam time.

**Space-Limited Programs**

Some programs offered at Clark State are restricted in the number of students who can be admitted each year. These space-limited programs are Medical Assisting, Medical Laboratory Technology, Physical Therapist Assistant, Practical Nursing, Registered Nursing, Nursing Transition (Practical Nursing to Registered Nursing, Paramedic to Registered Nursing), Diagnostic Medical Technology (Pending Approval), and the health programs offered through the Northwest Ohio Allied Health Education Consortium (Respiratory Care, Radiographic Imaging, and Occupational Therapy Assistant programs). Please refer to the program pages or contact the Admissions Office for further information.

**Health Technologies Admissions**

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

Entry into some of the health programs is competitive and based on academic achievements.

All applicants must meet the required cumulative grade point average and academic requirements for the respective program prior to applying. College preparatory courses and other courses, which are not listed as part of the curriculum, are not typically included in calculating the cumulative GPA.

Transcripts are reviewed prior to sending acceptance letters for these programs and prior to the beginning of the technical courses. Applicants must have the required grade point average in order to be eligible for acceptance into the program.

Non-space limited healthcare certificates and AA, AS, and ATS degrees are available. Students interested in completing one of the certificates or degrees while waiting to enter a space-limited program should contact an academic advisor for guidance. Students should also contact the Financial Aid Office to determine the impact pursuing an additional certificate or degree might have on their financial aid eligibility.

**Physical Therapist Assistant**

Students must obtain the PTA Program Application Handbook from the Admissions Office, Health and Human Services Division Office, the Greene Center, or online, and complete an application to enter the PTA program. Students must refer to PTA program information pages in the Catalog and the PTA Application Handbook for information and take the following steps:

- Demonstrate a minimum 2.5 cumulative grade point average (GPA) for all required courses in the curriculum, regardless of where the course were completed.
- Have a minimum 2.0 cumulative Clark State institutional GPA.
- Successfully complete reading, writing, and math placement tests or equivalency prior to applying.
- Successfully complete or be currently enrolled in course to complete the biology and physics prerequisites prior to applying.
- Complete 60 hours of observation.

Acceptance into the PTA program is a competitive admission process. Applications are accepted in the Health and Human Services Division Office, Applied Science Center, Room 133 or at the Greene Center between December 1-February 1 of each school year. Students are entered into the program once a year in the Fall Semester. Admission notifications are made in March or April of each year.

**Medical Assisting**

Students must successfully complete reading, writing, and math/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. Students who have met the petition requirements and submitted a petition are eligible to start the Medical Assisting program’s technical (MAS) course sequence. They must contact the Medical Assisting program coordinator for academic advising and approval to enroll in the MAS courses.
Medical Laboratory Technology

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

After the petitioning requirements have been completed, students must petition for the program online. Students are entered into the program once a year in Fall Semester based on the date of their approved petition request. Space limitations do not apply to distance students who complete lab sessions at out-of-area, off-campus sites.

Practical Nursing

Students must successfully complete the reading, writing, math, and algebra placement tests or equivalency prior to petitioning to the program. Refer to program information for equivalencies. After the petitioning requirements have been completed, students must petition for the program online. The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition online to be placed on the waiting list.

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

Registered Nursing / Nursing Transition (Paramedic to RN; LPN to RN)

The Registered Nursing (RN) program is space limited and has a competitive admission process. Application to the program does not guarantee admission. To be considered for acceptance into the RN Program, students must:

- Complete application to the college, declaring RN as their major.
- Provide official high school transcripts or GED certificate and official transcripts from all previously attended colleges/universities to the Admissions Office if needed to demonstrate completion of admission requirements, prerequisites, or curriculum courses.
- Demonstrate a minimum 2.5 cumulative grade point average (GPA) for all required courses in the curriculum, regardless of where the courses were completed.
- Have a minimum 2.0 cumulative Clark State institutional GPA.
- Complete reading, writing, math, and algebra placement tests or equivalency (refer to nursing program information for more specific information).
- Have current Nurse Aide certification or MST 1181 completed, in progress, or planned for completion prior to starting nursing courses (not required for LPN to RN).

Completion of the above minimum requirements and application to the program does not guarantee admission. Entry to the nursing program is competitive and based on academic achievements. Applications are reviewed and scored using a rubric. Applicants with the highest points will be offered admission to the program. If spaces are not available for all applicants with the same score, these applicants will be ranked by the dates and times their applications were received.

Northwest Ohio Allied Health Education Consortium Programs

Students submit their program application to Rhodes State College. Refer to the programs and majors area on Clark State’s web site for application requirements.

Diagnostic Medical Sonography (Coming Fall 2020)

The Diagnostic Medical Sonography (DMS) program will be space limited and have a competitive admissions process. The anticipated application deadline will be October 15, 2020 for the start of technical courses in the DMS program in the following spring semester. When available, applications will be accessible on the program page of the College website, through success coaches and at the Xenia location.

Reinstatement for Health 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, Human, and Public 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, and/or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process. Although the College will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to be placed at that facility. Host facilities may consider expunged convictions in placement decisions. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing or certification body corresponding to their intended occupation for more details. Successful completion of a program of study at the College does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student’s program of study.

Academic Advising

Academic advising is a shared responsibility between the student and success coach. The student and success coach collaborate to develop, follow and complete an academic plan for the first two semesters. New students are expected to begin their academic program by discussing goals with a success coach. First-term students, should attend New Student Orientation for placement test score interpretation and first term scheduling assistance.

Success Coaches 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 success coach. Your success coach’s role is to discuss options and offer advice regarding your academic program of interest.

After completing the application process and either taking the ACCUPLACER placement test, or after transcripts from previous institutions have been received and reviewed, success coaches can provide guidance with term scheduling.

Students with transfer credit from another college should have official transcripts sent to the College, and should also have an unofficial copy in hand when they meet with a success coach.

During the advising session in New Student Orientation, success coaches will review the specific requirements for completion of the student’s academic program. However, the program requirements can also be found on the Clark State website.

Priority registration provides current students with first choice of classes. It is highly recommended that current students take advantage of this opportunity and work with their success coach to make appropriate course selections.

New students will meet with their success coach for their first two terms after which time they will transition to their programmatic faculty advisor. Health majors may work with their success coach until they have been admitted into their program.

If you do not know the name of your success coach, you may contact Academic Advising at 937.328.6084 in Springfield, 937.429.8819 at the Beavercreek location, 937.599.7602 at the Bellefontaine location, 937.431.7171 Clark State at the Xenia location, or email at advisors@clarkstate.edu.
Registration Information

New students should attend New Student Orientation before registering for classes. Students will meet with a success coach for scheduling.

If you are a returning student, you should contact a success coach for registration assistance.

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

If you are a Veteran (Proof of Veteran status or a Military ID Required) you will have priority registration on the first day registration opens for a semester.

Information about when to register for classes is found on the college calendar at www.clarkstate.edu.

Ways to Register

Register online through Self-Service, Student Planning on the myClarkState student portal.

Register in person at our Beavercreek, Bellefontaine, Springfield and Xenia locations.

Credit-Hour Limit

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

Adding Courses

You can add courses through the seventh calendar day of the term in Fall and Spring Semesters. For Summer Terms A and B, you can add courses through the first day of the term. For Summer C and D, you can add courses through the seventh calendar day of the term. The Registration/Add/Drop form can be obtained from faculty advisors, academic division offices, success coaches, Records and Registration, the Beavercreek, Bellefontaine and Xenia locations and online.

Dropping Courses

If for any reason you cannot complete a course, you must officially withdraw from the course. Even if you never attended a course that you registered for, you must officially drop/withdraw, or you may receive a grade. To drop/withdraw a course, you must complete and submit a drop form in accordance with College policy. To drop/withdraw after the 15th day of the term, you need to contact your success coach to formalize the process. Check the College calendar for the official published date to drop/withdraw from a course. Grades will be reflected on transcripts as follows for a regular 16-week term:

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

For the last date to withdraw from a 16-week term course and receive a grade of W, check the online calendar. For the last date to withdraw from courses that run for less than a full semester, please contact the Records and Registration Office. Registration/Add/Drop forms are available from academic divisions, advising offices, Records and Registration and the Beavercreek, Bellefontaine and Xenia locations. 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 awards and eligibility status. If you receive Veteran's benefits and drop a class or withdraw from all classes, it is your responsibility to notify the Veteran’s Certifying Official in the Records and Registration Office, Sara T. Landess Technology and Learning Center, Room 114, 937.328.6462. Courses dropped anytime during the term could result in an over-payment dating back to the first day of the term.

Repeating Courses

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

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

For students using federal student aid, a course can be included in financial aid eligibility one time after the course has been completed with a grade of “D” or higher.
Auditing a Course
If you audit a course, you will not receive a grade or credit. You will be permitted to attend classes, but you will not be required to take exams. The fee for auditing is the same as for credit. Audit status is not convertible to credit status nor is credit status convertible to audit status once the registration has been completed. Students using Veteran’s benefits or receiving financial aid may not audit classes.

Change of Major
Students who decide to change or add a major must complete a Change of Information form, available in the Records and Registration Office and Student Services at the Beavercreek, Bellefontaine and Xenia locations. You must meet with a success coach/faculty advisor for approval.

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 for classes offered by another SOCHE institution at no additional charge on a space-available basis. Information on the eligibility requirements, registration procedures, a list of the colleges and universities participating in the SOCHE cross-registration program, and the Cross-Registration application are available in the Records and Registration Office and on the web at www.soche.org/crossreg.htm.

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

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

Appeals for Transfer Credit
A student disagreeing with the application of transfer credit by Clark State shall be informed of the right to appeal the decision and of the process for filing the appeal. The Records and Registration Office shall make available to students the appeal process for Clark State. The student must complete the Transfer Credit Appeal form located in the Records and Registration Office, Sara T. Landess Technology and Learning Center, Room 114 or at the Beavercreek location.

The appeal form is forwarded by the Records and 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 and Registration Office contacts the student informing him/her of the decision.

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

Paying for College
How Much Does Clark State Cost?

<table>
<thead>
<tr>
<th></th>
<th>Ohio Resident (per credit hour)</th>
<th>Out-Of-State Resident (per credit hour)</th>
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<tbody>
<tr>
<td>Instructional Fee</td>
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<tr>
<td>General Fee</td>
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<tr>
<td>Technology Fee</td>
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<td>Career Advantage Fee</td>
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<td><strong>Total Cost</strong></td>
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<td><strong>$292.66</strong></td>
</tr>
</tbody>
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Other Fees and Expenses
Application fee (one time only) ............................................. $15
Auxiliary fee (per semester) ............................................. $10
Health Service fee (per semester) Summer: .............. $15
Health Service fee (per semester) Fall/Spring: ........ $25
Online fee (per credit hour) ............................................. $7
Late payment fee (per semester) ................. $15
Late registration fee (per semester) ............... $25
Transcript fee ................................................. $5
Delayed Payment Plan service charge ............... $15
Delayed Payment Plan late fee (per installment) .... $25
Proficiency fee (written only portion) ...... $25/credit hour
Proficiency fee (written only portion) - for 3 or more credit hours ................................................. $75
Proficiency fee (skills only exam) ................ $50
Proficiency fee (written and skills exam) - cost of skills portion is contingent upon the possible lab fees/materials needed to complete the skills portion ................................................. $75-$125
Portfolio Assessment - For courses with two or less credits ................................................. $100
Portfolio Assessment - For each course with three or more credit hours (equivalent to the total of one credit hour) ................................................. $140
ACCUPLACER retest fee ........................................... $15
Returned check fee ................................................ $25

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

Auxiliary service fees are used to support the operation and maintenance of parking lots and roadways, the Campus Police Department, and other safety and security activities on all campuses.

Revenue generated by the technology fee is used to directly benefit students by providing the state-of-the-art technology that is critical to the learning experience.

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

Payment

Payment for tuition may be made by cash, check, MasterCard, Discover, or VISA. Students who fail to meet their financial obligations will be administratively withdrawn from classes. In addition, you may not be permitted to graduate, receive an official transcript, or register for subsequent terms until all your financial obligations to the College are satisfied. To help ease the burden of paying tuition costs, Clark State offers a Delayed Payment Plan (DPP).

To participate in this plan for Fall and Spring semesters, you will pay one-fourth of your assessed fees plus the service charge by the fee payment deadline. The remaining balance is divided into three installments and is payable in approximately three 30-day increments. To participate in this plan for the summer session, you will pay one-half of your assessed fees plus the service charge by the fee payment deadline. The remaining balance is due approximately 30 days later. This plan is not available for students enrolled in mini-mesters. Books and supplies are not included in this fee payment plan. If you register after the fee payment deadline, you must pay the initial installment (including the service charge) when you register. Contracts and additional information are available in the Cashier’s Office in Sara T. Landess Technology and Learning Center Rotunda and at the Beavercreek location.

Cash Refund Policy

Refunds of instructional, general, laboratory, and technology fees will be made according to the Fee Refund 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.

Students are refunded at 100% through the 15th calendar day of the term.

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 $2,250 per term and must be repaid by the eighth week of the term. There is a $20 processing fee. The borrower must demonstrate the ability to repay the loan. Receipt of this loan is contingent upon availability of funds.

Parking Enforcement and Penalties

Parking permits are not required for students. Any vehicle ticketed for a Clark State violation that displays a current Clark State permit will have the fine charged to the permit holder. If the fines assessed are not paid within ten days, a hold will be placed on the permit holder’s account, which will prevent the permit holder (if a student) from registering for the following term. Fines can be paid in the Cashier’s Office in the TLC Rotunda.

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

Clark State violations and fines

Parking on grass, sidewalk, loading zone or other restricted area ............................................. $25
Student in faculty/staff lot ........................................... $20
Improper parking ................................................... $20
Parking in visitor designated spaces ......................... $10

City of Springfield violations and fines include the following:

• Handicapped parking without displaying a permit issued by the State of Ohio
• Parking in fire lane
• Disobeying traffic control device
• Reckless operation
These fines are set and controlled by the City of Springfield.

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

**Ohio Residency**

Clark State follows the Ohio Department of Higher Education Rule 3333-1-10 for determining a student’s residency status for subsidy and tuition surcharge purposes. Copies of this rule and the Ohio Residency Application are available from the Records and Registration Office or on Clark State’s website. Specific exceptions and circumstances may require a review of each student’s residency classification on an individual basis. An Ohio Residency Application Packet must be submitted two weeks prior to the term begin date and approved prior to the first day of classes for the term.

**Student Printing**

Each enrolled student is provided $7.50 in a printing account to print documents on campus each semester. Black and white pages will be charged against the student’s printing account at a rate of 3.5 cents ($0.035) per single-sided page printed and 7 cents ($0.07) per double-sided page printed. Students who exceed the $7.50 allocation for the semester can add additional funds for printing by purchasing a pre-paid top-up card from the Bookstore. Money placed into the students’ printing accounts by the student will carry over from one term to the next. However, once the money is placed into the printing account, it cannot be refunded.

Each term, the College will refresh all enrolled student accounts with $7.50 (150 pages of black and white prints). Unused pages do NOT carry over from one term to another. The value placed in the students’ printing accounts by Clark State will be used before any carryover funds added by the student are used.

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

**Financial Aid**

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

**How to Apply**

Financial aid applications are available in October for the following financial aid year that begins with Fall semester. You should file these applications as soon as the FAFSA 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 prior year income. The information provided on this form is processed and a Student Aid Report (SAR) is sent to your e-mail account. This information is also sent to the schools you listed on your FAFSA. The SAR will include an estimate of 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 including federal grants and loans. The Financial Aid Office determines eligibility and a student receives an award notification via his or her Financial Aid Self-Service portal detailing aid that is being offered. Applications for additional aid, such as Federal Work-Study, will be considered as long as funds are available. We encourage you to apply early. Materials completed by the deadlines below will be processed by the beginning of the term, providing the student meets all eligibility requirements and has submitted all requested documents.

**Priority Deadlines**

Fall ................................................................. May 15
Spring ............................................................. October 15
Summer .......................................................... March 15

Generally, Federal Pell Grant funds may be used for the academic year beginning with Fall Semester and ending with Spring Semester. Eligible students who attend in Summer Semester may request financial aid if they have remaining eligibility at the end of the year.

Part-time students may receive Federal Pell Grant. Federal Students Loans require a minimum enrollment of 6 eligible credit hours each semester.

The Financial Aid Office begins processing financial aid applications for the next academic year in the spring. It is suggested that students apply as early as possible.

Financial aid funds can only be used to pay toward courses that are required to complete the student’s registered degree or certificate program.

Clark State can provide you with additional information about scholarships and deadline dates. This information is available on the Financial Aid page of the Clark State website or you may call the Financial Aid Office at 937.328.6034.

**Supporting Material**

Additional documentation may be needed for certain situations or to comply with U.S. Department of Education verification requirements. The Financial Aid Office will advise you on what you need and this information will also be provided on the Financial Aid Self-Service portal. You may also be required to confirm your identity and purpose of education.
The federal program eligibility requirements are listed below:

- Generally, you must show financial need.
- You need to have a high school diploma or GED. If you completed high school outside of the U.S., your diploma must be the equivalent of a U.S. high school diploma.
- You are enrolled as a regular student in an eligible program.
- You are a U.S. citizen or eligible non-citizen.
- You meet financial aid satisfactory academic progress requirements.

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, exceeding the maximum credit hours for the certificate or degree, default on a federal student loan, or failure to submit required documentation.

Financial Aid Disbursements

When aid has been awarded, it can be disbursed as payment of tuition, fees, and books. A check for any surplus aid not used is either mailed to the student’s home address or direct deposited into a bank account by request in the fifth week of the term. 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 if the student completes the semester and earns academic credit. 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 2018-2019, the annual value of Pell Grants at Clark State ranged from $652 to $6,095 for part-time and full-time students, respectively.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

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

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

Federal DIRECT Unsubsidized Stafford Loan Program

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

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

Parents’ Loans for Undergraduate Students (PLUS)

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

The application process for the federal PLUS loan is at www.studentloans.gov and does not carry a fixed loan limit but is limited to the cost of attendance minus other accepted aid. Parent borrowers must also submit a Clark State Parent PLUS Application.

Academic Progress

As a Clark State student, you are required to meet standards of academic progress while working toward a degree or certificate. 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 FSEOG, Federal Work-Study, Federal Direct Stafford Loans, and Parent PLUS loans. This policy is applied to all financial aid applicants, regardless of whether they received financial aid previously.
Credit Hour Requirements
You will need to successfully complete 67 percent of all hours attempted, each term and cumulatively, with grades of A, B, C, D, IP or S. Grades of F, Z, W, I, U, UW and PG are not considered as successful completions. You must also maintain a cumulative grade point average of at least 2.00.

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

Financial Aid Warning
Students who fail to complete 67 percent of their attempted hours and/or fall below the minimum GPA requirement are placed on financial aid warning. If the warning status is not removed in the above-specified manner, federal financial aid will be suspended. You have an opportunity to appeal a suspension. If you do not appeal, or your appeal is denied, you must successfully complete credit hours without the assistance of federal financial aid to achieve a completion rate of 67 percent and cumulative GPA of 2.00 in order to request reinstatement of further financial aid. If you complete additional credit hours, you must contact the Financial Aid Office to have your academic progress recalculated. You can still receive non-federal assistance.

Financial Aid Suspension
If the warning status is not removed in the above-specified manner, federal financial aid will be suspended. You have an opportunity to appeal a suspension. If you do not appeal, or your appeal is denied, you must successfully complete credit hours without the assistance of federal financial aid to achieve a completion rate of 67 percent and cumulative GPA of 2.00 in order to request reinstatement of further financial aid. If you complete additional credit hours, you must contact the Financial Aid Office to have your academic progress recalculated. You can still receive non-federal assistance.

Financial Aid Appeals Process
If you lose your financial aid eligibility and feel there are mitigating circumstances, you may appeal in writing to the Financial Aid Office. If the appeal is granted, you will be placed on probation or on an academic plan.

If the student is placed on probation, the cumulative standards of 67 percent completion rate and cumulative GPA of 2.00 must be met by the end of the probation semester.

If the student is placed on an Academic Plan, the student must adhere to all requirements outlined in the Academic Plan. Minimum requirements are successful completion of 67 percent of attempted credit hours and a GPA of 2.00 at the end of the specified semester. Other additional restrictions may apply. Progress is evaluated at the end of each semester. The student may continue on the Academic Plan for subsequent semesters until the cumulative completion rate is at least 67 percent and cumulative GPA is 2.00.

If at the end of either the probation semester or any Academic Plan semester, the minimum standards are not met, the student will be suspended a second time. Once the cumulative minimum standards are achieved, the student will be considered to be making satisfactory academic progress. Students can have two approved appeals during their enrollment at Clark State.

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

Additional Degrees/Certificates
Students who have received one or more degrees or certificates and are returning for an additional degree or certificate must complete a New Degree Appeal in the Financial Aid Office to be considered for any further aid. The student will be notified of the new credit hour maximum limit for financial aid. Once the student has reached the new limit, financial aid will be terminated. Financial aid will be limited to only those classes required for the new degree or certificate.

Work-Study Program
The Federal Work-Study Program provides part-time college employment if you have financial need and want to earn part of your education expenses. You must be enrolled for at least six credit hours each term to be eligible to participate. To be considered for Summer employment, you must have a completed financial aid award for the upcoming year with federal work-study eligibility. The wage is no less than 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 Services assists students with locating part-time employment on campus.

Remedial Coursework
You may receive federal financial aid payments for no more than 30 hours of non-credit remedial course work. This restriction holds for all the federal grants, loans and work-study. You can, however, still receive federal financial aid payments for credit courses enrolled during same term as remedial courses.

Repeated Coursework
Previously passed courses may be included when determining enrollment status for the term as long as it is not the result of more than one repetition of
a previously passed course, or any repetition of a previously passed course due to you failing other coursework. Students who must repeat coursework due to program requirements (i.e. Judicial Court Reporting Skills) should contact the Financial Aid Office for information.

 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 semester. Federal student aid may have to be reduced, returned to the U.S. Department of Education and the student may owe funds back to Clark State.

Non-Attendance
Students that fail to attend class and actively participate within the first 15 days of the semester (reported by the class instructor) will be administratively withdrawn from the class. Tuition for the class will be refunded and financial aid will be adjusted accordingly.

Unofficial Withdrawals
Students who begin class but stop participating either by class attendance, online contact, or assignments prior to completion of 70 percent of the term, will be considered an unofficial withdrawal. The student will receive a failing grade of UW on their transcript. In addition, a required federal financial aid recalculation will be completed and the student may owe funds back to Clark State.

Financial Aid Return of Title IV Funds Policy
Any student receiving Federal Title IV funds will be subject to the policy below regarding the return of Federal Title IV funds:

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

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

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

Students who remain enrolled more than 60 percent of the payment period (semester) are considered to have earned 100 percent of the aid received and will not owe a repayment of Federal Title IV grant funds. Students who withdraw from current courses but still are enrolled in later term courses must inform the Financial Aid Office of their intent to attend or withdraw from the later starting courses.

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

Educational Costs
Expense budgets (also called Cost of Attendance) 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 dependency status (as defined by federal and state programs), residency, and credit hour enrollment. 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 on the Clark State website under Scholarships.

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

Recipients must be graduating during the current year, rank either in the upper 15 percent of their high school graduating class or have a 3.5-4.0 GPA, and have demonstrated involvement in activities outside the classroom. Recipients may retain eligibility for a second year by achieving stated academic requirements. Application deadline is March 15. Trustee Scholarship recipients are required to participate in the Honors Program as well.

Honors Program
The mission of the Honors Program is to offer enhanced courses and recognition to a community of students with
outstanding academic potential, to promote personal and civic responsibility through purposeful service to others and to equip students to actively engage in academic and community leadership. There are two honors levels. The Eagle Award is designated for students who successfully complete three honors courses with a grade of B or higher. The Honors Scholar is designated for students who successfully complete six honors courses with a grade of B or higher. Limited scholarship opportunities are available for students who are not Trustee Scholarship recipients.

Clark State Foundation
The Clark State Foundation is a non-profit organization that provides support to the College and its students. The Foundation offers and administers scholarships funded by contributions from individuals, businesses, and organizations. Applications are available on the Clark State website. Deadlines for applying are stated on the application. Your application will then be reviewed by the Scholarship Review Committee. Foundation scholarships can be used for tuition, books and fees.

George Mueller Tech Prep Scholarship
High School Tech Prep students graduating from a career center or high school in Clark, Champaign, Greene, Hardin, or Logan County may apply for the George Mueller Tech Prep Scholarship. Students must have a 2.5 GPA during junior and senior years and continue in the same Tech Prep pathway at Clark State to qualify for this $3000 per year scholarship. Deadline for applications is May 1. Contact the Clark State Admissions Office at 937.328.6028 for additional information. Students should contact their high school counselor for information to apply.

Other Ohio Scholarships Available
Ohio National Guard Scholarship
The Ohio National Guard will pay a portion of instructional and general fees of its members approved for education. Application is made through the local Guard unit.

Ohio Safety Officers College Memorial Fund
This program provides tuition assistance to the children and spouses of peace officers, fire fighters and certain other safety officers who are killed in the line-of-duty, anywhere in the United States.

It also provides assistance to the children and spouses of a member of the armed services of the US, who has been killed in the line of duty during Operation Enduring Freedom, Operation Iraqi Freedom or a combat zone designated by the President of the United States. Application is made through the Ohio Department of Higher Education State Grants and Scholarships Department.

Ohio War Orphans Scholarship
The State of Ohio awards scholarships for the partial payment of full-time instructional and general fees to dependent children of deceased or disabled Ohio war veterans. Application is made through the Ohio Department of Higher Education State Grants and Scholarships Department.

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

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

Online
Clark State offers online transcript ordering, which allows for 24/7 ordering access, faster service, secure transactions, online order tracking, and e-mail updates. For detailed information and a link to online ordering, visit the College website. A major credit card is required for online ordering.

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

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

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

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

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

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

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

Release of Information

Family Educational Rights and Privacy Act of 1974 as amended is designed to protect your privacy and your educational records. Clark State recognizes “Directory Information” as the following: student name, address, email 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.

Student Services and Programs

Tutoring

Tutoring is available by subject area free of charge to all Clark State students. A schedule of available tutoring hours will be posted at the beginning of every term. For more information about tutoring or to become a tutor, please visit the Student Academic Support Center in the lower level of Rhodes Hall or the Greene Center, Room 121. Online tutoring, including the Online Writing Center is available through the Online Tutoring Center in Blackboard. See the semester tutoring schedules for a list of course where virtual tutoring is available.

Success Center

The Greene Center offers a Success Center located in Room 121. Services include testing, ACCUPLACER testing, Accessibility Services, tutoring, and serves as the drop off and pick up location for OhioLINK online orders.

Office of Accessibility Services

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

Students must self-disclose their disability and register with the Office of Accessibility Services in order to receive accommodations. Students may need to provide documentation of the disability such as an Individualized Education Plan (IEP), Multifactor Evaluation (MFE), or other testing information, or a letter from a doctor or other licensed professional. Students are strongly encouraged to meet with a counselor in the Student Academic Support Center or Greene Center, Room 121 before enrolling in classes to determine eligibility for services. For more information, contact the Office of Accessibility Services at 937.328.6019 or 937.431.7155.

Accommodations Related to a Pregnancy

Students who are pregnant or recently have given birth may qualify for accommodations as covered by Title IX of the Education Amendments Act. For more information or to register for accommodations related to a pregnancy, contact the Office of Accessibility Services.

Office of Student Support

The Office of Student Support provides support to students throughout their college career and helps them achieve their academic and personal goals. The Student Support Specialist coordinates referrals to campus and community resources and offers follow-up support to address a variety of issues, including but not limited to, housing displacement, lack of childcare, transportation barriers, financial emergencies, food insecurities and physical health/wellness.
Students are encouraged to self-refer to access support and assistance. Faculty and staff may make referrals if there is concern for a student's well-being.

The College Library
The Clark State Library, located in the Sara T. Landess Technology and Learning Center, provides a variety of materials and services to students, faculty, staff, and the community. The Library owns more than 35,000 books, 150 magazine and journal titles with electronic access to thousands more, and over 2,000 media titles. In addition, through OhioLINK, the library provides access to 17,000 periodicals and more than 49 million books, plus nearly 70,000 e-books. The library website offers links to the catalog and to OhioLINK, as well as to other helpful tools. The website is lib2.clarkstate.edu.

A valid Clark State student identification card serves as your library card and entitles you to full borrowing privileges. A valid identification card also serves as a library card to other college and university libraries in Ohio.

Students can reserve small group study rooms, which have VCR/DVD players. Reservations must be made four hours in advance.

The Paul Laurence Dunbar Library at Wright State University serves as the nearest library for students at the Beavercreek and Xenia locations. Students may access and utilize this library with a valid Clark State student ID.

OhioLINK services are available at the Beavercreek location.

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

The Library is closed when the College is closed. Please call 937.328.6022 or email library@clarkstate.edu for more information.

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

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

The Counseling Center is located in Rhodes Hall, Room 224. Students may walk in or call 937.328.7961 for an appointment. Students at any location are encouraged to schedule an appointment.

Career and Employment Services
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, Clark State will help you meet these challenges. We have a full range of services designed to assist you in exploring the wide range of personal and professional choices open to you and to find the career path that fits you best. All Clark State students and alumni are encouraged to use the web-based resume referral service, self-assessment, career exploration, and job search resources.

For assistance with career exploration, schedule an appointment with a success coach at the Beavercreek, Bellefontaine, Springfield or Xenia locations.

For assistance with writing a resume, preparing for an interview, obtaining a co-op/internship, applying for jobs, and many other career-related activities, call 937.328.6468.

You may also access resources online at http://www.clarkstate.edu/student-life/career-planning.

Cooperative Education
Cooperative education is a unique form of education which shows you how to use classroom learning in the workplace. This combination of classroom study and related, paid, and supervised on-the-job training prepares you to join the workforce after graduation.

Clark State operates on a semester calendar. This allows you to be placed in a work site for approximately 15 weeks each semester. Most students prefer to work part-time (typically 20 hours per week) while carrying either full- or part-time coursework. Some students may prefer to work full time during the summer.

To participate in the Co-Op Program at Clark State, you must:

- Be a currently enrolled student with a GPA of at least 2.0 (some employers may have a higher GPA requirement),
- Successfully complete the course Employability Skills (EBE 1000), and
- Be committed to obtaining a degree from Clark State.

For more information, contact the Career Services Coordinator at 937.328.6468.

Student Support Services
The Student Support Services Program (TRIO) is funded by the Federal Department of Education to assist students with the challenges of college. TRIO Works: together we create an extraordinary future! We empower TRIO students to reach their academic, personal, and career aspirations.
TRIO provides:
Effective and strategic academic planning
• Guidance and assistance monitoring academic progress
• Proactive referrals to academic support services
• Personalized coaching in life skills
• Strategic workshops on financial literacy and academic success
• Resources and guidance on transfer pathways to four-year colleges, including campus visits
• Connections to community resources
• Exposure to diverse cultural and educational experiences

For additional information contact the Student Support Services Office at 937.328.6122 or TRIO@clarkstate.edu.

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

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

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

Phi Theta Kappa
Phi Theta Kappa is the International Honor Society for two-year colleges. Phi Theta Kappa was established in 1918 and has over 1,000 chapters in the United States, Canada, and Germany at colleges offering the associate degree. Clark State’s chapter, Alpha Nu Lambda, was established in 1987. The purpose of Phi Theta Kappa is to promote scholarship, leadership, fellowship, and service. Induction into Phi Theta Kappa provides national recognition to students of distinguished achievement. You will be invited to become a member of Phi Theta Kappa once you earn and maintain a cumulative grade point average of 3.5 or higher and complete a minimum of 12 credit hours toward a degree or certificate.

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

Student Ambassador Program
Student Ambassadors are positive, enthusiastic, and well-informed representatives of the student body who work with faculty, staff, and students to promote Clark State’s programs and services. They serve as advocates for all students by fostering support in their academic performance, achievement, and social development. Student Ambassadors are dedicated to student success, diversity, and strengthening student connections. To be eligible, students must have a minimum grade point average of 2.5, completed a minimum of 12 credit hours, and received a recommendation from the Ambassador Selection Committee.
Athletics/Intramurals

Clark State Community College offers five intercollegiate athletic programs: men's basketball, men's baseball, women's basketball, women's softball, and women's volleyball.

As a member of the National Junior College Athletic Association (NJCAA), Clark State competes in Division II in intercollegiate athletics. Recruited student-athlete applicants to the college must provide official transcripts from all high schools attended, as well as all other colleges attended. Qualified, recruited student-athletes can be offered athletic scholarships. For more information about recruiting, eligibility, and participation in intercollegiate athletics, contact the Athletics Office at 937.328.7819.

You may also participate in recreational and intramural sports. Some of the activities include club golf, flag football, co-ed volleyball, wiffle ball, and basketball.

Wellness Center

The Wellness Center is available for any Clark State student, faculty member, or staff member to use. A wide array of cardiovascular equipment as well as strength training equipment is available. The Clark State gymnasium is also available for recreational use and must be entered through the Wellness Center. Locker rooms and showers are available for use. Access to the Wellness Center and gymnasium is only allowed after showing Clark State identification and signing in at the desk outside the Wellness Center.

Performance/Concerts

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

Students can audition for the Theatre Arts Program Fall and Spring plays or musicals.

For more information about the auditions or student theatre productions, please contact the Theatre Arts Program at 937.328.3880.

In addition to performing opportunities, Clark State offers students the rewarding opportunity to work back stage at the Performing Arts Center events through the College Work-Study Program. Contact the Performing Arts Center technical director at 937.328.3863 for more details.
**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 Affairs is ultimately responsible for developing and implementing academic policies.

**Attendance**

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

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

**Academic Misconduct**

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

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

**Grade Reports**

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

**Dean’s List**

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

**Academic Probation**

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

<table>
<thead>
<tr>
<th>Hours attempted</th>
<th>Progress GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>Below 1.50</td>
</tr>
<tr>
<td>11-20</td>
<td>Below 1.60</td>
</tr>
<tr>
<td>21-30</td>
<td>Below 1.70</td>
</tr>
<tr>
<td>31-40</td>
<td>Below 1.80</td>
</tr>
<tr>
<td>Over 40</td>
<td>Below 2.0</td>
</tr>
</tbody>
</table>

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

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

**Dismissal**

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

---

**Hours attempted**

1-10
11-20
21-30
31-40
Over 40

**Progress GPA**

Below 1.50
Below 1.60
Below 1.70
Below 1.80
Below 2.0
Re-Admittance After Dismissal

You may be re-admitted to Clark State on probation after you have sat out one term or completed the reboot program through ASPIRE, completed the Petition for Re-Admission form available in the Records and Registration Office, and have it reviewed and approved by your success coach.

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

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

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

Definition of Credit Hour

All academic credits are expressed in terms of credit hours. Clark State defines a credit hour based on the requirements of the Ohio Department of Higher Education.

Grading System

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B-Good</td>
<td>3</td>
</tr>
<tr>
<td>C-Average</td>
<td>2</td>
</tr>
<tr>
<td>D-Poor</td>
<td>1</td>
</tr>
<tr>
<td>F-Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

*Student stops attending class prior to completion of 70 percent of the term, but never officially withdraws from the course.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 1</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>Course 2</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>Course 3</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>Course 4</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
</tbody>
</table>

Totals 13

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

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

- 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
- N = No Grade Reported (Records Office use only)

Incomplete

Students with extraordinary circumstances may be considered for an incomplete grade if they have completed approximately 70% of the work required for a course and have a passing grade on work already completed. For an incomplete grade that is granted, a student will have additional time to complete the required work according to an agreed upon timeline with the instructor within the maximum time allowed. Any fall incomplete grade not changed before Friday of the eighth week of spring semester and any spring or summer incomplete grade not changed before Friday of the eighth week of fall semester will automatically be changed to an F on the student’s transcript.

Graduation Requirements

To qualify for a degree, you must pass all required courses for your major and have a transcript grade point average of at least 2.0. Students in the following majors must have a C as a minimum grade in all required major courses: Early Childhood Education, Emergency Medical, Medical Assisting, Medical Laboratory, Practical Nursing, Registered Nursing, Physical Therapist Assistant, Social
Services and Diagnostic Medical Sonography (Pending Approval). Students who graduate from the Registered Nursing program in 2013 or after will be required to have a C or greater in all courses in the curriculum. Students in the Realtime Reporting 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 30 semester hours remaining before completing a bachelor’s degree, at least 15 credit hours of coursework at Clark State for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, such as articulated, experiential, transfer, or proficiency credit do not count toward the residency requirement. Credit equivalencies may not exceed one half of the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the academic division dean. All financial obligations to the College (instructional fees, general fees, laboratory fees, technology fees, library fines, parking fines, etc.) must be paid and all College equipment returned before your grades or a diploma will be issued by the College.

Graduation Process

Students will receive an email from Records and Registration during the term in which a student is enrolled in the final courses needed to complete his/her degree or certificate. This email will confirm that the student has registered for the necessary courses and that pending successful completion of those courses, can expect to receive his/her diploma or certificate at the end of the term.

Once courses have been successfully completed and confirmed by Records and Registration, students will be graduated. They will receive their diploma or certificate through the US Mail approximately eight weeks after the end of the term.

Important things for the graduating student to do prior to/during their last term:

• Check with your faculty advisor to ensure that all requirements for your degree/certificate will be met by the end of the term in which you wish to complete. You must also insure that required course substitutions (if any) have been submitted and processed.
• Check your Clark State Student email regularly.
• Verify that Records and Registration has your current mailing address.

Participation in Commencement

Students earning a degree or one-year certificate will be offered the opportunity to participate in Clark State’s annual Commencement Ceremony held at the end of Spring Semester. Information about the ceremony will be sent to participants approximately 30 days before the ceremony. Degree and certificate recipients who will graduate during Fall through Summer Terms are eligible to participate in the May Commencement Ceremony.

Student Classification

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

You are a first-year student if you are registered in a degree or certificate program and have earned fewer than 30 semester hours of credit, including transfer credit. You are a second-year student once you have earned 30 or more semester hours in a degree or certificate program. You are a third-year student once you have completed 60 or more semester hours of credit in a bachelor’s degree program, including transfer. You are considered a fourth-year student once you have completed 90 or more semester hours of credit in a bachelor’s degree program, including transfer.

Advanced Placement Credit Award

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

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

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

Additional courses or credits may be available when a score of four or five 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.
## Program Listing / Campus Key

### Key
- **E** - Online
- **G** - Beavercreek (Greene Center)
- **K** - Xenia (Clark State at Xenia YMCA)
- **L** - Bellefontaine (Ohio Hi-Point Career Center)
- **M** - Dayton
- **O** - Outreach location
- **S** - Springfield (Leffel Lane or Downtown Springfield)
- **U** - Urbana
- **★** - Start here, finish there

### Agriculture and Food Science

#### Degrees
- Agricultural Business
- Agricultural Business - Engineering Technology Option
- Food Science and Technology
- Horticultural Industries - Golf Course Operations Option
- Horticultural Industries - Landscape Design Option
- Horticultural Industries - Natural Resources Option
- Horticultural Industries - Nursery Operations Option
- Horticultural Industries - Turf and Landscape Operations Option
- Precision Agriculture
- Precision Agriculture - Technician Option

#### Certificates
- Precision Agriculture Short-Term Technical

### Arts and Humanities

#### Degrees
- Associate of Arts
- Communication
- Graphic Design
- New Media
- New Media - Web Design Option
- Theatre Arts - Performance
- Theatre Arts - Technical Theatre

#### Certificates
- Arts Administration Departmental
- Communication Departmental
- New Media Web Design Departmental
- Social Media Marketing Departmental

### Bachelor's Degrees

#### Manufacturing Technology Management
- Computer-Aided Design Concentration
- Industrial Technology Concentration
- Manufacturing Engineering Technology Concentration
- Mechanical Engineering Technology Concentration

### Business

#### Degrees
- Accounting
- Business Transfer - Central State University
- Business Transfer - Wright State University
- Judicial Court Reporting
- Management

#### Certificates
- Computer Programming Departmental
- CyberSecurity Short-Term Technical
- Geospatial Precision Agriculture Specialist Short-Term Technical
- GIS Analyst Short-Term Technical
- GIS Image Analyst Short-Term Technical

### Computer and Information Technology

#### Degrees
- Computer Networking
- Computer Networking - Technical Systems Support Option
- Computer Software Development
- Computer Software Development - Cybersecurity Option
- Computer Software Development - Web Development Option
- CyberSecurity/Information Assurance
- GIS/Geospatial Technology
- Information Services: Library Paraprofessional

#### Certificates
- Computer Programming Departmental
- CyberSecurity Short-Term Technical
- Geospatial Precision Agriculture Specialist Short-Term Technical
- GIS Analyst Short-Term Technical
- GIS Image Analyst Short-Term Technical
GIS Programming  
Network Administration Short-Term  
Network Infrastructure Short-Term  
Technical Support Short-Term  
Web Development Departmental

Education

Degrees
Career and Technical Education (ATS)  
Early Childhood Education  
Teacher Education Transfer

Engineering, Manufacturing and Mechanical Services

Degrees
Associate of Arts – Aviation Technology Concentration  
Associate of Science – Aviation Technology Concentration  
Computer-Aided Design Technology  
Diesel Technology  
Heating, Ventilation, Air Conditioning, and Refrigeration (Clark County CTC)  
Industrial Technology  
Manufacturing Engineering Technology  
Mechanical Engineering Technology

Certificates
Additive Manufacturing Short-Term  
Aviation Multi-Engine Post-Degree  
Aviation Pilot Flight  
Computer Numerical Control Short-Term Technical  
Computer-Aided Design Departmental  
Diesel Technology Short-Term Technical  
Heating, Ventilation, Air Conditioning, and Refrigeration (Clark County CTC)  
Industrial Maintenance Short-Term Technical  
Manufacturing Departmental  
Manufacturing Foundation  
Robotsics Departmental  
Supervisory Control and Data Acquisition (SCADA) Departmental  
Welding Short-Term Technical

Health

Degrees
Associate of Arts – Healthcare Concentration Transfer  
Associate of Science – Healthcare Concentration Transfer  
Medical Assisting  
Medical Laboratory Technology  
Multi-Skilled Healthcare Associate of Technical Studies  
Occupational Therapy Assistant (Consortium Program)  
Office Administration - Medical  
Physical Therapist Assistant  
Radiographic Imaging (Consortium Program)  
Registered Nursing  
Registered Nursing – Evening-Weekend  
Registered Nursing – LPN to RN Transition  
Registered Nursing – Paramedic to RN Transition  
Respiratory Care (Consortium Program)

Certificates
Advanced Medical Coding Short-Term Technical  
Electrocardiography Short-Term Technical  
Health Information Technology Departmental  
Medical Assisting  
Medical Coding Short-Term Technical  
Multi-Skilled Healthcare  
Nurse Aide Short-Term Technical  
Paramedic Certification for Registered Nurses  
Patient Care Technician Short-Term Technical  
Practical Nursing  
Practical Nursing – Evening-Weekend

Math and Sciences

Degrees
Associate of Science

Social Science/Human Services and Public Safety

Degrees
Criminal Justice Technology - Corrections Concentration  
Criminal Justice Technology - Law Enforcement Concentration  
Emergency Medical Services  
Social Services Technology  
Social Work Transfer – Wright State University

Certificates
Basic Peace Officer Academy  
Chemical Dependency Short-Term Technical  
Diagnostic Medical Sonography *Pending Approval  
EMT Short-Term Technical  
Fire Fighter / Transition Departmental  
Fire Fighter / Volunteer Departmental  
Fire Fighter I Short-Term Technical  
Fire Fighter II Short-Term Technical  
Paramedic
“I’ve had the chance to work freelance with several other businesses around town that I never even knew existed. Clark State has really opened up opportunities for me that I wouldn’t have gotten anywhere else.”
- Chas

“The staff has always encouraged and helped me meet my personal goals.”
- Ziad

“Being a student-athlete at Clark State is not only about playing; it is about leadership, life and success. It is a privilege.”
- Clementine
Degrees and Certificates
Agriculture and Food Science

Agricultural Business (1100)

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

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

Learning Outcomes

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

• Identify plant nutrient deficiencies and describe corrective measures.
• Identify major plant pests, including weeds, insects, and diseases and describe corrective measures.
• Develop a written agricultural business plan.
• Locate and use current information in solving technical and critical thinking problems.
• Demonstrate effective employability skills.
• Demonstrate basic trouble shooting and maintenance skills for small gas engines.
• Write clearly and accurately in a variety of contexts and formats.
• Speak clearly and accurately in a variety of contexts and formats.
• Use critical thinking and problem solving to draw logical conclusions.
• Use numerical data to solve problems, explain phenomena, and make predictions.

Scholastic Preparation

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

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Transfer Options

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

Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 1100</td>
<td>Ag Survey and Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>AGR 1250</td>
<td>Animal Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>AGR 1300</td>
<td>Soil Science</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 1350</td>
<td>Soil Fertility</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>or</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1200</td>
<td>Technical Math for Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>AGR Technical Elective **</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Arts &amp; Humanities Elective *</td>
<td>3</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 200B</td>
<td>Co-op Experience in Ag Business</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 2200</td>
<td>Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>AGR 2600</td>
<td>Plant Pests</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2700</td>
<td>Ag Business Management</td>
<td>4</td>
</tr>
<tr>
<td>- -</td>
<td>Social &amp; Behavioral Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 2650</td>
<td>Integrated Pest Management</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2775</td>
<td>Ag Marketing and Trade</td>
<td>3</td>
</tr>
<tr>
<td>AGR 2800</td>
<td>Equipment Management, Maintenance &amp; Repair</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2850</td>
<td>Agricultural Capstone Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2450</td>
<td>Sales and Sales Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>63</td>
</tr>
</tbody>
</table>

* At least one must be a global awareness (GA) course. Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs. ** AGR elective may be any AGR course not required above. AGR 1700, 1750, 1800, 2300, 2450, are recommended. Other course work may be approved by the division.
Agricultural Business - Agricultural Engineering Technology Option (1120)

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

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

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

• Identify plant nutrient deficiencies and describe corrective measures.
• Develop a written agricultural business plan.
• Locate and use current information in solving technical and critical thinking problems.
• Demonstrate effective employability skills.
• Demonstrate the proper care of established plants in the landscape.
• Demonstrate basic trouble shooting and maintenance skills for small gas engines.
• Write clearly and accurately in a variety of contexts and formats.
• Speak clearly and accurately in a variety of contexts and formats.
• Use critical thinking and problem solving to draw logical conclusions.
• Use numerical data to solve problems, explain phenomena and make predictions.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

Course # | Course Title | Credit Hours
--- | --- | ---
* | Ag Survey and Professional Development | 4
AGR 1100 | Soil Science | 4
AGR 1300 | Landscape Maintenance | 4
ENG 1111 | English I | 3
Spring
AGR 1350 | Soil Fertility | 4
ENG 1112 | English II | or
ENG 2211 | Business Communication | 3
MTH 1200 | Technical Math for Agriculture | 3
- - | Technical Elective ** | 3
Summer
AGR 200E | Co-op Experience in Ag Engineering | 2
Fall
AGR 1700 | Landscape Construction | 4
AGR 2700 | Ag Business Management | 4
INT 1201 | Hydraulics and Pneumatics I | 3
- - | Social & Behavioral Science Elective * | 3
- - | Arts & Humanities Elective * | 3
Spring
AGR 2450 | Irrigation Systems | 3
AGR 2800 | Equipment Management, Maintenance & Repair | 4
AGR 2850 | Agricultural Capstone Seminar | 3
- - | Technical Elective ** | 3
MKT 2450 | Sales and Sales Management | 3
Total Credit Hours | 63

* At least one must be a global awareness (GA) course. Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs. ** Any AGR, CAD, ENT, INT, OR WLD course not already prescribed.
Food Science and Technology (1600)

The Food Science program provides basic preparation for careers in the Food Science Industry. Courses are offered in Food Science, Food Processing, Hazard Analysis and Critical Control Points (HACCP), Food Marketing, Food Law, and Advanced Topics in Food Science. Careers in this field include but are not limited to Food Safety Coordinator, Food Science Technician, Product Development, and Research and Development. The employment rate of agricultural and food science technicians is projected to grow from 2012 to 2022. More technology and scientific knowledge related to food production will allow greater control of the production and processing activities and in turn increase demand for these workers. Continued population growth will drive the need to increase efficiency of production and processing methods. More awareness and enforcement of food safety regulations will increase inspection requirements, which, in turn, will increase the need for agricultural and food science technicians.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Food Science and Technology, a graduate will be able to:

• Develop ability to quantify data as it relates to food industry.
• Apply basic food science and technology concepts, skills and tools.
• Demonstrate knowledge of food science trends.
• Demonstrate ability to collect, analyze and apply market data.
• Develop and market all aspects of a product in a domestic market.

Scholastic Preparation
Students should have successfully completed high school chemistry, biology, geometry, and algebra. Keyboarding skills are also strongly recommended.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Transfer Options
Students enrolled in Associate of Applied Science degree programs are preparing for employment upon graduation. However, at some point, many of these students are also interested in completing a bachelor’s degree. A number of colleges and universities have designed bachelor degree completion programs for students completing applied degrees. See the Transfer section of the catalog for more information or talk to your academic advisor. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>FST 1100 Introduction to Food Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AGR 1100 Ag Survey and Professional Development</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CHM 1150 Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 1111 English I</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>FST 1200 Introduction to Food Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 1131 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 1110 Basic Human Nutrition</td>
<td>2</td>
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<tr>
<td></td>
<td>PHY 1100 Fundamentals of Physics</td>
<td>4</td>
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<tr>
<td>Summer</td>
<td>EBE 2702 Co-op Education I</td>
<td>2</td>
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<tr>
<td>Fall</td>
<td>FST 2000 Food Marketing</td>
<td>3</td>
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<tr>
<td></td>
<td>FST 2300 Hazard Analysis and Critical Control Points (HACCP)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AGR 1250 Animal Agriculture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AGR 2200 Crop Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT 2000 Introduction to Project Management</td>
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<tr>
<td></td>
<td>STT 2640 Elementary Statistics I</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>FST 2400 Food Laws and Regulations</td>
<td>3</td>
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<td></td>
<td>FST 2700 Advanced Topics in Food Science</td>
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<tr>
<td></td>
<td>ECO 2220 Principles of Microeconomics</td>
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<td></td>
<td>ENG 2211 Business Communication</td>
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</tr>
<tr>
<td></td>
<td>SOC 1110 Introduction to Sociology</td>
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<tr>
<td></td>
<td>Total Credit Hours</td>
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</table>

Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skill should enroll in IT 0810 before taking a computer class.
Horticulture Industries - Golf Course Operations Option (1410)

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

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

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

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects and diseases and describe corrective measures.
- Develop a written agricultural business plan.
- Locate and use current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape plant materials.
- Demonstrate the proper care of established plants in the landscape.
- Demonstrate basic trouble shooting and maintenance skills for small gas engines.
- Write clearly and accurately in variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena and make predictions.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>AGR 1100</td>
<td>Ag Survey and Professional Development</td>
</tr>
<tr>
<td></td>
<td>AGR 1300</td>
<td>Soil Science</td>
</tr>
<tr>
<td></td>
<td>AGR 1400</td>
<td>Turfgrass Science</td>
</tr>
<tr>
<td></td>
<td>AGR 1600</td>
<td>Landscape Maintenance</td>
</tr>
<tr>
<td>Spring</td>
<td>AGR 1350</td>
<td>Soil Fertility</td>
</tr>
<tr>
<td></td>
<td>AGR 2800</td>
<td>Equipment Management, Maintenance &amp; Repair</td>
</tr>
<tr>
<td></td>
<td>ENG 1111</td>
<td>English I</td>
</tr>
<tr>
<td></td>
<td>MTH 1200</td>
<td>Technical Math for Agriculture</td>
</tr>
<tr>
<td></td>
<td>- -</td>
<td>Arts/Humanities Elective*</td>
</tr>
<tr>
<td>Summer</td>
<td>AGR 200G</td>
<td>Co-op Experience in Golf Course Ops</td>
</tr>
<tr>
<td>Fall</td>
<td>AGR 1700</td>
<td>Landscape Construction</td>
</tr>
<tr>
<td></td>
<td>AGR 2600</td>
<td>Plant Pests</td>
</tr>
<tr>
<td></td>
<td>AGR 2700</td>
<td>Ag Business Management</td>
</tr>
<tr>
<td></td>
<td>ENG 1112</td>
<td>English II</td>
</tr>
<tr>
<td></td>
<td>ENG 2211</td>
<td>Business Communication</td>
</tr>
<tr>
<td>Spring</td>
<td>AGR 2450</td>
<td>Irrigation Systems</td>
</tr>
<tr>
<td></td>
<td>AGR 2650</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td></td>
<td>AGR 2850</td>
<td>Agricultural Capstone Seminar</td>
</tr>
<tr>
<td></td>
<td>- -</td>
<td>Social/Behavioral Science Elective*</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>62</td>
</tr>
</tbody>
</table>

* At least one must be a global awareness (GA) course. Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.
Horticulture Industries - Landscape Design Option (1440)

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

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

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

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects, and diseases and describe corrective measures.
- Develop a written agricultural business plan.
- Locate and use current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape plant materials.
- Demonstrate the proper care of established plants in the landscape.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena and make predictions.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
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<thead>
<tr>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 1100</td>
<td>Ag Survey and Professional Development</td>
<td>4</td>
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<tr>
<td>AGR 1300</td>
<td>Soil Science</td>
<td>4</td>
</tr>
<tr>
<td>-</td>
<td>AGR Technical Elective**</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 1350</td>
<td>Soil Fertility</td>
<td>4</td>
</tr>
<tr>
<td>AGR 1500</td>
<td>Landscape Design</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>or</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1200</td>
<td>Technical Math for Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 200L</td>
<td>Co-op Experience in Landscape Design</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 2100</td>
<td>Woody Plant Materials</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2600</td>
<td>Plant Pests</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2700</td>
<td>Ag Business Management</td>
<td>4</td>
</tr>
<tr>
<td>-</td>
<td>Arts/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 2150</td>
<td>Herbaceous Plant Materials</td>
<td>3</td>
</tr>
<tr>
<td>AGR 2500</td>
<td>Advanced Landscape Design</td>
<td>4</td>
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<tr>
<td>AGR 2850</td>
<td>Agricultural Capstone Seminar</td>
<td>3</td>
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<tr>
<td>-</td>
<td>Social/Behavioral Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2450</td>
<td>Sales and Sales Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>61</td>
</tr>
</tbody>
</table>

* At least one must be a global awareness (GA) course. Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs. **AGR elective maybe any AGR course not required above. AGR 1700, 1750, 1800, 2300, 2450 are recommended. Other course work may be approved by the division.
Horticulture Industries - Natural Resources Option (1451)

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

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

Learning Outcomes
Upon completion of an Associate of Applied Science degree in the Natural Resources option, a graduate will be able to:

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects, and diseases and describe corrective measures.
- Develop a written agricultural business plan.
- Locate and use current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape plant materials.
- Demonstrate the proper care of established plants in the landscape.
- Demonstrate basic trouble shooting and maintenance skills for small gas engines.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
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<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>AGR 1100 Ag Survey and Professional Development</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>AGR 1300 Soil Science</td>
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</tr>
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<td></td>
<td>AGR 1400 Turfgrass Science</td>
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<tr>
<td></td>
<td>AGR 1700 Landscape Construction</td>
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<tr>
<td></td>
<td>ENG 1111 English I</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>AGR 1350 Soil Fertility</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>- - Arts &amp; Humanities Elective*</td>
<td>3</td>
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<tr>
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<td>ENG 1112 English II</td>
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<td></td>
<td>ENG 2211 Business Communication</td>
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<td>MTH 1200 Technical Math for Agriculture</td>
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<tr>
<td>Summer</td>
<td>AGR 200P Co-op Experience in Natural Resources</td>
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<tr>
<td>Fall</td>
<td>AGR 1600 Landscape Maintenance</td>
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<tr>
<td></td>
<td>AGR 2100 Woody Plant Materials</td>
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<td>AGR 2600 Plant Pests</td>
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<td>AGR 2700 Ag Business Management</td>
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<tr>
<td>Spring</td>
<td>AGR 2650 Integrated Pest Management</td>
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<tr>
<td></td>
<td>AGR 2800 Equipment Management, Maintenance &amp; Repair</td>
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<td>AGR 2850 Agricultural Capstone Seminar</td>
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</tbody>
</table>

* At least one must be a global awareness (GA) course. Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.
Horticulture Industries - Nursery Operations Option (1420)

The Horticultural Industries program provides basic preparation for careers in the landscape and turfgrass industries. The campus grounds, including a greenhouse facility and a one-hole golf course, act as a working laboratory to give students practical training. Clark State students can specialize in nursery operations. Landscape plant materials, landscape installation, and plant propagation are areas emphasized leading to careers in the garden-center and nursery industries. The program schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

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

• Identify plant nutrient deficiencies and describe corrective measures.
• Identify major plant pests, including weeds, insects, and diseases and describe corrective measures.
• Develop a written agricultural business plan.
• Locate and use current information in solving technical and critical thinking problems.
• Demonstrate effective employability skills.
• Identify common landscape plant materials.
• Demonstrate the proper care of established plants in the landscape.
• Write clearly and accurately in a variety of contexts and formats.
• Speak clearly and accurately in a variety of contexts and formats.
• Use critical thinking and problem solving to draw logical conclusions.
• Use numerical data to solve problems, explain phenomena and make predictions.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Transfer Options
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<tbody>
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<td>Fall</td>
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<tr>
<td>AGR 1100</td>
<td>Ag Survey and Professional Development</td>
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<tr>
<td>AGR 1300</td>
<td>Soil Science</td>
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<tr>
<td></td>
<td>AGR Technical Elective**</td>
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<tr>
<td>ENG 1111</td>
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<td>Spring</td>
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<td>AGR 1350</td>
<td>Soil Fertility</td>
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<tr>
<td>ENG 1112</td>
<td>English II or</td>
<td>or</td>
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<td>Arts &amp; Humanities Elective*</td>
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<tr>
<td>Summer</td>
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<td>AGR 200N</td>
<td>Co-op Experience in Nursery Ops</td>
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<td>Fall</td>
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<td>AGR 2100</td>
<td>Woody Plant Materials</td>
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<td>Plant Pests</td>
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<tr>
<td>AGR 2700</td>
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<td>Social &amp; Behavioral Science Elective*</td>
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<tr>
<td>Spring</td>
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<td>AGR 2150</td>
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<td>AGR 2300</td>
<td>Plant Propagation</td>
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<td>Integrated Pest Management</td>
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<td>AGR 2850</td>
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<td>MKT 2450</td>
<td>Sales and Sales Management</td>
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</tbody>
</table>

* At least one must be a global awareness (GA). Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs. **AGR elective maybe any AGR course not required above. AGR 1700, 1750, 1800, 2300, 2450 are recommended. Other course work may be approved by the division.
Horticulture Industries - Turf and Landscape Operations Option (1430)

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

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

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

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects, and diseases and describe corrective measures.
- Develop a written agricultural business plan.
- Locate and use current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Identify common landscape plant materials.
- Demonstrate the proper care of established plants in the landscape.
- Demonstrate basic trouble shooting and maintenance skills for small gas engines.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
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<tr>
<td>AGR 1100</td>
<td>Ag Survey and Professional Development</td>
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<td>AGR 1300</td>
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<td>AGR 1400</td>
<td>Turfgrass Science</td>
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<td>ENG 1111</td>
<td>English I</td>
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<tr>
<td>Spring</td>
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<tr>
<td>AGR 1350</td>
<td>Soil Fertility</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2800</td>
<td>Equipment Management, Maintenance &amp; Repair</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1200</td>
<td>Technical Math for Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Arts/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
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</tr>
<tr>
<td>AGR 200T</td>
<td>Co-op Experience in Turf &amp; Landscape</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
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<tr>
<td>AGR 1600</td>
<td>Landscape Maintenance</td>
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<tr>
<td>AGR 2100</td>
<td>Woody Plant Materials</td>
<td>4</td>
</tr>
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<td>AGR 2600</td>
<td>Plant Pests</td>
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<td>AGR 2700</td>
<td>Ag Business Management</td>
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<tr>
<td>Spring</td>
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<td>AGR 2650</td>
<td>Integrated Pest Management</td>
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<td>AGR 2850</td>
<td>Agricultural Capstone Seminar</td>
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<tr>
<td>MKT 2450</td>
<td>Sales and Sales Management</td>
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<td>- -</td>
<td>Social/Behavioral Science Elective*</td>
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<tr>
<td>Total Credit Hours</td>
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</tbody>
</table>

At least one must be a global awareness (GA) course. Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.
The Precision Agriculture program option emphasizes preparation for agriculture service-industry occupations. Courses are offered in soil science, soil fertility, plant pests, precision agriculture, remote sensing, applied GIS for Agriculture and data analysis. The curriculum is designed to prepare students for employment with companies using geospatial technologies, including geographic information systems (GIS) and global positioning systems (GPS) applied to agricultural production or management activities, such as pest scouting, site-specific pesticide application, yield mapping, or variable-rate irrigation. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Precision Agriculture, a graduate will be able to:

- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects, and diseases and describe corrective measures.
- Develop a written agricultural business plan.
- Locate and use current information in solving technical and critical thinking problems.
- Demonstrate effective employability skills.
- Analyze data from precision agriculture platforms and prepare recommendations.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Transfer Options
Students enrolled in Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor’s degree. A number of colleges or universities have designed bachelor’s completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information or talk to your academic advisor. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
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<td>AGR 1100</td>
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<td>AGR 1300</td>
<td>Soil Science</td>
<td>4</td>
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<tr>
<td>AGR 1750</td>
<td>Precision Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1000</td>
<td>Introduction to Cartography with GIS</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 1350</td>
<td>Soil Fertility</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>GST 1300</td>
<td>Introduction to UAS</td>
<td>3</td>
</tr>
<tr>
<td>GST 1500</td>
<td>Remote Sensing</td>
<td>3</td>
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<tr>
<td>MTH 1200</td>
<td>Technical Math for Agriculture</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
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<tr>
<td>AGR 200R</td>
<td>Co-op Experience in Precision Agriculture</td>
<td>2</td>
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<tr>
<td><strong>Fall</strong></td>
<td></td>
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<tr>
<td>AGR 2200</td>
<td>Crop Production</td>
<td>3</td>
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<tr>
<td>AGR 2600</td>
<td>Plant Pests</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2700</td>
<td>Ag Business Management</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2750</td>
<td>Applied GIS for Agriculture</td>
<td>4</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
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<td></td>
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<tr>
<td>AGR 2650</td>
<td>Integrated Pest Management</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2850</td>
<td>Agricultural Capstone Seminar</td>
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</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>or</td>
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<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>MGT 2450</td>
<td>Data Analytics</td>
<td>3</td>
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<tr>
<td>- -</td>
<td>Art &amp; Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
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<td>Total Credit Hours</td>
<td>63</td>
</tr>
</tbody>
</table>

*At least one must be a global awareness (GA). Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.
Precision Agriculture - Technician Option (1520)

The Precision Agriculture Technician program option emphasizes preparation for agriculture service-industry occupations. Courses are offered in soil science, soil fertility, plant pests, precision agriculture and applied precision agriculture technical information. The curriculum is designed to prepare students for employment with companies using precision agriculture equipment. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Precision Agriculture, a graduate will be able to:

- Troubleshoot, evaluate equipment to determine faulty components.
- Demonstrate an understanding of the precision equipment required for a given production goal.
- Present recommendations for the addition or retrofitting of precision equipment and install new or replacement components.
- Identify plant nutrient deficiencies and describe corrective measures.
- Identify major plant pests, including weeds, insects, and diseases and describe corrective measures.
- Develop a written agricultural business plan.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Download the curriculum sheet for this major.

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 1100</td>
<td>Ag Survey and Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>AGR 1300</td>
<td>Soil Science</td>
<td>4</td>
</tr>
<tr>
<td>AGR 1750</td>
<td>Precision Agriculture</td>
<td>3</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 1350</td>
<td>Soil Fertility</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>INT 1201</td>
<td>Hydraulics and Pneumatics I</td>
<td>3</td>
</tr>
<tr>
<td>INT 1300</td>
<td>Electrical Systems</td>
<td>3</td>
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<tr>
<td>MTH 1200</td>
<td>Technical Math for Agriculture</td>
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</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 200C</td>
<td>Co-Op Experience in Precision Ag Tech</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 2200</td>
<td>Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>AGR 2600</td>
<td>Plant Pests</td>
<td>4</td>
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<tr>
<td>AGR 2700</td>
<td>Ag Business Management</td>
<td>4</td>
</tr>
<tr>
<td>AGR 2725</td>
<td>Applied Precision Ag Technology</td>
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<tr>
<td>Spring</td>
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<tr>
<td>AGR 2650</td>
<td>Integrated Pest Management</td>
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<td>Agricultural Capstone Seminar</td>
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<tr>
<td>- -</td>
<td>Social &amp; Behavioral Science Elective*</td>
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* At least one must be a global awareness (GA). Select from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs. ** AGR elective may be any AGR course not required above. AGR 1700, 1750, 1800, 2300, 2450 are recommended. Other course work may be approved by the division.
Agriculture and Food Science
Certificates

Precision Agriculture Short-Term Technical Certificate (1510D)

Agricultural sales and service companies are hiring people who have complete coursework in both agriculture and geospatial technologies to develop precision agriculture programs or to provide technical assistance to farmers. The Precision Agriculture Specialist certificate is designed to provide the technical background necessary to begin a successful career as a Precision Agriculture Specialist.

Learning Outcomes

• Students will develop the skills needed to use, manage, and manipulate GIS applications
• Hands-on experience using GIS software
• Knowledge of fundamental concepts and issues related to precision agriculture
• Skills necessary to conduct precision agricultural analysis

Students enrolled in Precision Agriculture certificate usually have an associates or bachelor’s degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program. Download the curriculum sheet for this major.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
---|---|---
**Fall**
AGR 1100 | Ag Survey and Professional Development | 4
AGR 1750 | Precision Agriculture | 3
GEO 1000 | Introduction to Cartography with GIS | 3

**Spring**
GST 1300 | Introduction to UAS | 3
GST 1500 | Remote Sensing | 3
MTH 1200 | Technical Math for Agriculture | 3

**Fall**
AGR 2750 | Applied GIS for Agriculture | 4

**Spring**
MGT 2450 | Data Analytics | 3

Total Credit Hours 26
Arts and Humanities

Associate of Arts (3180)

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. A student with an AA degree may transfer these courses to a four-year institution. Of the 60 semester credit hours necessary to earn an AA degree at Clark State, a minimum of 44 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 coursework in these two categories, no more than 10 should be selected from technical/career programs unless indicated in a curriculum guide or planned with an advisor with the academic 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. To explore different pathways and focus areas, go to https://www.ohiohighered.org/OGTP. This includes information regarding discipline specific Associate of Arts degree options for transferability to other state institutions.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

- Communicate clearly, writing and speaking (Area 1, Area 2).
- Think critically (Area 1, Area 4).
- Critically analyze a work of literature, music, theatre, art, or architecture (Area 3).
- 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 2, Area 4).
- Demonstrate mathematical literacy (Area 5).
- Identify and apply the concepts of various aspects of the natural and physical world (Area 6).
- Identify and apply the concepts of various aspects of the natural and physical world (Area 6).

Arts and Humanities

Area 1 - English (6 credit hours)
Grades of C or better in ENG 1111 English I and ENG 1112 English II are required for graduation with the AA degree.

Area 2 - Communication (3 credit hours)
At least one class from COM 1110, 1120, 1130, 1170

Area 3 - Literature, the Arts, and Humanities (15 credit hours) Five courses, at least one of which is chosen from ENG 1600, 2300, 2500, 2610, 2620; at least one from HST 1110, 1120, 1210, 1220, PHL 2000, 2100, 2300, 2400; at least two additional classes from ART, ASL, ENG, FRN, HST, HUM 1110, MUS, PHL, SPN or THE; and one course at the 2000 level from subjects ASL, ENG, HST, PHL, SPN, or THE.

Area 4 - Social Sciences (9 credit hours) Two courses from two different subject areas chosen from ECO 1100, 2210, 2220, GEO 1100, 2200, PLS 1100, 1300, 2300, 2400, PSY 1111, 2223, 2230, 2300, RST 2700, 2800, SOC 1110, 2220, 2230, 2240, 2250; one course at the 2000 level from ECO, GEO, PLS, PSY, RST, or SOC.

Area 5 - Mathematics (3 credit hours) At least one course from MTH 1070, 1280, 1340, 2100, 2200, 2220, 2242, 2330, 2530, STT 2640.

Area 6 - Natural Sciences (8 credit hours)
Many options are available; choose one most suited to your transfer institution. At least two classes from BIO, CHM, GLG, PHY; taken from those listed under Natural and Physical Sciences in the Transfer Module.

Foundations (1 credit hour)
All students pursuing an AA or AS degree must take FYE 1100 College Success. FYE 1100 should be taken as early as possible in a student’s academic career.

Capstone Seminar (3 credit hours)
All students pursuing the AA degree are required to take the HUM 2899 Capstone Seminar. Students must have earned at least 40 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of specific AA program goals.

Concentration/Elective (12-25 credit hours)
These hours should be clearly transferable and count toward or be related to the major at the transfer institution. They may also be used to fulfill additional general education requirements at the four-year institution. These classes should be planned carefully with an advisor. The credits in this category must bring the total degree credits to at least 60 semester credit hours.

Global Awareness
In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least four courses with significant international content. Courses meeting the requirement are identified in the College catalog. These classes will typically be in the Concentration/Elective area, but may also fulfill
requirements in Areas 2 - 6 above. Advanced Courses
In addition to the Capstone Seminar, all students
pursuing the AA degree are required to complete
at least 6 credit hours in courses numbered 2000
or higher. These classes will typically be in the
Concentration/Elective area, but may also fulfill
requirements in Areas 2 - 6 above.

**Total Credit Hours 60**
The number of credit hours and courses may vary with
specific curriculum guides. Check with your advisor first.
Clark State has detailed transfer agreements with many
local colleges and universities. The greatest number of
these are with Wright State University, and are in areas
such as Business, English, Math, Pre-Teacher Education,
Psychology, etc. Please check the Clark State website
for more information about these transfer agreements.
Communication (3380)

This program is offered at Clark State’s Greene Center campus in Beavercreek, at the Leffel Lane campus in Springfield, and completed 100% online. The Associate of Arts degree in Communication program provides curricular options to prepare a student to transfer into the Bachelor of Arts degree in Communication. The suggested curriculum serves as a general guideline for transfer to most four-year institutions. Some of the schools to which students may choose to transfer include Antioch University McGregor, The Ohio State University, Wittenberg University, Wright State University, Franklin University, and Urbana University. A student should talk to a transfer advisor at the institutions he/she is considering attending near completion of an Associate of Arts degree at Clark State. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Some individuals, especially part-time students and those taking college preparatory courses will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes
Upon completion of an associate degree in Communication, a graduate will be able to meet the goals outlined for the general Associate of Arts; additionally, the student will:

- 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
- Communicate successfully in diverse situations

Scholastic Preparation
Students entering this program should have taken the college preparatory courses offered by their high schools. Students who do not test into MTH 1050 Mathematics and Today’s World will need to take the necessary prerequisite mathematics courses before beginning the required math course. Additionally, some institutions require foreign language for a bachelor of arts degree in Communication. Check the institutions you are considering for details on foreign language requirements. Talk to your Communication advisor at Clark State for specific information regarding this degree program.

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tr>
<td>FYE 1100</td>
<td>College Success **</td>
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<tr>
<td>COM 1150</td>
<td>Introduction to Communication Theory **</td>
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<td>- -</td>
<td>GLG or BIO *</td>
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</tr>
</tbody>
</table>

* 8 credit hours are required in science for an AA degree. See the Associate of Arts degree requirements for courses that fall into this category; additionally, it is best to select courses which are compatible with the degree plan at the intended transfer institution.** Online availability.*** A minimum of 15 hours are required in literature, the arts, and humanities for an AA degree. See the Associate of Arts degree requirements and transfer module for the courses that fall into this category area. Additionally, it is best to select courses which are compatible with the degree plan at the intended transfer institution.**** Some institutions require foreign language for a bachelor of arts degree in Communication; check the institutions you are considering for details on foreign language requirements. If foreign language is required, plan accordingly when creating your academic schedule. All students pursuing the AA degree are required to complete at least 9 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in other subject areas.
Graphic Design (3700)

Graphic designers develop a variety of visual communication solutions for clients including magazine, billboard and newspaper advertising, product packaging, brochures, brand development, 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, creatively and powerfully. Students will be prepared for the practice of design in the professional context and provided the basis for their continued creative, personal and professional growth. With a problem-solving, project-based 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. Students with little experience with computers should take special note of the scholastic preparation listed below.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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 semesters of study. Students should consult their academic advisor for help in planning their schedules. Graduating graphic design students wishing to further build their web design skills could also receive an Associate of Applied Business in New Media by completing an additional 11 courses in the New Media curriculum.

Learning Outcomes
Upon completion of an associate degree in Graphic Design, a graduate will be able to:

- Utilize industry standard software effectively as a design tool.
- Professionally communicate ideas, concepts, and design knowledge.
- Manage a design problem from conceptualization to a finished layout.
- Design and present a professional portfolio.

Scholastic Preparation
Graphic Design students with little or no computer background should enroll in ITS 0810, Beginning Keyboarding.

Transfer Options
Students enrolled in Associate of Applied Business degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor’s degree. Some colleges or universities have designed bachelor’s completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information. Download the curriculum sheet for this major.

Course # | Course Title | Credit Hours
--- | --- | ---
FYE 1100 | College Success | 1
ART 1111 | Drawing I | 3
GPH 1001 | Introduction to Graphic Design | 3
ENG 1111 | English I | 3
MTH 1060 | Business Mathematics | 3
PSY 1111 | Introduction to Psychology | 3

Spring
GPH 1110 | Digital Illustration I | 3
GPH 1112 | Typography | 3
GPH 1201 | Electronic Imagery I | 3
ART 1121 | Drawing II | 3
COM 1120 | Public Speaking I | 3

Fall
GPH 2011 | Computer Layout I | 3
GPH 2111 | Computer Layout II | 3
GPH 2120 | Logo, Symbol, Corporate I.D. | 3
GPH 2202 | Electronic Imagery II | 3
ENG 2211 | Business Communication | 3
ITS 1500 | HTML and CSS | 3

Spring
GPH 2012 | Computer Layout II | 3
GPH 2051 | Professional Development | 3
GPH 2085 | Service Learning Capstone | 3
ART 1002 | Art History II | 3
NWM 1600 | Web Design | 3
Total Credit Hours | 64

Note: It is extremely important that students save all artwork from the first term forward to enable them to build a portfolio in GPH 2051.
New Media (3800)

New media brings together web design and development; social media; and digital content creation such as photography, video, audio, and animation to create the ultimate, interactive experience for a computer user. Students with this degree can work in the field of Web Design and Development, User Experience Design, Social Media Strategy, Digital Marketing, and Multimedia Content Production. Graduates in new media need a balance of technical skills and aesthetic design sense with strong communication and personal skills to interact with clients. Employers in new media need skilled and intuitive, creative problem solvers to help them adapt to this new technological age. Employees in New Media must have strong computer competencies to allow them to work remotely from home. The New Media program is a two-year computer intensive learning experience focusing on industry-standard practices. Students with little experience with computers should take special note of the scholastic preparation listed below.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Graduating new media students wishing to further build their skills could also receive an Associate of Applied Business in Graphic Design by completing an additional 12 courses in the Graphic Design curriculum and an Associate of Applied Business in Computer Software Development by completing an additional 12 courses in the Computer Software Development Curriculum.

Learning Outcomes
Upon completion of an Associate of Applied Business degree in New Media, a graduate will be able to:

- Design websites with usability in mind.
- Work with a team and individually on new media design solutions for clients.
- Utilize industry standard software effectively as a digital media editor.
- Use social media effectively as an interactive communication tool.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if this certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Scholastic Preparation
New Media students need a high school algebra background equivalent to CPE 0500 Pre-Algebra. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Beginning Keyboarding.

Transfer Options
Students enrolled in Associate of Applied Business degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor’s degree. Some colleges or universities have designed bachelor’s completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information. Download the curriculum sheet for this major.

Course # Course Title Credit Hours

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<td>NWM 1000</td>
<td>Introduction to New Media</td>
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<td>GPH 1001</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>CSD 1510</td>
<td>Programming Fundamentals with Python</td>
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<td>ITS 1500</td>
<td>HTML and CSS</td>
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<td>NWM 1005</td>
<td>Digital Aesthetics and User Experience</td>
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<td>NWM 1020</td>
<td>Adobe for Web Professionals</td>
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<td>CSD 1600</td>
<td>JavaScript and jQuery</td>
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<td>MTH 1060</td>
<td>Business Mathematics</td>
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<td>NWM 1600</td>
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<td>NWM 2000</td>
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<tr>
<td>NWM 1010</td>
<td>Social Media and Digital Interactivity</td>
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</tr>
<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
<td>3</td>
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<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CSD 2610</td>
<td>Mobile Web Application Programming</td>
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<td>NWM 2400</td>
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<td>ART 1002</td>
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<td>PSY 1111</td>
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</table>

Note: It is extremely important that students save all work from the first term forward to enable them to build a portfolio in NWM 2210 and NWM 2400.
New Media - Web Design Option (3815)

The New Media Web Design Option focuses on teaching front-end interface design skills with the necessary programming skills needed to obtain work as Front-End Web Developers or User Experience Designers. Graduates in the New Media Web Design Option need a balance of technical skills and aesthetic design sense with strong communication and personal skills to interact with clients. Employers in new media need skilled and intuitive, creative problem solvers to help them adapt to this new technological age. Employees in New Media must have strong computer competencies to allow them to work remotely from home.

The New Media program is a two-year computer intensive learning experience focusing on industry-standard practices. Students with little experience with computers should take special note of the scholastic preparation listed below. The program course schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those requiring college preparatory courses, will need additional semesters of study. Students should also consult their academic advisor for help in planning their schedules.

Graduating new media students wishing to further build their skills could also receive an Associate of Applied Business in Graphic Design by completing 12 additional courses in the Graphic Design curriculum and an Associate of Applied Business in Computer Software Development by completing an additional 10 courses in the Computer Software Development Curriculum.

Learning Outcomes
Upon completion of an Associate of Applied Business degree in New Media - Web Design Option, a graduate will be able to:

• Design websites with usability in mind.
• Work with a team and individually on new media design solutions for clients.
• Utilize industry standard software effectively as a digital media editor.
• Write computer programs to implement information systems designs.

Scholastic Preparation
New Media students need a high school algebra background equivalent to CPE 0500 or MTH 0500 Pre-Algebra. Students with little or no computer background should enroll in ITS 0800 Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Beginning Keyboarding.

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

Course # | Course Title | Credit Hours
--- | --- | ---
Fall | FYE 1100 College Success | 1
| NWM 1000 Introduction to New Media | 2
| GPH 1001 Introduction to Graphic Design | 3
| ENG 1111 English I | 3
| CSD 1510 Programming Fundamentals with Python | 3
| ITS 1500 HTML and CSS | 3

Spring | NWM 1005 Digital Aesthetics and User Experience | 3
| CSD 1600 JavaScript and jQuery | 3
| NWM 1020 Adobe for Web Professionals | 3
| ITS 1105 Computer Concepts and Software Applications | 3
| NWM 1600 Web Design | 3

Fall | CSD 1300 Database Management | 2
| CSD 1310 SQL I | 2
| NWM 1010 Social Media and Digital Interactivity | 3
| COM 1120 Public Speaking I | 3
| CSD 2610 Mobile Web Application Programming | 3
| CSD 2521 Java Programming | 3

Spring | STT 2640 Elementary Statistics I | 3
| CSD 2800 Advanced Topics | 3
| NWM 2400 Advanced Web Design | 3
| ART 1002 Art History II | 3
| PSY 1111 Introduction to Psychology | 3
| | Total Credit Hours | 61

Note: It is extremely important that students save all work from the first term forward to enable them to build a portfolio in NWM 2210 and NWM 2400.
Theatre Arts - Performance (3110)

Performance majors focus on acting, voice, movement, as well as general education theatre topics like theatre history and script analysis. Performance students will most likely transfer to a university program with a performance focus or may choose a non-technical theatre area of study like playwriting or directing. Students have the opportunity to perform in theatrical productions each semester in either the Turner Studio Theatre or Kuss Auditorium located in the Clark State Performing Arts Center. Students majoring in Performance must audition for program productions as part of their coursework.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

In order to finish a Theatre Arts - Performance degree in two years, full-time students should have completed all prerequisites and have no college preparatory requirements. Many individuals, especially part-time students and those taking preparatory courses will require additional semesters of study. Students should consult their academic advisor for help planning their schedules.

Learning Outcomes

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

- Demonstrate auditioning and performance skills and professionalism.
- Demonstrate an understanding of the roles of all theatre personnel and use correct terminology.
- Analyze a play’s action, structure, character, themes, and production values.
- Differentiate among major periods in theatre history.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
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<td>THE 1130</td>
<td>Theatre Appreciation</td>
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<tr>
<td>COM 1110</td>
<td>Interpersonal Communication I</td>
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<td>or</td>
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<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
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<td>or</td>
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<td>COM 1170</td>
<td>Small Group Communication</td>
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<tr>
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<td>MTH elective*</td>
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<tr>
<td>THE 2201</td>
<td>Acting I</td>
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<tr>
<td>FYE 1100</td>
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<td>THE 1101</td>
<td>Acting Practicum I</td>
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| Spring   |                              |              |
| ENG 1112 | English II                  | 3            |
| THE 1133 | Script Analysis             | 3            |
| PSY 111  | Introduction to Psychology  | 3            |
| - -     | Social Science elective**   | 3            |
| THE 1140 | Movement for Actors         | 3            |
| THE 1102 | Acting Practicum II         | 1            |

| Fall     |                              |              |
| THE 2241 | Theatre History I            | 3            |
| - -     | ENG elective***             | 3            |

*Choose from: MTH 1070, MTH 1280, MTH 1340, MTH 2100, MTH 2200, or MTH 2220**Choose from course offerings in ECO, GEO, PLS, PSY, SOC, RST***Choose from: ENG 1600, ENG 2250, ENG 2300, ENG 2500, ENG 2610, or ENG 2620****Choose from course offerings in BIO, CHM, GLG, PHY. Choose one most suited to your transfer institution. Choose from those listed under the Natural and Physical Sciences Transfer Module.

Global Awareness

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

Advanced Courses

In addition to the Capstone Seminar, all students pursuing an AA degree are required to complete at least 6 credit hours in courses numbered 2000 or higher. The classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.
Theatre Arts - Technical Theatre (3150)

Technical Theatre majors focus on stagecraft, lighting, sound, as well as general education theatre topics like theatre history and script analysis. Technical Theatre majors 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 or design focus. Students have the opportunity to be involved in theatrical productions each semester in either the Turner Studio Theatre or Kuss Auditorium located in the Clark State Performing Arts Center. Students majoring in Technical Theatre must crew program productions as part of their coursework.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

In order to finish a Theatre Arts - Technical Theatre degree in two years, full-time students should have completed all prerequisites and have no college preparatory requirements. Many individuals, especially part-time students and those taking preparatory courses will require additional semesters of study. Students should consult their academic advisor for help planning their schedules.

Learning Outcomes
Upon completion of an associate degree in Theatre Arts, a graduate will be able to:
- Demonstrate theatre technology equipment skills including analyzing design packages and plots.
- Demonstrate an understanding of the roles of all theatre personnel and use correct terminology.
- Analyze a play’s action, structure, character, themes, and production values.
- Differentiate among major periods in theatre history.

### Course # | Course Title | Credit Hours
--- | --- | ---
**Fall**
ENG 1111 | English I | 3
THE 1130 | Theatre Appreciation | 3
COM 1110 | Interpersonal Communication I | 3
COM 1120 | Public Speaking I |
COM 1170 | Small Group Communication | 3
- - | MTH elective* | 3
THE 1110 | Stagecraft I | 3
FYE 1100 | College Success | 3
THE 1210 | Theatre Technology Practicum I | 1

**Spring**
ENG 1112 | English II | 3
THE 1133 | Script Analysis | 3
PSY 1111 | Introduction to Psychology | 3
THE 1112 | Stagecraft II | 3
THE 2210 | Stage Lighting | 3
THE 1212 | Theatre Technology Practicum II | 1

**Fall**
THE 2241 | Theatre History I | 3
- - | ENG elective** | 3

### Course # | Course Title | Credit Hours
--- | --- | ---
**- -** | Social Science elective*** | 3
**- -** | Natural Science elective*** | 4
THE 2123 | Theatre Technology Practicum III | 1

**Spring**
THE 2242 | Theatre History II | 3
- - | Social Science elective*** | 3
- - | Natural Science elective*** | 4
HUM 2899 | Capstone Seminar | 3
THE 2220 | Sound | 3
THE 2124 | Theatre Technology Practicum IV | 1
Total Credit Hours: 64

*Choose from MTH 1070, MTH 1280, MTH 1340, MTH 2100, MTH 2200, or MTH 2220** Choose from ENG 1600, ENG 2250, ENG 2300, ENG 2500, ENG 2610, or ENG 2620*** Choose from the following disciplines: ECO, GEO, PLS, PSY, SOC, RST**** Choose from the following offerings: BIO, CHM, GLG, PHY. Choose one most suited to your transfer institution. Choose from those listed under the Natural & Physical Sciences in the Transfer Module.

Global Awareness
In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least four courses with significant international content. Courses meeting the requirements are identified in the College catalog. These classes will typically be in the Concentration/Elective area but may fall into other areas.

Advanced Courses
In addition to the Capstone Seminar, all students pursuing an AA degree are required to complete at least 6 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area but may fall into other areas.
Arts and Humanities Certificates

Arts Administration Departmental Certificate (3150D)

The Arts Administration Departmental Certificate is designed to prepare students for entry-level positions in arts administration. General education courses in theatre, as well as arts administration, acting, and stagecraft provide a broad overview of the arts. Accounting, marketing, and management courses will give the students the business background they need to succeed in arts management. Many of the courses needed for this certificate overlap those required in Management and/or Theatre Arts, so students can apply many of the following classes to the requirements for those programs. Download the curriculum sheet for this major.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td><strong>Fall</strong></td>
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<tr>
<td>THE 1111</td>
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<td>Theatre History I or</td>
<td>3</td>
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<td>MGT 1120</td>
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<td>THE 1130</td>
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<td>MKT 2000</td>
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</table>

* Humanities elective meeting Global Awareness requirement.

Communication Departmental Certificate (4704D)

This certificate will provide the student with extensive background in and knowledge of effective communication skills necessary in today’s work environment, including writing, oral, and listening skills. The ability to communicate effectively is listed among the top five qualifications that employers require and is often ranked as the number one required skill. In today’s information-based world, excellent communication skills are vital to success, and this certificate will provide students the opportunity to gain invaluable knowledge of and practice using effective communication skills and/or to improve the communication skills they already possess. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

Learning Outcomes
- Demonstrate effective interpersonal communication skills
- Describe relationships between mass media and other forms of media in society
- Produce well-constructed written communication utilizing the eight parts of speech
- Prepare and analyze quality business documents

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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New Media Web Design Departmental Certificate (3810D)

This certificate provides the knowledge and skills necessary to do web design and front end development.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts the Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Learning Outcomes
Upon completion of the New Media Web Design Departmental Certificate, a graduate will be able to:
- Design websites with usability in mind.
- Work with a team and individually on new media design solutions for clients.

Career Coach
Click Here current local data on wages, employment, job postings, and associated education and training from Career Coach. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<tr>
<td>ITS 1500</td>
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<tr>
<td>CSD 1510</td>
<td>Programming Fundamentals with Python</td>
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Spring
NWM 1005 Digital Aesthetics and User Experience 3
NWM 1020 Adobe for Web Professionals 3
NWM 1600 Web Design 3
CSD 1600 JavaScript and jQuery 3

Fall
CSD 2610 Mobile Web Application Programming 3

Spring
NWM 2400 Advanced Web Design 3
Total Credit Hours 24

Social Media Marketing
Departmental Certificate (3820D)
No description is available for this program.

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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
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<td>GPH 1001 Introduction to Graphic Design</td>
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<tr>
<td></td>
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<td></td>
<td>NWM 1010 Social Media and Digital Interactivity</td>
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<td>NWM 2000 Digital Multimedia I</td>
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<tr>
<td>Spring</td>
<td>NWM 1020 Adobe for Web Professionals</td>
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<td>NWM 1600 Web Design</td>
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<td>ENG 2211 Business Communication</td>
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Bachelor’s Degrees

Manufacturing Technology Management - Computer-Aided Design Concentration (5910)

Students completing a Bachelor of Applied Science Degree in Manufacturing Technology Management are qualified to pursue management, supervisor, and team leader roles in manufacturing, distribution, and engineering related facilities. Training in this program includes hands-on technical labs in robotics, welding, computer numerical control (CNC), industrial maintenance, manufacturing, additive, and computer-aided design. Management skills are embedded in each course to give students the opportunity to have real life experiences in the areas of human relations, communication, project management, and business.

Career Coach
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<table>
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<tr>
<td>CAD 1101</td>
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<td>EBE 1000</td>
<td>Employability Skills</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
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<tr>
<td>ENT 1000</td>
<td>Introduction to Industrial and Engineering Technology</td>
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<td>ENT 1050</td>
<td>Manufacturing Foundations</td>
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<tr>
<td>INT 1000</td>
<td>OSHA 10-Hour General Safety</td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>CAD 1301</td>
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<td>ENT 1500</td>
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<td>MTH 1280</td>
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<td>EBE 2701</td>
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<td>CAD 1102</td>
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<td>ECO 2210</td>
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<td>MTH 1340</td>
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<td>PHY 1501</td>
<td>General Physics I with Algebra</td>
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<td>Engineering Design</td>
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</tr>
<tr>
<td>MTM 3000</td>
<td>Technical Manufacturing Skills for Management I</td>
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<td>CHM 1150</td>
<td>Introduction to General Chemistry</td>
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<td>COM 1120</td>
<td>Public Speaking I</td>
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Spring

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<td>Quality Management Systems in Manufacturing</td>
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Fall

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<th>Course Title</th>
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<tbody>
<tr>
<td>MTM 4000</td>
<td>Real World Applications in Manufacturing</td>
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<tr>
<td>MTM 4100</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1500</td>
<td>Lean Six Sigma Yellow Belt / Problem Solving for Team Members</td>
<td>1</td>
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<tr>
<td>MGT 1510</td>
<td>Lean Six Sigma Green Belt / Problem Solving for Team Leaders</td>
<td>3</td>
</tr>
<tr>
<td>HST 1120</td>
<td>Western Civilization Since 1600</td>
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Spring

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>MTM 4300</td>
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<td>MTM 4400</td>
<td>Advanced Project Management for Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2220</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PHL 2000</td>
<td>Critical Thinking</td>
<td>3</td>
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</tbody>
</table>
| Total Credit Hours 120
Manufacturing Technology Management - Industrial Technology Concentration (5920)

Students completing a Bachelor of Applied Science Degree in Manufacturing Technology Management are qualified to pursue management, supervisor, and team leader roles in manufacturing, distribution, and engineering related facilities. Training in this program includes hands-on technical labs in robotics, welding, computer numerical control (CNC), industrial maintenance, manufacturing, additive, and computer-aided design. Management skills are embedded in each course to give students the opportunity to have real life experiences in the areas of human relations, communication, project management, and business.

Career Coach
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Course #  Course Title  Credit Hours

**Fall**
- INT 1000  OSHA 10-Hour General Safety  1
- INT 1300  Electrical Systems  3
- EBE 1000  Employability Skills  1
- ENG 1111  English I  3
- ENT 1000  Introduction to Industrial and Engineering Technology  3
- ENT 1050  Manufacturing Foundations  4

**Spring**
- INT 1201  Hydraulics and Pneumatics I  3
- INT 1350  Motor and Motor Controls  3
- INT 1400  Mechanical Maintenance  3
- INT 2500  Programmable Logic Control  3
- MTH 1115  Industrial Calculations  3

**Summer**
- EBE 2702  Co-op Education I  2

**Fall**
- INT 2200  Hydraulic and Pneumatic Troubleshooting  3
- INT 2300  Electrical Troubleshooting  3
- INT 2325  Alternating Current/ Direct Current (AC/DC) Servos  3
- INT 2400  Industrial Machine Maintenance  3
- - - Arts/Humanities or Social/Behavioral Science Elective  3

**Spring**
- INT 2510  Process Control  3
- ECO 2210  Principles of Macroeconomics  3 or
- ECO 2220  Principles of Microeconomics  3
- ENG 2211  Business Communication  3
- PHY 1100  Fundamentals of Physics  4

**Fall**
- MTM 3000  Technical Manufacturing Skills for Management I  5
- MTM 3100  Technical Manufacturing Skills for Management II  5
- CHM 1150  Introduction to General Chemistry  4
- COM 1120  Public Speaking I  3
Manufacturing Technology Management-Manufacturing Engineering Technology (5930) Concentration

Students completing a Bachelor of Applied Science Degree in Manufacturing Technology Management are qualified to pursue management, supervisor, and team leader roles in manufacturing, distribution, and engineering related facilities. Training in this program includes hands-on technical labs in robotics, welding, computer numerical control (CNC), industrial maintenance, manufacturing, additive, and computer-aided design. Management skills are embedded in each course to give students the opportunity to have real life experiences in the areas of human relations, communication, project management, and business.

Learning Outcomes

- Integrate principles of management with manufacturing processes, procedures, and production to develop problem-solving and critical thinking skills in a manufacturing setting.
- Assess and apply operations management theory and best practices within the manufacturing environment to achieve operational goals.
- Demonstrate the management of integrated manufacturing processes within complex manufacturing environments.
- Analyze and improve operations management decisions to meet desired outcomes within the manufacturing facility from design to production to sustainability.
- Generate training programs, evaluation methods, and schedules to provide comprehensive training covering a broad range of technical skills used in manufacturing.
- Evaluate communication, leadership, and human relations skills between all levels of personnel within a manufacturing setting.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
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<tr>
<td>ENT 1000</td>
<td>Introduction to Industrial and Engineering Technology</td>
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<tr>
<td>ENT 1050</td>
<td>Manufacturing Foundations</td>
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</tr>
<tr>
<td>EBE 1000</td>
<td>Employability Skills</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
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<tr>
<td>INT 1000</td>
<td>OSHA 10-Hour General Safety</td>
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<td>- -</td>
<td>First Certificate Class #1</td>
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<tr>
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<tr>
<td>ENT 1500</td>
<td>Engineering Materials</td>
<td>3</td>
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<tr>
<td>ENT 2100</td>
<td>Manufacturing Processes</td>
<td>3</td>
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<tr>
<td>MTH 1280</td>
<td>College Algebra</td>
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<td>Summer</td>
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<td>EBE 2702</td>
<td>Co-op Education I</td>
<td>2</td>
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<td>Fall</td>
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<td>ENG 2211</td>
<td>Business Communication</td>
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<td>MTH 1340</td>
<td>Pre-Calculus</td>
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<td>PHY 1501</td>
<td>General Physics I with Algebra</td>
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<td>Second Certificate Class #1</td>
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<tr>
<td>ENT 2600</td>
<td>Engineering Design</td>
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<td>Technical Manufacturing Skills for Management I</td>
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<td>Technical Manufacturing Skills for Management II</td>
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<td>CHM 1150</td>
<td>Introduction to General Chemistry</td>
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<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
<td>3</td>
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<td>Quality Management Systems in Manufacturing</td>
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<td>OSHA 30-Hour General Safety</td>
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<td>MTH 3000</td>
<td>Math for Manufacturing Technology</td>
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<tr>
<td>MTM 4000</td>
<td>Real World Applications in Manufacturing</td>
<td>3</td>
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<td>MTM 4100</td>
<td>Technical Communications</td>
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<td>HST 1220</td>
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<td>MTM 4300</td>
<td>Manufacturing Innovations</td>
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<td>MTM 4400</td>
<td>Advanced Project Management for Manufacturing Processes</td>
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<td>ECO 2220</td>
<td>Principles of Microeconomics</td>
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Career Coach
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<tr>
<td>ENT 1000</td>
<td>Introduction to Industrial and Engineering Technology</td>
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<tr>
<td>ENT 1050</td>
<td>Manufacturing Foundations</td>
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<td>EBE 1000</td>
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<tr>
<td>MTM 3000</td>
<td>Technical Manufacturing Skills for Management I</td>
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Total Credit Hours 123
Accounting (4100)

Accountants must have an appreciation of all aspects of business organizations as well as technical proficiency in maintaining accurate records, preparing and analyzing financial statements and other types of financial reports. Accountants may work in such areas as general accounting, bookkeeping, auditing, tax preparation, cost accounting, budgeting, or financial investigation. The demand for trained accountants has increased substantially with the growth and complexity of business and government. According to the U.S. Bureau of Labor Statistics, accountants and auditors can expect much faster than average employment growth over the 2014-2024 decade.

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

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

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

Learning Outcomes

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

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

Embedded Certificate

This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)
Business Transfer - Central State University (3210G)

The Business Transfer program is a calculus-based curriculum that will prepare a student to transfer into the College of Business at Central 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 the requisite GPA. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Some individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Learning Outcomes
Upon completion of an associate 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.
• Demonstrate awareness of the rapidly changing global business environment.

Career Coach
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Scholastic Preparation
Students entering this program should have taken mathematics courses each year of high school. Students who do not test into MTH 1280 College Algebra will need to take the necessary prerequisite mathematics courses before beginning the mathematics sequence.

Area 1 - English (6 credit hours)
Grades of C or better in ENG 1111 English I and ENG 1112 English II are required for graduation with the AA or AS degree.

Area 2 - Communication (3 credit hours)
Take COM 1120 Public Speaking

Area 3 - Literature, the Arts, and Humanities (9 credit hours) Take ENG 2300 Great Books: World Literature, HST 2200 Topics in African American History and Culture, and either HST 1110 Western Civilization to 1600 or 1120 Western Civilization since 1600

Area 4 - Social Sciences (9 credit hours)
Take PSY 1111 Introduction to Psychology, SOC 1110 Introduction to Sociology, and either ECO 2210 Macroeconomics or ECO 2220 Microeconomics

Area 5 - Mathematics (5 credit hours)
Take MTH 1280 College Algebra and MTH 2100 Business Calculus

Area 6 - Natural and Physical Sciences (10 credit hours)
Take BIO 1510 Biology I and PHY 1501 General Physics with Algebra Foundations (1 credit hour) All students pursuing an AA or AS degree must take FYE 1100 College Success. FYE 1100 should be taken as early as possible in a student’s academic career. Concentration/Elective (17-30 credit hours) Select from ACC 1100 Introduction to Financial Accounting, ACC 1200 Managerial Accounting, ECO 2210 Principles of Macroeconomics (if not taken as part of Area 4), ECO 2220 Principles of Microeconomics (if not taken as part of Area 4), ITS 1105 Computer Concepts & Office Productivity Tools, MGT 1120 Principles of Management, MKT 2000 Marketing Management, MGT 2600 Legal Environment of Business, MGT 1105 Contemporary American Business, STT 2640 Elementary Statistics I. These Concentration/Elective classes should be planned carefully with an advisor from Central State, and may vary by the specific concentration chosen.

Advanced Courses
All students pursuing the AS degree are required to complete at least 9 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.
Business Transfer - Wright State University (3210W)

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 semesters 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.
- Demonstrate awareness of the rapidly changing global business environment.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Scholastic Preparation
Students entering this program should have taken mathematics courses each year of high school. Students who do not test into MTH 1280, College Algebra, will need to take the necessary prerequisite mathematics courses before beginning the mathematics sequence.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>MGT 1120 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MKT 2000 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>- - Science*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 2300 Great Books: World Literature (GA)</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>MTH 2100 Calculus for the Management, Life and</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>- - Science*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ECO 2220 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT 2600 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours 66</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Science classes chosen must be taken from those listed under Natural &amp; Physical Sciences in the Transfer Module; many options available but chose at least two classes from BIO, CHM, GLG, PHY most suited to your transfer institution.**In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Science degree take at least four courses with significant international content. Courses in the curriculum plan above that meet this requirement are identified with the “GA” designation behind the course name. ***All students pursuing the AS degree are required to complete at least 9 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area but may also fulfill requirements in other subject areas.

Course # | Course Title                        | Credit Hours |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>ENG 1111 English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 1100 Introduction to Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HST 1110 Western Civilization to 1600 (GA)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>STT 2640 Elementary Statistics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FYE 1100 College Success</td>
<td>1</td>
</tr>
<tr>
<td>Spring</td>
<td>ENG 1112 English II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 1200 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>STT 2650 Elementary Statistics II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HST 1120 Western Civilization Since 1600 (GA)</td>
<td>3</td>
</tr>
<tr>
<td>Summer</td>
<td>ENG 2211 Business Communication (GA)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 1111 Introduction to Psychology (GA) or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC 1110 Introduction to Sociology (GA)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 1120 Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>ECO 2210 Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>
Judicial Court Reporting (4800)

This online program is a Shared Program between Clark State Community College and Stark State College, offering a unique opportunity for providing excellence in teaching and learning.

The vital, exciting, and rewarding IT profession of judicial court reporting provides opportunities in multiple real time career paths. Judicial court reporters are the guardians of the record, providing a verbatim record of the proceedings of a courtroom, deposition, hearing, arbitration, or meeting and producing an accurate transcript of the proceedings, using state-of-the-art technology. This technology allows court reporters to provide instantaneous translation referred to as real time for all parties involved in the proceedings, whether present on site or at a distance via the Internet. The ability to create word-for-word accounts and provide real time translation opens the career opportunities beyond the courtroom and depositions to closed captioning and beyond.

Clark/Stark students learn to write real time using a computerized machine and to prepare transcripts using computer-aided (CAT) software. Student's writing skills are perfected by utilizing a real time learning practice and testing web environment along with many additional specialized drills, and students have access to an on-campus mock courtroom, as well as on-campus real time labs. Students are required to complete a significant internship prior to graduating, providing exposure to the judicial court reporting field in a real-world environment.

According to an independent study conducted by Ducker Worldwide (Ducker), one of the nation’s leading marketplace analyst firms, demand for court reporters will exceed supply within five years, yielding a nationwide shortage. By 2018, there will be 5,500 new court reporter jobs available in the U.S. according to the 2013-14 Court Reporting Industry Outlook Report. Average starting salary for a court reporter, as reported by Ducker, is $43,000 annually; and according to the U.S. Bureau of Labor Statistics, the growth rate for court reporting salaries is expected to increase by 14 percent through the year 2020.

Are you interested in learning more about the world of court reporting? Listen to what graduates had to say! Access their stories now from Discover Court Reporting.

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

Learning Outcomes

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

- Write a real time translation theory.
- Read aloud from shorthand notes quickly and accurately.
- Demonstrate knowledge of basic hardware care, maintenance, and setup of a real time system.
- Demonstrate an understanding and application of law and legal terminology, anatomy and/or medical terminology and current events.
- Perform skills in reporting procedures, transcript production, and operating practices in the role of the real time reporter.
- Demonstrate knowledge of professional issues, continuing education, and 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 75 hours of verified internship, preparing a 40-page complete, accurate transcript, and summarizing the experience in a written narrative.

Scholastic Preparation

Prospective students should be disciplined, self-motivated, computer-literate, and possess above-average language skills. They also need to be able to meet deadlines, work well under pressure, and concentrate for long periods of time.

Students with little or no computer background should enroll in a computer fundamentals course (consult with academic advisor) as a preparatory course before taking other computer courses.

Graduation Requirements

The Judicial Court Reporting program is approved by the National Court Reporters Association (NCRA). This association’s requirements are met or exceeded with the following standards:

- The student shall prepare a five-page, first-pass transcript with a minimum of 95-percent accuracy.
- The student shall complete at least 75 verified hours of internship under the supervision of a practicing professional judicial court reporter, composing a summary of complete experience as well as preparing a 40-page complete, accurate transcript from internship experience.
- The student shall prepare a five-page, first-pass transcript with a minimum of 95-percent accuracy.

Clark State and Stark State reserve the right to change these standards when determined educationally expedient.
Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the Clark State Community College catalog. Download the curriculum sheet for this major.

Course # | Course Title | Credit Hours
---|---|---
**Fall**
JCR 1001 | Realtime Theory I | 3
JCR 1002S | Realtime Theory II (SS) | 3
AOT 121S | Keyboarding/Formatting (SS) | 3
AOT 130S | Editing, Proofreading, & Language Skills (SS) | 3
ENG 1111 | English I | 3
FYE 1100 | College Success | 1

**Spring**
JCR 1003 | Realtime Theory Applications | 3
JCR 1101 | Skill Building I | 3
JCR 131S | Legal Terminology (SS) | 3
ITD 122S | Computer Applications for Professionals (SS) | 3
MTH 1060 | Business Mathematics | 3

**Summer**
JCR 1102S | Skill Building II (SS) | 3
BIO 125S | Medical Terminology (SS) | 3

**Fall**
JCR 2103 | Skill Building III | 3
JCR 2104S | Skill Building IV (SS) | 3
JCR 2200 | Realtime Business Procedures | 3
ENG 2211 | Business Communication | 3
PHL 122S | Ethics (SS) | 3

**Spring**
JCR 2105 | Skill Building V | 3
JCR 2106S | Skill Building VI (SS) | 3
JCR 2300 | CAT Transcript Production | 2
JCR 2400S | JCR Internship (SS) | 2
- - | *Social/Behavioral Science Elective | 3
- - | Total Credit Hours | 65

Courses with an “S” in the course number denotes a Stark State course.*PLS 1100, Introduction to American Politics (prereq: ENG 1111), PSY 1111, Psychology I (GA) (Prerequisite(s): CPE 0100; Pre/Corequisite(s): CPE 0300; An appropriate COMPASS placement, ACT, or SAT score will satisfy the respective CPE requirement); SOC 1110, Introduction to Sociology (GA) (prereq: ENG 1111).
Management (4300)

The Management curriculum provides a well-rounded education consisting of basic courses in accounting, information technology, economics, finance, business law, management, marketing, and operations. The associate degree in Management provides students with knowledge and skills for managing people, finances, and operations. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

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

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

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

Degree Availability
The Management program is available during the day and the evening at the main campus in Springfield, the Greene Center, Ohio Hi-Point, and online. Students should consult with an advisor for the recommended sequencing of courses.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

Course # Course Title Credit Hours

<table>
<thead>
<tr>
<th>Fall</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MGT 1060</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1060</td>
<td>Business Mathematics</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Introduction to Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2220</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II ** or ENG 2211</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Arts/Humanities Elective (GA)****</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2000</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2020</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2450</td>
<td>Data Analytics ** or STT 2640</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2600</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2210</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HRM 1725</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2270</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2650</td>
<td>Negotiation Skills</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2800</td>
<td>Business Strategy/Policy Seminar (Capstone)</td>
<td>3</td>
</tr>
<tr>
<td>LSC 2270</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Co-op or Technical Elective ***</td>
<td>1</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.** Students who plan on transferring courses for advanced degree work should verify the best/appropriate course selection based on the receiving institutions’s degree requirements.*** Technical electives must total 6 semester hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, EBE (except EBE 1100), ITS (except
ITS 0800, ITS 0810, ITS 1100), NTK, OAD, and RES.****
Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.*****
Must be a global awareness (GA) course and come from arts/humanities courses identified in the Catalog.
Management - Banking Option (4310)

The Banking option at Clark State Community College provides a well-rounded education consisting of basic management courses with concentrated studies related to the Banking industry in consumer lending, investments, customer service, and money and banking. The associate degree provides students not only with fundamental knowledge and skills for the banking industry but also the skills needed to serve in management and supervisory capacities.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules. Students with significant business experience, where expertise equals or exceeds the outcomes of a particular course(s), are offered two options for earning experiential credit. Proficiency exams are available for selected courses. Other courses may allow a student to potentially earn credit through a portfolio presentation.

Learning Outcomes
Upon completion of an Associate of Applied Business degree in Banking, 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.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate knowledge of banking including the structure, role in the economy, and products.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Degree Availability
The Banking courses in this option are available online. Other courses are available during the day and the evening in Springfield, at the Greene Center, and online. Each semester offers an 8-week A term, B term, 16-week C term with a 10-week D term offered during the summer. Students should consult with an advisor for the recommended sequencing of courses.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. Download the curriculum sheet for this major.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall | BNK 1000 Principles of Banking | 3
| ACC 1100 Introduction to Financial Accounting | 4
| ENG 1111 English I | 3
| FYE 1100 College Success | 1
| MGT 1100 Personal Finance | 3
| MGT 1115 Customer Relations | 2

Spring | BNK 1100 Consumer Lending | 3
| BNK 2000 Introduction into Investments | 3
| BNK 2100 Money & Banking | 3
| ECO 2210 Principles of Macroeconomics | 3
| ITS 1105 Computer Concepts and Software Applications | 3

Fall | MGT 1060 Organizational Behavior | 3
| MGT 1120 Principles of Management | 3
| MKT 2000 Marketing Management | 3
| MTH 1060 Business Mathematics | 3
| - - Arts/Humanities Elective (GA)* | 3

Spring | MGT 2270 Business Finance | 3
| MGT 2800 Business Strategy/Policy Seminar (Capstone) | 3
| MGT 2450 Data Analytics *** or STT 2640 Elementary Statistics I *** | 3
| ENG 1112 English II | 3
| - - Co-op or Technical Elective** | 2
| Total Credit Hours | 60

*Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs. ** Technical electives must total 2 or more semester hours. They may come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, ITS (except ITS 0800, ITS 0810), NTK, OAD, and RES.
Management - Human Resource Management Option (4320)

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

The Human Resource Management curriculum is designed to equip students with knowledge and practical skills for managing a company’s human resource function. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

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

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

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

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Degree Availability
The Human Resource Management option is available in a combination of online, hybrid, and traditional formats. Traditional format is offered during the day and evening at the Greene Center Campus as well as the Springfield Campus. Students should consult with an advisor for the recommended sequencing of courses.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall | MGT 1060 Organizational Behavior | 3
| MGT 1120 Principles of Management | 3
| ENG 1111 English I | 3
| FYE 1100 College Success | 1
| ITS 1105 Computer Concepts and Software Applications | 3
| MTH 1060 Business Mathematics | 3
Spring | ACC 1000 Accounting Concepts | 3
| ACC 1100 Introduction to Financial Accounting | 3
| ECO 2220 Principles of Microeconomics | 3
| ENG 1112 English II | 3
| ENG 2211 Business Communication | 3
| MKT 2000 Marketing Management | 3
| - - Arts/Humanities Elective (GA) | 2
Fall | HRM 1725 Human Resource Management | 3
| HRM 2300 Training and Development | 3
| HRM 2350 Employment Law | 3
| MGT 2000 Introduction to Project Management | 3
| MGT 2020 Quality Management | 3
| MGT 2450 Data Analytics | 3
| STT 2640 Elementary Statistics I | 3
| EBE 1000 Employability Skills or Technical Elective | 1
Spring | HRM 2400 Staffing | 3
| HRM 2450 Compensation and Benefits | 3
| MGT 2650 Negotiation Skills | 3
| MGT 2800 Business Strategy/Policy Seminar (Capstone) | 3
| EBE 2702 Co-op Education I or Technical Elective | 2
| Total Credit Hours | 60
* Students who plan to complete a baccalaureate degree in the future should opt to take ACC 1100, Introduction to Financial Accounting. A proficiency test is available for ACC 1100.** Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class. *** Technical electives must total 3 semester hours. You may choose ACC 1300, MGT 1105, or MGT 1115. ACC 1300 recommended.**** Students who plan on transferring courses for advanced degree work should verify the best/appropriate course selection based on the receiving institution’s degree requirements.***** Must be a global awareness (GA) course and come from arts/humanities courses identified in the Catalog.∗ Proficiency Test available.
Management - Insurance Option (4361)

The Insurance option at Clark State Community College provides a well-rounded education consisting of basic management courses with concentrated studies related to the insurance industry in claims handling, property loss adjusting, customer service, and claims software. The insurance courses prepare the students for the (Associate in Claims) AIC 30 and AIC 31 certification exams. The associate degree provides students not only with fundamental knowledge and skills for the insurance industry but also the skills needed to serve in management and supervisory capacities.

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

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

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

- Apply basic business and management concepts, skills, and tools.
- Effectively use communications and human relations knowledge and skills.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
- Analyze quantitative data.
- Demonstrate knowledge of global business trends.
- Demonstrate knowledge of effective handling of insurance claims and adjustments.
- The first five outcomes should be in the following order for each program under management, followed by the specific one for the option. The certificates will be different.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Degree Availability
The Insurance courses in this option are available online. Other courses are available during the day and the evening in Springfield, at the Greene Center, and online.

Each semester offers an 8-week A term or B term track, with a D term offered during the summer. Students should consult with an advisor for the recommended sequencing of courses.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INS 1050</td>
<td>Property and Liability Insurance Principles (A Term)</td>
<td>3</td>
</tr>
<tr>
<td>INS 1100</td>
<td>Insurance Claims Handling Principles/Practices (A Term)</td>
<td>3</td>
</tr>
<tr>
<td>INS 1115</td>
<td>Customer Service for the Insurance Industry (B Term)</td>
<td>2</td>
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<tr>
<td>INS 1200</td>
<td>Software for the Insurance Claims Industry (B Term)</td>
<td>1</td>
</tr>
<tr>
<td>INS 1325</td>
<td>Property Coverages (B Term)</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INS 1400</td>
<td>Property Loss Adjusting (A Term)</td>
<td>5</td>
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<tr>
<td>FYE 1100</td>
<td>College Success (A Term)</td>
<td>1</td>
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<tr>
<td>ENG 1111</td>
<td>English I (B Term)</td>
<td>3</td>
</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications (B Term)</td>
<td>3</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II (D Term)</td>
<td>or</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication (D Term)</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1060</td>
<td>Business Mathematics (D Term)</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 1060</td>
<td>Organizational Behavior (A Term)</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1120</td>
<td>Principles of Management (A Term)</td>
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</tr>
<tr>
<td>ECO 2220</td>
<td>Principles of Microeconomics (B Term)</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2000</td>
<td>Marketing Management (C Term)</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 1100</td>
<td>Introduction to Financial Accounting (A Term)</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2600</td>
<td>Legal Environment of Business (A Term)</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2800</td>
<td>Business Strategy/Policy Seminar</td>
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</table>
(Capstone) (B Term) 3
- - Technical Elective*** 3

**Summer**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>STT 2640</td>
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<tr>
<td>MGT 2450</td>
<td>3</td>
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<tr>
<td>STT 2640</td>
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<td>Total Credit Hours</td>
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</tr>
</tbody>
</table>

(A) = A term (8 weeks) | (B) = B term (8 weeks) | (C) = C term (16 weeks) | (D) = D term (10 weeks)An appropriate Accuplacer placements, ACT, or SAT score will satisfy the respective CPE requirement.* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.** If these courses are taken during regular semester then student can graduate in Spring, otherwise student will graduate at end of Summer second.*** Technical electives must total 3 semester hours. They may come from any combination of courses (including online courses) not already prescribed that use the following course codes: BNK, HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, ITS (except ITS 0800, ITS 0810), NTK, OAD, and RES. **** Must be a global awareness (GA) course and come from arts/humanities courses identified in the Catalog.
Management - Logistics and Supply Chain Management Option (4340)

The Logistics and Supply Chain Management (LSC) option provides a well-rounded education consisting of basic management courses with concentrated studies in purchasing, logistics, negotiation, supply chain management, and inventory/materials management.

The associate degree in LSC provides students with fundamental knowledge and skills for managing the logistics and supply chain functions in both profit and not-for-profit organizations/businesses.

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

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

What can I do with this degree?

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

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

Learning Outcomes

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

Embedded Certificate

This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Degree Availability

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

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Prospective and current students are encouraged to research career opportunities at the Ohio Department of Education Career Pathways website. A Career Pathway is a collective look at education and training, wage and outlook information for Logistics and Supply Chain Management occupations. These pathways offer an overview of the various career options along with education and training. Visit http://education.ohio.gov/Topics/Career-Tech/Career-Connections/Career-Pathways and review job titles, median salary, job growth opportunities for individuals working towards an Associate's Degree in Logistics and Supply Chain Management such as Purchasing (Purchasing Agent), Supply Chain Management (I) Production Supervisor and Supply Chain Management (II) Production Clerk Logistician.

Transfer Options

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

3 Credentials/Professional Designations: Logistics and Supply Chain Management American Production and Inventory Control Society (APICS) - APICS Certified in Production and Inventory Management (CPIM) Program - Ideal APICS CPIM program candidates: If you are seeking validation or accreditation for future career growth. You have 2 or more years experience
in your field. No bachelor’s degree is required. APICS Certified Supply Chain Professional (CSCP) Program - Ideal APICS CSCP candidates: 3 years of related business experience or Bachelor's degree, or CPIM, CSCP, CLTD, CFPIM, CIRM, SCOR-P, CTL, C.P.M., CSM or CPSM designations. APICS Certified in Logistics, Transportation and Distribution (CLTD) Program - Eligibility requirements: 3 years of related business experience or Bachelor’s degree or the international equivalent* OR CPIM, CSCP, CLTD, CFPIM, CIRM, SCOR-P, CTL, C.P.M., CSM or CPSM designations. Source: http://www.apics.org/careers-education-professional-development/certification Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 1060</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1120</td>
<td>Principles of Management ^</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1060</td>
<td>Business Mathematics ^</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 1100</td>
<td>Introduction to Financial Accounting ^</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2220</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II **** or ENG 2211 Business Communication ****</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2000</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Arts/Humanitites Elective (GA) *****</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSC 2220</td>
<td>Logistics and Physical Distribution</td>
<td>3</td>
</tr>
<tr>
<td>LSC 1100</td>
<td>Introduction to Supply Chain Management or</td>
<td></td>
</tr>
<tr>
<td>EBE 2703</td>
<td>Co-op Education I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2210</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ITS 1245</td>
<td>Beginning Database *</td>
<td>1</td>
</tr>
<tr>
<td>MGT 2450</td>
<td>Data Analytics **** or STT 2640 Elementary Statistics I ****</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

* Proficiency test available* Must be a global awareness (GA) course and come from arts/humanitites courses identified in the Catalog.
Management - Marketing Option (4350)

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

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

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

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

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

Degree Availability
• Analyze quantitative data.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall
MGT 1060 | Organizational Behavior | 3
MGT 1120 | Principles of Management * | 3
ENG 1111 | English I | 3
FYE 1100 | College Success | 1
ITS 1105 | Computer Concepts and Software Applications * | 3
MTH 1060 | Business Mathematics ^ | 3
Spring
MKT 2000 | Marketing Management | 3
ACC 1100 | Introduction to Financial Accounting ^ | 4
ECO 2220 | Principles of Microeconomics | 3
ENG 1112 | English II **** or ENG 2211 | Business Communication **** 3
- - Arts/Humanities Elective (GA) *** 3
Fall
MKT 2100 | Pricing Strategies | 3
MKT 2400 | Electronic Business Applications or MKT 2450 | Sales and Sales Management | 3
HRM 1725 | Human Resource Management or LSC 2270 | Operations Management | 3
LSC 2220 | Logistics and Physical Distribution | 3
STT 2640 | Elementary Statistics I ***** or MGT 2450 | Data Analytics **** | 3
Spring
MKT 2150 | Product Management | 3
MKT 2550 | Promotion & IMC Strategies | 3
MGT 2600 | Legal Environment of Business | 3
MGT 2800 | Business Strategy/Policy Seminar (Capstone) | 3
- - MGT, MKT or EBE Elective ** 3
Total Credit Hours 62

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

** EBE 1000 is a prerequisite for EBE 2702, the co-op experience, and must be completed prior to the co-op experience. EBE 2702 or EBE 2703 or EBE 2704 may be used for the co-op experience.*** Must be a global awareness (GA) course and may come from arts/humanities courses identified in the Catalog.**** Students should follow the recommended sequencing
of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.***** Students who plan on transferring courses for advanced degree work should verify the best/appropriate course selection based on the receiving institution’s degree requirements.
Management - Real Estate Broker Option (4370)

• The Real estate broker option at Clark State Community College prepares students to fulfill the requirements to sit for the Ohio Broker Examination. This option has the following requirements:
  • Ohio Real Estate Law (40 hours)
  • Ohio Real Estate Principles & Practices (40 hours)
  • Real Estate Appraisal (20 hours)
  • Real Estate Finance (20 hours)
  • A Financial Management course
  • A Human Resources or Personnel Management course
  • An Applied Business Economics course
  • A Business Law course
  • A minimum of two years of post-secondary education, or equivalent hours of (60) sixty semester or (90) ninety quarter hours. Courses 5 and 8 may be included in your post-secondary education.

To sit for the Ohio Real Estate Broker’s License, an applicant must also have the following experience:

Experience Requirements - 20 transactions The Division calculates the transactions to ensure the applicant meets a total of twenty by using the following formulas:
• Listing agent in the sale of property owned by another = 1 transaction
• Selling agent in the sale of property owned by another = 1 transaction
• Listing agent in the lease of commercial or industrial real estate owned by another for a term of at least one year = 1 transaction
• Procuring agent in the lease of commercial or industrial real estate owned by another for a term of at least one year = 1 transaction
• Listing and /or procuring agent in the lease of four residential real estate properties owned by another for a term of at least one-year = 1 transaction

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

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

Learning Outcomes
Upon completion of an Associate of Applied Business degree in Real Estate Broker Program, 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.
• Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
• Analyze quantitative data.
• Demonstrate knowledge of global business trends.
• Apply knowledge and skills in management and the four areas of Real Estate including principles, law, appraisal, and finance.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017) Career Coach Click Here current local data on wages, employment, job postings, and associated education and training from Career Coach.

Degree Availability
The Real Estate courses are available online and traditionally during the evening. Other courses are available during the day and the evening in Springfield, at the Greene Center, and online. Each semester offers an 8-week A term, B term, 16- week C term with a 10-week D term offered during the summer. Students should consult with an advisor for the recommended sequencing of courses.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
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<tr>
<td>RES 1100</td>
<td>Real Estate Principles</td>
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<tr>
<td>RES 1200</td>
<td>Real Estate Law</td>
<td>3</td>
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<tr>
<td>ACC 1100</td>
<td>Introduction to Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1000</td>
<td>Management Program Orientation</td>
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</table>
### Spring
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>RES 1300</td>
<td>Real Estate Appraisal</td>
<td>2</td>
</tr>
<tr>
<td>RES 1400</td>
<td>Real Estate Finance</td>
<td>2</td>
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<tr>
<td>ECO 2210</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II *</td>
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</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication *</td>
<td>3</td>
</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
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</table>

### Fall
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MGT 1060</td>
<td>Organizational Behavior</td>
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<tr>
<td>MKT 2000</td>
<td>Marketing Management</td>
<td>3</td>
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<tr>
<td>MTH 1060</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>-</td>
<td>Arts/Humanities (GA)***</td>
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</tbody>
</table>

### Spring
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
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<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2270</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2600</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2800</td>
<td>Business Strategy/Policy Seminar</td>
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</tr>
<tr>
<td>STT 2640</td>
<td>Elementary Statistics I ****</td>
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<tr>
<td>MGT 2450</td>
<td>Data Analytics ****</td>
<td>3</td>
</tr>
<tr>
<td>-</td>
<td>Co-Op or Technical Elective *****</td>
<td>3</td>
</tr>
<tr>
<td>-</td>
<td>Total Credit Hours</td>
<td></td>
</tr>
</tbody>
</table>

*Students who plan on transferring courses for advanced degree work should verify the best/appropriate course selection based on the receiving institution's degree requirements.*

**Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.*** Must be a global awareness (GA) course and come from arts/humanities courses identified in the Catalog.**** Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.***** Technical electives must total 6 semester hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, EBE (except EBE 1100), ITS (except ITS 0800, ITS 0810, ITS 1100), NTK, OAD, and RES.
Office Administration (4700)

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

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

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

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

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Scholastic Preparation
Office Administration students should possess basic computer skills: use a keyboard, mouse, external storage device, and a printer; differentiate among drives, folders, and files; employ a username and password.

Students lacking in any of these areas should enroll in ITS 0800, Computer Fundamentals, prior to enrolling in any OAD or other ITS courses. Students should also be able to type at least 35 words per minute on a five-minute timed writing. Students who cannot meet this standard should enroll in ITS 0810 Keyboarding or ITS 1210 Keyboarding/Word Processing prior to enrolling in any OAD or other college-level ITS course. Students who cannot meet the 35 word-per-minute standard on the first day of OAD 1101 will be required to withdraw and enroll in ITS 0810 or ITS 1210. ITS 0800, ITS 0810 and ITS 1210 are considered preparatory for entry into the Office Administration Program and do not count toward the degree.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. Download the curriculum sheet for this major.

Course #   Course Title                  Credit Hours
---       ------------------------------    -------
**Fall**
OAD 1101  Document Production I        3
OAD 1105  Business English             4
OAD 1205  Office Procedures            3
ENG 1111  English I                     3
FYE 1100  College Success              1
ITS 1105  Computer Concepts and Software Applications * 3

**Spring**
ACC 1000  Accounting Concepts          3
COM 1110  Interpersonal Communication I or 3
COM 1170  Small Group Communication    3
ENG 2211  Business Communication       3
MTH 1060  Business Mathematics          3
SOC 1110  Introduction to Sociology    3
SPN 1100  Survival Spanish              3

**Fall**
COM 1120  Public Speaking I             3
EBE 1000  Employability Skills          1
ITS 1110  Software Applications II      1
MGT 1060  Organizational Behavior       3
MGT 1105  Contemporary American Business 2
PSY 1111  Introduction to Psychology    3
SOC 2220  Comparing Cultures            3

**Spring**
OAD 2703  Co-op Education/Internship    3
HRM 1725  Human Resource Management     3
ITS 1205  Windows Concepts              1
ITS 1236  Intermediate Spreadsheet      2
MGT 1120  Principles of Management      3

Total Credit Hours 60

* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.
Paralegal (4850)

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

Clark State cooperates with Sinclair Community College in offering the non-paralegal courses for this AAS degree program. Students can take classes at Clark State concurrently with the Sinclair paralegal courses if they wish to complete the degree within a two-year time frame, or they can complete the non-paralegal courses at Clark State first and then transfer to Sinclair to complete the program.

Students are cautioned that once they begin the paralegal courses at Sinclair, it will still take two years to sequence through the paralegal courses. By taking course work at Clark State, students are able to minimize commuting time.

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

Learning Outcomes

• Competently conduct factual and legal research and communicate the results clearly and concisely.
• Demonstrate competency in current technology.
• Competently prepare and interpret legal documents.
• Exemplify a high standard of ethical and professional behavior individually and as a member of a legal team.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach Download the curriculum sheet for this major.

Completion of the Paralegal Program does not authorize a graduate to practice law as an attorney. The program layout below reflects the recommended sequence of courses for students planning to complete a degree within two years. Clark State courses may be completed concurrently with Sinclair courses or prior to enrolling at Sinclair. Sinclair courses are designated by SCC.

The 32 credit hours at Clark State can be completed by a full-time student within one year provided he or she has few or no college preparatory requirements.

### Course # Course Title Credit Hours

#### Fall

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1111</td>
<td>English I</td>
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</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>PAR 1101 Paralegal Principles (SCC)</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>PAR 1102 Legal Technology (SCC)</td>
<td>1</td>
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<tr>
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<td>PAR 1103 Litigation (SCC)</td>
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#### Spring

<table>
<thead>
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<th>Course #</th>
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<tbody>
<tr>
<td>COM 1110</td>
<td>Interpersonal Communication I</td>
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<tr>
<td>ENG 1112</td>
<td>English II</td>
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<td>- -</td>
<td>PAR 1201 Legal Research &amp; Writing (SCC)</td>
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<tr>
<td>- -</td>
<td>PAR 1202 Advanced Legal Technology (SCC)</td>
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<tr>
<td>- -</td>
<td>PAR 1203 Advanced Litigation (SCC)</td>
<td>3</td>
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<tr>
<td>- -</td>
<td>PAR 1204 Real Estate Law (SCC)</td>
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#### Summer

<table>
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<tbody>
<tr>
<td>MGT 2600</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology or SOC 1110</td>
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</tr>
<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Arts and Humanities Elective</td>
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<tr>
<td>- -</td>
<td>PAR/LAW Elective (SCC)</td>
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#### Fall

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 1000</td>
<td>Accounting Concepts</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>PAR 2301 Advanced Legal Research &amp; Writing (SCC)</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>PAR 2302 Family Law (SCC)</td>
<td>3</td>
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<tr>
<td>- -</td>
<td>PAR 2303 Probate Law (SCC)</td>
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#### Spring

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTH 1060</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>- -</td>
<td>PAR 2401 Paralegal Internship (SCC)</td>
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</tr>
<tr>
<td>- -</td>
<td>PAR/LAW Elective (SCC)</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
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</tr>
</tbody>
</table>

Total hours taken at Clark State: 27. Total hours taken at SCC: 38.
Professional Services Management (4360)

The Associate of Technical Studies in Professional Services Management offers individuals who hold licensure in professional areas such as cosmetology, various building trades, auto services, or other areas to receive up to 9 credit hours toward an Associate of Technical Studies degree with a focus in the management of the business operation related to the professional area. Students coming from high school career programs or trade school programs that result in licensure as well as long-term professionals will be interested in this degree option. Students will receive college credit for their professional knowledge while pursuing an education that will provide them the tools with which to successfully launch and manage their own business.

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

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

Learning Outcomes

• Apply basic business and management concepts, skills, and tools.
• Effectively use communications and human relations knowledge and skills.
• Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
• Analyze quantitative data.
• Demonstrate knowledge of global business trends.
• Apply knowledge and skills in the area of management and business operations related to the professional area.

Degree Availability

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

Embedded Certificate

This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/ she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Arts/Humanities Electives

A complete listing of arts and humanities electives can be found in the College Catalog. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. Download the curriculum sheet for this major.

Course #    Course Title            Credit Hours

Fall
MGT 1060  Organizational Behavior                  3
MGT 1120  Principles of Management                3
ITS 1105  Computer Concepts and Software Applications ^ 3
ENG 1111  English I                              3
FYE 1100  College Success                        1
MTH 1060  Business Mathematics                   3

Spring
ACC 1100  Introduction to Financial Accounting    4
ECO 2220  Principles of Microeconomics            3
ENG 1112  English II                             3 or
ENG 2211  Business Communication                  3
MKT 2000  Marketing Management                    3
- -       Arts/Humanities Elective (GA)**          3

Fall
HRM 1725  Human Resource Management                3
MGT 1115  Customer Relations                      2
MGT 2600  Legal Environment of Business           3
MGT 2800  Business Strategy/Policy Seminar (Capstone) 3
- -       Professional Electives***                6

Spring
ACC 1200  Managerial Accounting                    4
MGT 2400  Small Business Management               3
MGT 2200  Introduction to Project Management       3 or
MGT 2650  Negotiation Skills                      3
- -       Professional Electives***                3
Total Credit Hours                                62

^ Proficiency test available.* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.** Must be a global awareness (GA) course and come from arts/humanities courses identified in the Catalog.*** A total of 9 semester hours must be earned from the professional area. The 9 hours can be earned from professional licensure. Any of the 9 hours not granted for the licensure may come from a field related to the licensure or business courses approved by the division. See the Dean of Business and Applied Technologies to have your professional license evaluated for the number of credit hours that will apply and for approval of any licensure- and business-related courses.****
Students who plan on transferring courses for advanced degree work should verify the best/appropriate course selection based on the receiving institution’s degree requirements.
Business Certificates

Accounting Certificate (4101C)

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

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

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

Learning Outcomes

• Demonstrate the ability to utilize and apply technology as it impacts the accounting profession.
• Demonstrate an understanding of the basic concepts of managerial accounting and its role in business and decision making.
• Interpret, analyze, and present reliable and relevant information to financial statement users based upon generally accepted accounting principles both manually and electronically.

Read the Gainful Employment Disclosure for the Accounting Certificate.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours
Summer
ACC 1100 Introduction to Financial Accounting 4
FYE 1100 College Success 1

Fall
ACC - Accounting Elective 2-4 credit hours 3
COM 1110 Interpersonal Communication I 3
EBE 1000 Employability Skills (new curriculum item) 1
ENG 1111 English I 3
ITS 1235 Beginning Spreadsheet * 1
MTH 1060 Business Mathematics 3

Spring
ACC 1200 Managerial Accounting 4

ACC 2000 Spreadsheet Accounting 3
ENG 2211 Business Communication 3
Total Credit Hours 32

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

Accounting Executive Option Departmental Certificate (4102D)

This certificate is available to those who already hold an associates degree or higher. It will provide the student with the essential skills necessary to work in the growing field of Accounting. Students can fully apply the courses in this one year certificate towards the completion of the full two-year Accounting degree.

Learning Outcomes

• Demonstrate an understanding of the basic concepts of managerial accounting and its role in business and decision making.
• Interpret, analyze, and present reliable and relevant information to financial statement users based upon generally accepted accounting principles both manually and electronically.

Career Coach
Click Here current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours
Summer
ACC 1100 Introduction to Financial Accounting 4

Fall
ACC Elective 2-4 credit hours 3
MTH 1060 Business Mathematics 3

Spring
ACC 1200 Managerial Accounting 4
ACC 1400 Computerized Accounting 3
ACC or MGT Elective 3
Total Credit Hours 20

Banking Departmental Certificate (4401D)

The Banking certificate provides students with an overview of the banking industry and a background for understanding. It provides them with the foundational knowledge of investments, consumer lending, and customer relations.

Learning Outcomes

Upon completion of this certificate, a student will be able to do the following:

• Demonstrate knowledge of social responsibility
trends, ethical issues, and legal considerations.

- Effectively use communications and human relations knowledge and skills.
- Demonstrate knowledge of the banking industry.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNK 1000</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1100</td>
<td>Introduction to Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1100</td>
<td>Personal Finance</td>
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</tr>
<tr>
<td>MGT 1115</td>
<td>Customer Relations</td>
<td>2</td>
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</tbody>
</table>

| Spring   |                              |              |
| BNK 1100 | Consumer Lending              | 3            |
| BNK 2000 | Introduction into Investments | 3            |
| BNK 2100 | Money & Banking               | 3            |
| ECO 2210 | Principles of Macroeconomics  | 3            |
| ITS 1105 | Computer Concepts and Software Applications | 3          |
|          | Total Credit Hours            | 30           |

**Consumer Lending Departmental Certificate (4402D)**

This certificate provides students with an understanding of consumer lending in the banking industry. It provides them with the foundational knowledge including the principles of banking, accounting, consumer lending, and economics.

**Learning Outcomes**

- Demonstrate understanding of consumer lending in the banking environment.
- Effectively use communications and human relations knowledge and skills.
- Demonstrate knowledge of the banking industry.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BNK 1000</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>BNK 1100</td>
<td>Consumer Lending</td>
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<tr>
<td>ACC 1100</td>
<td>Introduction to Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2210</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>13</td>
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</table>

**Customer Service Short-Term Technical Certificate (4304D)**

This certificate is focused on developing the essential skills and knowledge needed by anyone desiring to provide excellent service to customers, both internal and external. This is particularly focused on meeting needs and expectations of an organization’s customers.

**Learning Outcomes**

- Apply basic business and management concepts, skills, and tools.
- Effectively use communications and human relations knowledge and skills.
- Listen and speak in a professional manner to customers.

All courses can be applied to the associate degree in Management. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

All business students are expected to use information technology skills as it applies to course requirements within all management options.

Read the Gainful Employment Disclosure for the Customer Service Short-Term Technical Certificate.

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 1060</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1115</td>
<td>Customer Relations</td>
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<tr>
<td>MGT 1120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2000</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
</tbody>
</table>

| Spring   |                              |              |
| MGT 2020 | Quality Management            | 3            |
| ITS 1105 | Computer Concepts and Software Applications | 3          |
| PSY 1111 | Introduction to Psychology    | 3            |
|          | Total Credit Hours            | 20           |

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

**Human Resource Management Departmental Certificate (4324D)**

This certificate is focused on developing the essential knowledge and skills needed by an individual who wants to work in the human resource field. Because of prerequisite requirements, it will generally take more than one academic year to complete. All courses can be applied to the Human Resource Management Option of the Associate Degree in Management. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

**Learning Outcomes**

- Apply knowledge and skills in four functional areas of human resources including staffing, training and development, employment law, and compensation.
- Effectively use communications and human relations knowledge and skills.
- Research and apply human resource policies, practices, and programs.

All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.
Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
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<tr>
<td>HRM 1725</td>
<td>Human Resource Management</td>
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<td>HRM 2300</td>
<td>Training and Development</td>
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<td>ENG 111</td>
<td>English I</td>
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<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
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<td>MGT 1060</td>
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<td>MGT 1120</td>
<td>Principles of Management</td>
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<td>HRM 2350</td>
<td>Employment Law</td>
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<td>HRM 2400</td>
<td>Staffing</td>
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<td>HRM 2450</td>
<td>Compensation and Benefits</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2020</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2650</td>
<td>Negotiation Skills</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1060</td>
<td>Business Mathematics</td>
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<tr>
<td></td>
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</tbody>
</table>

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

Judicial Court Reporting-Captioning/CART Career-Enhancement Certificate (4802D)

A one-semester career-enhancement certificate in closed and CART captioning is available upon completion of the Judicial Court Reporting program or with evidence of a degree in court reporting from an accredited college.

This career-enhancement certificate focuses on the skills required in the fields of closed captioning and CART (communication access realtime translation) captioning. Captioners represent an elite group of practitioners who provide communication access to those with hearing loss.

Captioners use court reporting skills on the stenotype machine to provide captions of live television programs for deaf and hard-of-hearing viewers, through realtime technology that instantly produces readable English text. The Federal Telecommunications ACT of 1996 lists very specific mandates for closed captioning of local programs around the country, including news broadcasts and live sporting events, which has increased the demand for realtime captioners enormously. CART is the instant translation of the spoken word into English text using a stenotype machine, computer, and realtime software. The text appears on a computer monitor or other display. The Americans with Disabilities Act (ADA) specifically recognized CART as an assistive technology which affords effective communication access.

CART captioners provide communication access primarily for people who are Deaf or Hard of Hearing or who are learning English as a Second Language in settings such as K-12 classrooms, college classrooms, conferences, courtrooms, etc.

Learning Outcomes

- Transcribe three five-minute, 180 wpm literary broadcast material 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.
- Demonstrate knowledge of basic setup of computer hardware and realtime peripherals, including current remote software applications for text transmission and audio acquisition for maximum benefit of CART recipients.
- Prepare unedited captioned translations of three 15-minute programs on varied topics.
- Prepare a realtime translation of two 30-minute segments of CART services on varied topics.
- Paraphrase and accurately finger spell in realtime using software phonetic translator.
- Develop and maintain realtime dictionaries to load for proper translations.
- Demonstrate knowledge of the role of sign language interpreters and oral interpreters.
- Perform 25 verified hours of actual writing and 15 hours of research and dictionary preparation within a captioning environment AND within a CART environment and summarize each experience in written narratives.

<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>Introduction to Captioning</td>
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<td>JCR 2501</td>
<td>Basic Captioning/CART</td>
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<td>JCR 2502S</td>
<td>Advanced Captioning/CART (SS)</td>
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<td>JCR 2600S</td>
<td>Captioning/CART Internship (SS)</td>
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<td>ASL 121S</td>
<td>Introduction to Deaf Culture Community-Stark State</td>
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<td>Total Credit Hours</td>
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</tr>
</tbody>
</table>
Logistics and Supply Chain Management Departmental Certificate (4344D)

This certificate is focused on developing essential knowledge and skills needed by an individual who wants to work in the strategic planning and coordinating of activities that include sourcing and procurement of materials and services, transformation activities and logistics for the purpose of integrating supply and demand management. Because of prerequisite requirements, it will generally take more than one academic year to complete. All courses can be applied to the associate degree in Logistics and Supply Chain Management. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

Learning Outcomes

• Apply basic business and management concepts, skills, and tools.
• Demonstrate knowledge of global business trends
• Effectively use knowledge and skills in inventory and materials management, purchasing and supply strategies, negotiation strategies, and logistics and physical distribution.

All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
--- | --- | ---
**Fall**<br>MGT 1060 | Organizational Behavior | 3<br>MGT 1120 | Principles of Management | 3<br>ENG 1111 | English I | 3<br>ITS 1105 | Computer Concepts and Software Applications * | 3<br>MTH 1060 | Business Mathematics | 3

**Spring**<br>LSC 1100 | Introduction to Supply Chain Management | 3<br>LSC 2270 | Operations Management | 3<br>MGT 2650 | Negotiation Skills | 3<br>ENG 1112 | English II | or<br>ENG 2211 | Business Communication | 3

**Fall**<br>LSC 2100 | Purchasing and Supply Management | 3<br>LSC 2220 | Logistics and Physical Distribution | 3<br>MGT 2600 | Legal Environment of Business | 3<br>**Total Credit Hours** | **36**

* Proficiency test available

Management Certificate (4301C)

The Management certificate provides students with an overview of the business environment and a background for understanding and managing people. It provides them with the foundational knowledge of accounting and financial issues needed by all managers. All courses taken for this certificate are applicable to the associate degree in Management.

Learning Outcomes

• Apply basic business and management concepts, skills, and tools.
• Analyze quantitative data.
• Be prepared to enter the workforce with entry-level management skills.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisor for help in planning their schedules. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

Read the Gainful Employment Disclosure for the Management Certificate.

All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
--- | --- | ---
**Fall**<br>MGT 1060 | Organizational Behavior | 3<br>MGT 1120 | Principles of Management | 3<br>ENG 1111 | English I | 3<br>MTH 1060 | Business Mathematics | or<br>STT 2640 | Elementary Statistics I | or<br>MGT 2450 | Data Analytics | 3<br>ITS 1105 | Computer Concepts and Software Applications * | 3

**Spring**<br>MGT 2000 | Introduction to Project Management | or<br>MGT 2020 | Quality Management | 3<br>ACC 1100 | Introduction to Financial Accounting | 4<br>ENG 1112 | English II | or<br>ENG 2211 | Business Communication | 3<br>- - | Technical Elective ** | 3<br>- - | Arts/Humanities or Social/Behavioral Science elective (GA)** | 3<br>**Total Credit Hours** | **31**

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

**Marketing Departmental Certificate (4301C)**

This certificate is focused on developing the essential knowledge and skills needed by an individual who wants to work in the marketing field. Because of prerequisite requirements, it will generally take more than one academic year to complete. All courses can be applied to the associate degree in Marketing. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

**Learning Outcomes**

- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
- Apply knowledge and skills in the four Ps of marketing: product management, promotional strategies, pricing strategies, and logistics and physical distribution.

All business students are expected to use information technology skills as it applies to course requirements within all management options. Download the curriculum sheet for this major.

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Course #** | **Course Title** | **Credit Hours**
---|---|---
**Fall** | | |
MKT 2000 | Marketing Management | 3
MGT 1120 | Principles of Management | 3
ACC 1100 | Introduction to Financial Accounting | 4
ITS 1105 | Computer Concepts and Software Applications | 3
MTH 1060 | Business Mathematics | 3
**Spring** | | |
MKT 2400 | Electronic Business Applications | 3
MKT 2550 | Promotion & IMC Strategies | 3
MGT 2020 | Quality Management | 3
MGT 2450 | Data Analytics | 3
STT 2640 | Elementary Statistics I | 3
**Fall** | | |
LSC 2220 | Logistics and Physical Distribution | 3
MKT 2100 | Pricing Strategies | 3
MKT 2150 | Product Management | 3
Total Credit Hours | | 37

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

**Professional Office Administration Certificate (4701C)**

A one-year certificate in Office Administration is available for students who need a quicker entry into the job market. This will provide the student with the skills needed for entry-level positions in today’s computer-oriented and fast-paced business office. Students can fully apply this one-year certificate toward the completion of either the Office Administration or the Medical Office Administration associate degree programs. This certificate can be earned through a combination of evening and online courses.

Office Administration certificate students should have basic computer skills: use a keyboard, mouse, external storage device, and a printer; differentiate among drives, folders, and files; employ a username and password. Students lacking in any of these areas should enroll in ITS 0800, Computer Fundamentals, prior to enrolling in any OAD or other ITS courses.

Students should also be able to type at least 35 words per minute on a five-minute timed writing. Students who cannot meet this standard should enroll in ITS 0810 Keyboarding or ITS 1210 Keyboarding/Word Processing prior to enrolling in any OAD or other college-level ITS course. Students who cannot meet the 35 word-per-minute standard on the first day of OAD 1101 will be required to withdraw and enroll in ITS 0810 or ITS 1210. ITS 0800, ITS 0810 and ITS 1210 are considered preparatory for starting the Office Administration Certificate and do not count toward the certificate. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

Students should also be able to type at least 35 words per minute on a five-minute timed writing. Students who cannot meet this standard should enroll in ITS 0810 Keyboarding or ITS 1210 Keyboarding/Word Processing prior to enrolling in any OAD or other college-level ITS course. Students who cannot meet the 35 word-per-minute standard on the first day of OAD 1101 will be required to withdraw and enroll in ITS 0810 or ITS 1210. ITS 0800, ITS 0810 and ITS 1210 are considered preparatory for starting the Office Administration Certificate and do not count toward the certificate. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

**Learning Outcomes**

Upon successful completion, the certificate recipient will be able to:

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

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.
Course # Course Title Credit Hours

**Fall**
OAD 1101 Document Production I 3
OAD 1105 Business English 4
OAD 1205 Office Procedures 3
ENG 1111 English I 3
ITS 1105 Computer Concepts and Software Applications * 3

**Spring**
ACC 1000 Accounting Concepts 3
COM 1110 Interpersonal Communication I 3
or
COM 1170 Small Group Communication 3
ITS 1110 Software Applications II 1
ITS 1236 Intermediate Spreadsheet 2
MGT 1105 Contemporary American Business 2
MTH 1060 Business Mathematics 3
Total Credit Hours 30

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

**Property Insurance Claims Short-Term Technical Certificate (4361D)**

Employment opportunities in the Miami Valley and in Ohio in the finance and insurance industries continue to grow. The Property Insurance Claims Certificate provides students with the skills needed for employment in the property-claims industry and preparing them for the (Associate in Claims) AIC 30 and AIC 31 industry exams. The courses are applicable to the Associate of Applied Business degree in Insurance. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

**Learning Outcomes**
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
- Listen and speak in a professional manner to customers.
- Demonstrate knowledge of effective handling of insurance claims and adjustments.

**Career Coach**
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Course # Course Title Credit Hours**

**Fall**
INS 1050 Property and Liability Insurance Principles (A Term) 3
INS 1100 Insurance Claims Handling Principles/Practices (A Term) 3
INS 1115 Customer Service for the Insurance Industry (A Term) 2
INS 1200 Software for the Insurance Claims Industry (B Term) 1
INS 1325 Property Coverages (B Term) 3

**Spring**
INS 1400 Property Loss Adjusting (A Term) 5
Total Credit Hours 17

**Real Estate Short-Term Technical Certificate (4363D)**

This certificate focuses on four areas of Real Estate Technology. Upon completion of this certificate, students have the option to be seated for the Ohio Division of Real Estate exam. Courses are offered in an eight (8) week format to be completed in either Fall or Spring Semester. The courses are applicable to the Associate of Applied Business degree as a Real Estate Broker.

**Learning Outcomes**
- Demonstrate understanding of Ohio Real Estate Law.
- Acquire knowledge of Ohio Real Estate Principles.
- Develop an understanding for Ohio Real Estate Appraisal and Finance.

Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

Click Here current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Course # Course Title Credit Hours**

RES 1100 Real Estate Principles 3
RES 1200 Real Estate Law 3
RES 1300 Real Estate Appraisal 2
RES 1400 Real Estate Finance 2
Total Credit Hours 10

* An appropriate compass placement, ACT, or SAT score will satisfy the respective CPE requirement.

**Small Business Departmental Certificate (4305D)**

This certificate is focused on developing the essential knowledge needed by an individual who wants to start a small business. It will provide the student with the necessary tools for developing a successful business operation. All courses can be applied to the associate degrees in Management or Marketing. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

**Learning Outcomes**
- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.

**Career Coach**
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.
### Supervisory Departmental Certificate (4306D)

This certificate is focused on developing the essential skills and knowledge needed by first-line supervisors. It will provide an individual the tools with which to motivate, challenge, and manage employees. All courses can be applied to the associate degree in Management. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

**Learning Outcomes**
- Apply basic business and management concepts, skills, and tools.
- Analyze quantitative data.
- Be prepared to enter the workforce with entry-level supervisory skills.

**Career Coach**
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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<thead>
<tr>
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<td>MGT 2250</td>
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<td>ENG 2211</td>
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</table>

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

### Supply Chain Management Departmental Certificate (4345D)

This post-degree certificate program is designed for students who already hold a bachelor’s degree and are looking to meet their educational and professional development (career broadening) needs relative to logistics and supply chain management. Functional areas covered include: contracting and negotiation, social responsibility, performance management, forecasting, materials and inventory management, transportation and distribution, assessment, planning product and service, development, quality, strategic sourcing, and risk compliance. These foundational topics are often considered by many professional certification organizations as the inner core to the understanding of the logistics and supply chain management career field. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

**Learning Outcomes**
- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of global business trends
- Effectively use knowledge and skills in inventory and materials management, purchasing and supply strategies, negotiation strategies, and logistics and physical distribution.

**Career Coach**
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Computer Networking (5200)

Information Technology is one of the fastest-growing career fields today. The Computer Networking curriculum prepares students to plan, design, implement, troubleshoot, and administer microcomputer-based networks. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+); Microsoft Certified Professional, and Cisco Certified Network Associate.

Computer Networking students can increase their learning (and earning) potential by participating in the cooperative education work-experience program. Through this program, students can spend up to two semesters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the Office of Career Management for more information.

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

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

- Demonstrate knowledge of computer and network systems, terms, and concepts.
- Setup, install, configure, and troubleshoot hardware/software for desktop computer systems.
- Install, configure, manage, maintain, and troubleshoot server computer systems.
- Install, configure, manage, and maintain network-based voice, audio, and video technologies.
- Demonstrate knowledge of computer and network security terms and concepts.
- Install, configure, manage, and maintain network infrastructure equipment and software.

Scholastic Preparation
Students should possess mathematical skills and should be comfortable using technology. Students who do not possess basic computer and technology skills should take one or more of the following courses to improve their skill level in basic technology use: ITS 0800, ITS 0810, ITS 1105, ITS 1210. Students who have not completed a full sequence of high school mathematics may need to complete a series of college preparatory math classes.

Degree Availability
This program is available during the day and evening. Contact your academic advisor about an evening curriculum guide. Some classes may be offered on Saturdays, however the entire degree can not be completed on weekends.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)Career Coach Click Here current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Download the curriculum sheet for this major.

Course #  Course Title  Credit Hours

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<td>Social/Behavioral Science Elective (GA) *</td>
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<td>NTK 2222</td>
<td>Administering Microsoft Server (B Term)</td>
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<td>Introduction to Project Management</td>
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<td>Linux Server Administration or Co-op</td>
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* At least one social/behavioral science or arts/humanities elective must be a global awareness (GA) course.
Computer Networking - Technical Systems Support Option (5210)

Information Technology is one of the fastest-growing career fields today. The Technical Systems Support curriculum prepares students to support computer and network end users. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+); Microsoft Certified Professional, and Cisco Certified Network Associate.

Technical Systems Support students can increase their learning (and earning) potential by participating in the cooperative education work-experience program. Through this program, students can spend up to two semesters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the Office of Career Management for more information.

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

Learning Outcomes
Upon completion of an Associate of Applied Business degree in Technical Systems Support, a graduate will be able to do the following:

- Demonstrate knowledge of computer and network systems, terms, and concepts.
- Setup, install, configure, and troubleshoot hardware/software for desktop computer systems.
- Install, configure, manage, maintain, and troubleshoot server computer systems.
- Install, configure, manage, and maintain network-based voice, audio, and video technologies.
- Demonstrate knowledge of computer and network security terms and concepts.
- Use and troubleshoot basic application software.

Scholastic Preparation
Students should possess mathematical skills and should be comfortable using technology. Students who do not possess basic computer and technology skills should take one or more of the following courses to improve their skill level in basic technology use: ITS 0800, ITS 0810, ITS 1105, ITS 1210. Students who have not completed a full sequence of high school mathematics may need to complete a series of college preparatory math classes.

Degree Availability
This program is available during the day and evening. Contact your academic advisor about an evening curriculum guide. Some classes may be offered on Saturdays, however the entire degree can not be completed on weekends.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
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<td>NTK 2222</td>
<td>Administering Microsoft Server (B Term)</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>ITS Electives**</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NTK 2212</td>
<td>Linux Server Administration or Co-op Electives (B Term)</td>
<td>3</td>
</tr>
<tr>
<td>NTK 2890</td>
<td>Computer Networking Capstone</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>ITS Electives</td>
<td>6</td>
</tr>
<tr>
<td>- -</td>
<td>Arts/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Total Credit Hours</td>
<td>61</td>
</tr>
</tbody>
</table>

* At least one social/behavioral science or arts/humanities elective must be a global awareness (GA)
course.** A minimum of 9 hours of technical electives must be taken. At least 6 hours must come from ITS courses not already prescribed. They may not include ITS 0810, ITS 1105, ITS 1205. Three additional hours may also come from EBE classes (except EBE 1100). The EBE classes consist of Employability Skills and co-op/internship opportunities.
Computer Software Development (S100)

Information technology is one of the fastest-growing career fields today. The Computer Software Development curriculum focuses on programming, database, and web design. Students learn to analyze, design, and develop solutions to business problems through the use of technology.

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

Learning Outcomes
Upon completion of an Associate of Applied Business degree in Computer Software Development, a graduate will be able to do the following:

- Analyze information system requirements and design appropriate software solutions.
- Write computer programs to implement information systems designs.
- Develop database systems to meet business data requirements.
- Design and create web sites.
- Find and correct errors in the design and implementation of software solutions.

Scholastic Preparation
Computer Software Development students need a high school algebra background equivalent to MTH 0650, Algebra for Non-STEM majors. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Beginning Keyboarding, or ITS 1210, Keyboarding/Word Processing.

Degree Availability
Most courses in the curriculum are available online or in hybrid format (part online, part classroom). The Advanced Topics course currently requires class attendance. Some courses may be available at only one location (Springfield or Beavercreek). Some courses are offered only once a year. Contact your academic advisor about course sequencing. Graduating Computer Software Development students wishing to further build their skills could also receive an Associate of Applied Business in New Media by completing an additional 10 courses in the New Media curriculum.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017).

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>CSD 1510 Programming Fundamentals with Python *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 1111 English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FYE 1100 College Success *</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ITS 1105 Computer Concepts and Software Applications *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITS 1205 Windows Concepts **</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ITS 1300 Introduction to Computers and Networks</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ITS 1500 HTML and CSS</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>COM 1120 Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 1300 Database Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CSD 1310 SQL I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CSD 1600 JavaScript and jQuery</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT 1115 Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>- - Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>CSD 2310 SQL II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CSD 2521 Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 2531 C# Programming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 2541 C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 2610 Mobile Web Application Programming or Technical Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 1111 Introduction to Psychology or SOC 1110 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CSD 2110 Assured Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 2522 Java Programming II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 2800 Advanced Topics or Co-Op/Internship***</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 2211 Business Communication **** or ENG 2230 Technical Report Writing ****</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MTH 1060 Business Mathematics or STT 2640 Elementary Statistics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>60</td>
</tr>
</tbody>
</table>

*Proficiency test available.* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.** Technical electives must total 3 semester hours. They may come from any combination of courses (including online courses) not
already prescribed that use the following course codes: CSD, CSE, GST, NWM, NTK, or GEO 1000. The co-op or internship consists of EBE 1000 and EBE 2702. EBE 1000 must be completed at least one term before EBE 2702. ENG 2230 is offered only in Summer term.
Computer Software Development - Cybersecurity Option (5120)

Information technology is one of the fastest-growing career fields today. The Computer Software Development curriculum focuses on programming, database, and web design as it relates to cybersecurity. Students learn to analyze, design, and develop solutions to business problems through the use of technology.

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

Learning Outcomes
Upon completion of an Associate of Applied Business degree in Computer Software Development, a graduate will be able to do the following:

• Analyze information system requirements and design appropriate software solutions.
• Write computer programs to implement information systems designs.
• Develop database systems to meet business data requirements.
• Design and create web sites.
• Find and correct errors in the design and implementation of software solutions.
• Demonstrate knowledge of computer and network security terms and concepts.

Scholastic Preparation
Computer Software Development students need a high school algebra background equivalent to MTH 0650, Algebra for Non-STEM majors. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Beginning Keyboarding, or ITS 1210, Keyboarding/Word Processing.

Degree Availability
Most courses in the curriculum are available online or in hybrid format (part online, part classroom). The Advanced Topics course currently requires class attendance. Some courses may be available at only one location (Springfield or Beavercreek). Some courses are offered only once a year. Contact your academic advisor about course sequencing.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if this certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

Course # | Course Title | Credit Hours
--- | --- | ---
**Fall**
CSD 1510 | Programming Fundamentals with Python * | 3
ENG 1111 | English I | 3
FYE 1100 | College Success * | 1
ITS 1105 | Computer Concepts and Software Applications ** | 3
ITS 1205 | Windows Concepts ** | 1
ITS 1300 | Introduction to Computers and Networks | 2
ITS 1500 | HTML and CSS | 3

**Spring**
CSD 1300 | Database Management | 2
CSD 1310 | SQL I | 2
CSD 1600 | JavaScript and jQuery | 3
CSE 1110 | Introduction to CyberSecurity A term | 3
CSE 1120 | CyberSecurity - Security + B term | 3
- - | Art & Humanities Elective | 3

**Fall**
CSD 2521 | Java Programming I | 3
CSD 2531 | C# Programming or CSD 2541 | C++ Programming I | 3
CSE 2251 | CyberSecurity - Security Professional I A term | 3
CSE 2252 | CyberSecurity - Security Professional II B term | 3
COM 1120 | Public Speaking I | 3

**Spring**
CSD 2110 | Assured Software Engineering | 3
CSD 2550 | Secure Coding | 3
ENG 2211 | Business Communication ** or ENG 2230 | Technical Report Writing ** | 3
MTH 1060 | Business Mathematics ^ or STT 2640 | Elementary Statistics I ^ | 3
PSY 111 | Introduction to Psychology or SOC 1110 | Introduction to Sociology | 3
Total Credit Hours | | 62

*Proficiency test available. * Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.
Computer Software Development - Web Development Option (5110)

Information technology is one of the fastest-growing career fields today. The Computer Software Development curriculum focuses on programming, database, and web design. Students learn to analyze, design, and develop solutions to business problems through the use of technology.

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

Learning Outcomes
Upon completion of an Associate of Applied Business degree in Computer Software Development, a graduate will be able to do the following:

- Analyze information system requirements and design appropriate software solutions.
- Write computer programs to implement information systems designs.
- Develop database systems to meet business data requirements.
- Design and create web sites.
- Find and correct errors in the design and implementation of software solutions.
- Utilize industry standard software effectively as a digital media editor.

Scholastic Preparation
Computer Software Development students need a high school algebra background equivalent to MTH 0650, Algebra for Non-STEM majors. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Beginning Keyboarding, or ITS 1210, Keyboarding/Word Processing.

Degree Availability
Most courses in the curriculum are available online or in hybrid format (part online, part classroom). The Advanced Topics course currently requires class attendance. Some courses may be available at only one location (Springfield or Beavercreek). Some courses are offered only once a year. Contact your academic advisor about course sequencing. Graduating Computer Software Development students wishing to further build their skills could also receive an Associate of Applied Business in the New Media Web Design Option by completing an additional 3 courses in the New Media curriculum.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if this certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

Course # | Course Title                  | Credit Hours |
---------|------------------------------|--------------|
**Fall** |
CSD 1510 | Programming Fundamentals with Python * | 3            |
ENG 1111 | English I                     | 3            |
FYE 1100 | College Success *             | 1            |
ITS 1105 | Computer Concepts and Software Applications ^^ | 3            |
ITS 1205 | Windows Concepts ^^           | 1            |
ITS 1300 | Introduction to Computers and Networks  | 2            |
ITS 1500 | HTML and CSS                   | 3            |

**Spring**
CSD 1300 | Database Management            | 2            |
CSD 1310 | SQL I                          | 2            |
CSD 1600 | JavaScript and jQuery          | 3            |
NWM 1005 | Digital Aesthetics and User Experience | 3           |
NWM 1020 | Adobe for Web Professionals    | 3            |
NWM 1600 | Web Design                     | 3            |

**Fall**
CSD 2310 | SQL II                         | 2            |
CSD 2521 | Java Programming I             | 3            |
CSD 2610 | Mobile Web Application Programming | 3          |
COM 1120 | Public Speaking I              | 3            |
PSY 111 | Introduction to Psychology or SOC 1110 | 3          |
INTRODUCTION TO PSYCHOLOGY OR INTRODUCTION TO SOCIOLOGY | 3 |

**Spring**
CSD 2522 | Java Programming II           | 3            |
CSD 2800 | Advanced Topics                | 3            |
NWM 2400 | Advanced Web Design            | 3            |
ART 1001 | Art History I                  | 3            |
STT 2640 | Elementary Statistics I        | 3            |
Total Credit Hours 61

*Proficiency test available.* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.
CyberSecurity/Information Assurance Technology (5300)

Information Technology is one of the fastest-growing career fields today. The CyberSecurity/Information Assurance curriculum prepares students to support the information security needs of businesses. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+), CISSP and Cisco Certified Network Associate. CyberSecurity/Information Assurance students can increase their learning (and earning) potential by participating in the cooperative education work-experience program. Through this program, students can spend up to two semesters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the Office of Career Management for more information.

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

Learning Outcomes
Upon completion of an Associate of Applied Science degree in CyberSecurity/Information Assurance, a graduate will be able to:

- Demonstrate knowledge of computer and network systems terms and concepts.
- Setup, install, configure, and troubleshoot hardware/software for desktop computer systems.
- Install, configure, manage, and maintain network-based voice, audio, and video technologies.
- Install, configure, manage, and maintain network infrastructure equipment and software.
- Demonstrate knowledge of computer and network security terms and concepts.
- Implement, configure, and troubleshoot network security software and hardware.
- Design secure computer and network infrastructures.

Scholastic Preparation
Students should possess mathematical skills and should be comfortable using technology. Students who do not possess basic computer and technology skills should take one or more of the following courses to improve their skill level in basic technology use: ITS 0800, ITS 0810, ITS 1105, ITS 1210. Students who have not completed a full sequence of high school mathematics may need to complete a series of college preparatory math classes.

Degree Availability
This program is available during the day and evening. Contact your academic advisor about an evening curriculum guide. Some classes may be offered on Saturdays but the entire degree cannot be completed on weekends.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017) Career Coach Click Here current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>NTK 1110  PC Hardware Essentials (A Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NTK 120  PC Operating Systems Essentials (B Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 1120  Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 1111  English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FYE 1100  College Success</td>
<td>1</td>
</tr>
<tr>
<td>Spring</td>
<td>CSE 1110  Introduction to CyberSecurity (A Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSE 1120  CyberSecurity - Security + (B Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NTK 1211  Convergence Technology I (A Term)</td>
<td>3</td>
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<tr>
<td></td>
<td>MTH 1060  Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective (GA) *</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>CSE 2251  CyberSecurity - Security Professional I (A Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSE 2252  CyberSecurity - Security Professional II (B Term)</td>
<td>3</td>
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<tr>
<td></td>
<td>NTK 2100  Cisco - Introduction to Networks (A Term)</td>
<td>3</td>
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<tr>
<td></td>
<td>NTK 2110  Cisco - Routing and Switching (B Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT 2000  Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 2211  Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CSD 1510  Programming Fundamentals with Python</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NTK 2120  Cisco - Scaling Networks (A Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NTK 2130  Cisco - Connecting Networks or Co-op Electives* (B Term)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NTK 2890  Computer Networking Capstone</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>61</td>
</tr>
</tbody>
</table>

* At least one social/behavioral science or arts/humanities elective must be a global awareness (GA) course.**The EBE courses consist of Employability Skills (EBE 1000) and co-op/internship opportunities.
**GIS/Geospatial Technology (5400)**

According to the U.S. Bureau of Labor Statistics, jobs for individuals with geospatial technology skills are expected to grow 10 to 20 percent over the next decade. It is a high-technology field with the significant job growth occurring in both the public and private sectors. Career areas include photogrammetry, cartography, geographical information systems, global positioning systems, and remote sensing.

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

**Learning Outcomes**

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

- Acquire geospatial information from a variety of sources.
- Use, combine, and manage geospatial data for a given purpose.
- Interpret and analyze geospatial information.
- Use geographic information system software for storage, manipulation, and analysis of geospatial data.

**Scholastic Preparation**

Students should possess mathematical, analytical, and spatial reasoning skills and should be comfortable using technology. Students who have not completed a full sequence of high school mathematics will need to complete a series of college preparatory math classes.

**Embedded Certificate**

This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Transfer Options**

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

**Humanities/Social Science Electives**

A complete listing of humanities and social science electives is available in the College Catalog. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 1000</td>
<td>Introduction to Cartography with GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1100</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>EBE 1000</td>
<td>Employability Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 1400</td>
<td>Mapping and Georeferencing with GIS</td>
<td>3</td>
</tr>
<tr>
<td>GST 1500</td>
<td>Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1400</td>
<td>Introduction to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>CAD 1101</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>CSD 1300</td>
<td>Database Management</td>
<td>2</td>
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<tr>
<td>CSD 1310</td>
<td>SQL I</td>
<td>2</td>
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<tr>
<td><strong>Summer</strong></td>
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<tr>
<td>EBE 2702</td>
<td>Co-op Education I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 1300</td>
<td>Introduction to UAS</td>
<td>3</td>
</tr>
<tr>
<td>GST 2100</td>
<td>Intermediate GIS Analysis and Data Management</td>
<td>3</td>
</tr>
<tr>
<td>CSD 1510</td>
<td>Programming Fundamentals with Python</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>STT 2640</td>
<td>Elementary Statistics I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 2700</td>
<td>Advanced Topics in Geospatial Technology and GIS</td>
<td>4</td>
</tr>
<tr>
<td>GEO 2200</td>
<td>World Regional Geography (new curriculum item)</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2000</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1420</td>
<td>Global Biology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td>61</td>
</tr>
</tbody>
</table>

* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.** GST electives must total a minimum of 3 semester hours and may come from any GST, CSD, or ATI course not already prescribed or CAD 1102 or any physics course at the PHY 1100 level or higher. ** BIO 1420 - Global Biology and GEO 1100 - World Human Geography are recommended electives.*** This is a suggested Humanities/Social Science elective.**** This is a suggested Natural/Physical Science elective.
Information Services: Library Paraprofessional (5550)

Belmont College and Clark State Community College, agree to cooperate in correlating their respective programs for the purpose of providing the Associate of Applied Science Degree in Information Services: Library Paraprofessional. This formal arrangement permits Clark State students to benefit in order to pursue library paraprofessional training from Belmont College.

In an information-driven age, there is a definite need for trained information specialists and library paraprofessionals who possess advanced technological skills. This degree provides an array of skill sets that are applicable to many career fields.

This specialty is intended for those interested in employment or already employed in public, academic, K-12, or other type of library or information technology organization. The program is designed to accommodate part-time distance education students. Studies focus on the skills needed to assist information seekers in defining, finding, evaluating and using information. Libraries increasingly need employees who can use computers effectively and present information - especially on the web, as part of patron training, or in professionally developed brochures, and flyers. This specialty focuses on understanding library and information services and operations; finding, evaluating, organizing and presenting information; and preparing information for presentation.

The curriculum in this program matches the competencies required by the American Library Association - Allied Professional Association (ALA-APA) sponsored Library Support Staff Certification Program. For more information, visit www.belmontcollege.edu and http://ala-apa.org/lssc.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes

• Demonstrate effective team communications and collaboration.
• Demonstrate the ability to effectively use computer software while completing an organizational project
• Demonstrate the ability to apply information literacy skills.
• Demonstrate the ability to apply effective, clear, and grammatically correct written communications.
Computer and Information Technology Certificates

Computer Programming Departmental Certificate
This certificate provides the knowledge and skills necessary to design and develop computer software applications.

Learning Outcomes
• Write computer programs to implement information systems designs.
• Find and correct errors in the design and implementation of software solutions.

Download the curriculum sheet for this major.

Course # Course Title Credit Hours
Fall
CSD 1510 Programming Fundamentals with Python 3
ITS 1500 HTML and CSS 3
Spring
CSD 1600 JavaScript and jQuery 3
Fall
CSD 2521 Java Programming I 3
CSD 2531 C# Programming or
CSD 2541 C++ Programming I 3
Spring
CSD 2522 Java Programming II 3
CSD 2550 Secure Coding 3
Total Credit Hours 21

Geospatial Precision Agriculture Specialist Short-Term Technical Certificate (5405D)

Geospatial Technology has been identified by the U.S. Bureau of Labor as an emerging industry. In addition, agricultural sales and service companies are hiring people who have completed coursework in both agriculture and geospatial technologies to develop precision agriculture programs or to provide technical assistance to farmers. With this in mind, the Geospatial Precision Agriculture Specialist certificate is designed to provide the technical background necessary to begin a successful career as a GIS Precision Agriculture Specialist.

Learning Outcomes
• Skills needed to use, manage, and manipulate GIS applications
• Hands-on experience using GIS software
• Knowledge of fundamental concepts and issues related to precision agriculture
• Skills necessary to conduct precision agricultural analysis

Students enrolled in the Geospatial Precision Agriculture Specialist certificate usually have an associates or bachelor’s degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program. AGR 1750 and AGR 2750 are only offered in Springfield. All other courses can be taken in Springfield or in Beavercreek.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.
### GIS Analyst Short-Term Technical Certificate (5404D)

Geographic Information Systems (GIS) has been identified by the U.S. Bureau of Labor as an emerging industry. With this in mind, the GIS Analyst Certificate is designed to provide the technical background necessary to begin a successful career as a GIS Analyst.

**Learning Outcomes**
- Skills needed to use and manage GIS applications
- Hands-on experience using GIS software
- Knowledge of fundamental concepts and issues related to GIS
- Skills necessary to conduct spatial analysis

This certificate is designed for those students who seek to enhance their job-related skills in becoming a GIS Analyst. This certificate is two years in length due to the sequence of prerequisites and the terms in which courses are offered. Students enrolled in the GIS Analyst Certificate usually have an Associates or Bachelor’s degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

### Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td><strong>Fall</strong></td>
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<td></td>
</tr>
<tr>
<td>GEO 1000</td>
<td>Introduction to Cartography with GIS</td>
<td>3</td>
</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 1500</td>
<td>Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>AGR 1750</td>
<td>Precision Agriculture</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 1300</td>
<td>Introduction to UAS</td>
<td>3</td>
</tr>
<tr>
<td>AGR 2750</td>
<td>Applied GIS for Agriculture</td>
<td>4</td>
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<tr>
<td>MGT 2450</td>
<td>Data Analytics</td>
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<tr>
<td>Total Credit Hours:</td>
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<td>22</td>
</tr>
</tbody>
</table>

### GIS Image Analyst Short-Term Technical Certificate (5401D)

Geographic Information Systems (GIS) has been identified by the U.S. Bureau of Labor as an emerging industry. With this in mind, the GIS Image Analyst Certificate is designed to provide the technical background necessary to begin a successful career as an Image Analyst.

**Learning Outcomes**
- Skills needed to use and manage GIS applications
- Hands-on experience using GIS software
- Knowledge of fundamental concepts and issues related to GIS
- Skills necessary to analyze imagery

This certificate is designed for those students who seek to enhance their job-related skills in becoming a GIS Image Analyst. This certificate is two years in length due to the sequence of prerequisites and the terms in which courses are offered.

Students enrolled in the GIS Image Analyst usually have an Associates or Bachelor’s degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program. Download the curriculum sheet for this major.

### Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
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<tr>
<td>GEO 1000</td>
<td>Introduction to Cartography with GIS</td>
<td>3</td>
</tr>
<tr>
<td>GST 1300</td>
<td>Introduction to UAS</td>
<td>3</td>
</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 1400</td>
<td>Mapping and Georeferencing with GIS</td>
<td>3</td>
</tr>
<tr>
<td>GST 1500</td>
<td>Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>CSD 1300</td>
<td>Database Management</td>
<td>2</td>
</tr>
<tr>
<td>CSD 1310</td>
<td>SQL I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 2100</td>
<td>Intermediate GIS Analysis and Data Management</td>
<td>3</td>
</tr>
<tr>
<td>STT 2640</td>
<td>Elementary Statistics I</td>
<td>3</td>
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</table>
GIS Programming Certificate (5402D)

Geographic Information Systems (GIS) has been identified by the U.S. Bureau of Labor as an emerging industry. With this in mind, the GIS Programming Certificate is designed to provide the technical background necessary to begin a successful career as a GIS Programmer.

Learning Outcomes

• Skills needed to use, manage, and manipulate GIS applications
• Hands-on experience using GIS software
• Knowledge of fundamental concepts and issues related to programming
• Skills necessary to program in a variety of appropriate GIS languages

This certificate is designed for those students who seek to enhance their job-related skills in becoming a GIS Programmer. This certificate is two years in length due to the sequence of prerequisites and the terms in which courses are offered.

Students enrolled in the GIS Programmer Certificate usually have an Associates or Bachelor’s degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>GEO 1000 Introduction to Cartography with GIS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITS 1105 Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>GST 1400 Mapping and Georeferencing with GIS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 1300 Database Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CSD 1310 SQL I</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td>GST 2100 Intermediate GIS Analysis and Data Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 1510 Programming Fundamentals with Python</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>STT 2640 Elementary Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CSD 2100 Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSD 2531 C# Programming</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>CSD 2541 C++ Programming I</td>
<td>3</td>
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<td>Total Credit Hours</td>
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</table>

Network Administration Short-Term Technical Certificate (5204D)

This certificate is focused on providing the knowledge and skills necessary to install, configure, and administer a variety of network operating systems and services.

Learning Outcomes

• Demonstrate knowledge of computer and network systems, terms, and concepts
• Setup, install, configure, and troubleshoot hardware/software for desktop computer systems
• Install, configure, manage, maintain, and troubleshoot server computer systems
• Install, configure, manage, and maintain network based voice, audio, and video technologies
• Demonstrate knowledge of computer and network security terms and concepts

Read the Gainful Employment Disclosure for the Network Administration Short-Term Technical Certificate.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>NTK 1110 PC Hardware Essentials</td>
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<td>NTK 1120 PC Operating Systems Essentials</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>NTK 1211 Convergence Technology I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSE 1110 Introduction to CyberSecurity</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>NTK 2220 Microsoft Client Administration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NTK 2222 Administering Microsoft Server</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>NTK 2212 Linux Server Administration</td>
<td>3</td>
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<tr>
<td></td>
<td>Total Credit Hours</td>
<td>21</td>
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</table>

Network Infrastructure Short-Term Technical Certificate (5205D)

This certificate is focused on providing the knowledge and skills necessary to design, configure, install, and manage a computer network infrastructure.

Learning Outcomes

• Demonstrate knowledge of computer and network systems, terms, and concepts
• Setup, install, configure, and troubleshoot hardware/software for desktop computer systems
• Install, configure, manage, maintain, and troubleshoot server computer systems
• Install, configure, manage, and maintain network based voice, audio, and video technologies
• Demonstrate knowledge of computer and network security terms and concepts
based voice, audio, and video technologies
• Demonstrate knowledge of computer and network security terms and concepts

Read the Gainful Employment Disclosure for the Network Infrastructure Short-Term Technical Certificate.

**Career Coach**
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>NTK 1110 PC Hardware Essentials</td>
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<tr>
<td>Fall</td>
<td>NTK 1120 PC Operating Systems Essentials</td>
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</tr>
<tr>
<td>Spring</td>
<td>NTK 1211 Convergence Technology I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Technical Support Short-Term Technical Certificate (5206D)**
This certificate is focused on providing the knowledge and skills necessary to support computer and network end-users and support desktop application software.

**Learning Outcomes**
• Demonstrate knowledge of computer and network systems, terms, and concepts
• Setup, install, configure, and troubleshoot hardware/software for desktop computer systems
• Install, configure, manage, and maintain network based voice, audio, and video technologies
• Use and troubleshoot basic application software

Read the Gainful Employment Disclosure for the Technical Support Short-Term Technical Certificate.

**Career Coach**
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>NTK 1110 PC Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>NTK 1120 PC Operating Systems Essentials</td>
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<td>ITS Electives</td>
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<tr>
<td>Spring</td>
<td>NTK 1211 Convergence Technology I</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>CSD 1510 Programming Fundamentals with Python</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>ITS 1105 Computer Concepts and Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>ITS 1500 HTML and CSS</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>CSD 1300 Database Management</td>
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<tr>
<td>Spring</td>
<td>CSD 1310 SQL I</td>
<td>2</td>
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<tr>
<td>Spring</td>
<td>CSD 1600 JavaScript and jQuery</td>
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</tr>
<tr>
<td>Fall</td>
<td>CSD 2310 SQL II</td>
<td>2</td>
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<tr>
<td>Fall</td>
<td>CSD 2521 Java Programming I</td>
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<td>Fall</td>
<td>CSD 2610 Mobile Web Application Programming</td>
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<tr>
<td>Spring</td>
<td>CSD 2522 Java Programming II</td>
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<tr>
<td>Spring</td>
<td>CSD 2800 Advanced Topics</td>
<td>3</td>
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<tr>
<td></td>
<td>Total Credit Hours</td>
<td>21</td>
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</tbody>
</table>

**Web Development Departmental Certificate (5205D)**
The focus of this certificate is to provide the knowledge and skills necessary to develop web applications and e-business systems.

**Learning Outcomes**
• Design and create web sites.
• Find and correct errors in the design and implementation of software solutions.

See this program online for local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>NTK 1110 PC Hardware Essentials</td>
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</tr>
<tr>
<td>Fall</td>
<td>NTK 1120 PC Operating Systems Essentials</td>
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<tr>
<td>Spring</td>
<td>NTK 1211 Convergence Technology I</td>
<td>3</td>
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<td>Fall</td>
<td>CSD 1510 Programming Fundamentals with Python</td>
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</tr>
<tr>
<td>Fall</td>
<td>ITS 1105 Computer Concepts and Software Applications</td>
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<td>Fall</td>
<td>ITS 1500 HTML and CSS</td>
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<tr>
<td>Spring</td>
<td>CSD 1300 Database Management</td>
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<tr>
<td>Spring</td>
<td>CSD 1310 SQL I</td>
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<td>Spring</td>
<td>CSD 1600 JavaScript and jQuery</td>
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<td>Total Credit Hours</td>
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</table>
Education

Career and Technical Education - ATS (9060)

Clark State Community College has developed an Associate of Technical Studies (ATS) degree specializing in career-technical education.

This ATS degree was designed specifically for Career and Technical educators who currently have a Route B career-technical license, so completing the program is easy!

- Utilize your technical work experience
- Transfer in professional career-technical teacher education coursework
- Complete general education coursework through Clark State

All Clark State coursework can be completed online or at our campus locations in Springfield, Beavercreek and Bellefontaine.

Curriculum

- Basic Requirement Technical work-based experience credit: 14 semester hour credits based on documentation of Ohio Route B Licensure.
- Technical Requirement (total of 32 semester credit hours)
- A combination of Professional Teacher Education coursework transferred from ODE approved institutions (up to 26 semester credit hours) and
- STT 2640 Elementary Statistics I (3 semester credit hours)
- COM 1120 Public Speaking (3 semester credit hours).
- General Education coursework 15 semester credit hour credits including:
  - ENG 1111 English I 3 credit hours
  - ENG 1112 English II or
  - ENG 2230 Technical Report Writing 3 credit hours
  - Social Science Elective 3 credit hours
  - Humanities Elective 3 credit hours
  - Humanities/Social Science Elective 3 credit hours
- At least 20 semester hours must be completed at Clark State.

** If the combination of education credits transferred in and STT 2640 and COM 1120 do not total 32 semester credit hours, the student will need to have additional technical credits approved by his/her advisor to meet the 32-credit-hour minimum.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>ENG 1112</td>
<td>English II or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2230</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Social Science Elective</td>
<td>3</td>
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<tr>
<td>- -</td>
<td>Humanities Elective</td>
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<td>Humanities/Social Sciences Elective</td>
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<td>Total</td>
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*** If the combination of education credits transferred in and STT 2640 and COM 1120 do not total 32 semester credit hours, the student will need to have additional technical credits approved by his/her advisor to meet the 32-credit-hour minimum.

** At least one of the three humanities/social science courses must contain global awareness and diversity components. These courses have a (GA) after their listing in the catalog.
Early Childhood Education (7100)

The Early Childhood Education (ECE) program prepares individuals for employment in licensed child care centers, nursery schools, hospitals, group homes, children’s homes, and other programs concerned with the well-being, development, and education of the infant, toddler, preschool and school-aged child. Graduates of the Early Childhood Education degree program are prepared to work with young children, helping them develop into the whole, productive persons they are meant to be.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Early Childhood Education, a graduate will be able to:

• Demonstrate knowledge of child development and learning.
• Demonstrate knowledge of effective family and community relations.
• Demonstrate ability to observe, document and assess young children and families.
• Demonstrate teaching and learning processes.
• Exhibit professional behaviors and attitude.
• Demonstrate proficiency in general education and supportive skills.
• Practice an appreciation and respect of diversity.

Overview
Students receive a total of 300 clock hours of supervised experiences in approved early childhood education settings during Practicum I and II. Curriculum, instruction, and Seminar II provide students the opportunity to observe and complete student teaching with young children in authentic learning environments. Curriculum, instruction, and Seminar II provide students the opportunity to discuss their experiences and share ideas concerning curriculum planning and behavior management. All classes are web enhanced.

Certification
The Early Childhood Education program is approved by the Ohio Department of Higher Education and meets all criteria for preparing individuals for pre-kindergarten associate licensure. Students who choose to obtain Pre-Kindergarten licensure must meet all guidelines listed in the Pre-Kindergarten Associate Licensure orientation packet, which is available from ECE full-time faculty. Additionally, candidates must pass the Ohio Assessment for Educators licensure exam in order to be awarded licensure following successful completion of all required coursework.

T.E.A.C.H Ohio
The Early Childhood Education program is an approved Teacher Education and Compensation Helps (T.E.A.C.H.) Ohio scholarship provider.

Graduation Requirements
A grade of C or better in all ECE and EDU courses is required for graduation. Requests to repeat technical courses more than twice must be approved by the Dean of Health, Human, and Public Services.

Liability Insurance
Students will be billed for liability insurance for appropriate courses while enrolled in the Early Childhood Education program.

Transfer Options
Students enrolled in the Associate of Applied Science Early Childhood Education degree program are preparing for employment upon graduation. However, many of these students are also interested in completing a bachelor’s degree in education that would allow them to teach in the primary grades in school. Opportunities for transfer to a variety of 4-year institutions exist for students completing an A.A.S.Curriculum Plan

The following 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 requirements, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules. Download the curriculum sheet for this major. Download this part-time evening curriculum sheet if you desire evening courses.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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</tr>
<tr>
<td>ECE 1101</td>
<td>Professional Development for Educators</td>
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<td>ECE 1102</td>
<td>Child Development and Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 1105</td>
<td>Language and Literacy in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1110</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>FYE 1100</td>
<td>College Success</td>
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<tr>
<td>ECE 1108</td>
<td>Creative and Motor Development in Early Childhood</td>
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<tr>
<td>ECE 1112</td>
<td>Cognitive Development in Early Childhood</td>
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<tr>
<td>ECE 1115</td>
<td>Observation and Assessment in Early Childhood</td>
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<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
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<tr>
<td>- -</td>
<td>Science Elective*</td>
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<tr>
<td>Summer</td>
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<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3</td>
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<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>Fall</td>
<td></td>
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<tr>
<td>ECE 2100</td>
<td>Socioemotional Development in Early Childhood</td>
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<tr>
<td>ECE 2130</td>
<td>Practicum Field I</td>
<td>1</td>
</tr>
<tr>
<td>ECE 2133</td>
<td>Early Education Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2218</td>
<td>Introduction to Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Math or Statistics Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>
**Spring**

ECE 2110 Math or Statistics Elective** 0
ECE 2120 Leadership, Management, Mentoring in Early Childhood Education 3
ECE 2135 Practicum Field II 2
ECE 2137 Seminar II 2
EDU 2216 Technology for Educators 3
EDU 2217 Individuals with Exceptionalities 3
Total Credit Hours 61

Suggested courses:*BIO 1410, Fundamentals of Biology, BIO 1105 Fundamentals of Anatomy and Physiology, GLG 1131, Physical Geology, GLG 1129, Survey of Earth Sciences (See list of others under Physical/Natural Sciences in front of catalog)**MTH 1060, Business Math; MTH 1280, Algebra; MTH 1050, Math and Today's World; STT 2640, Elementary Statistics
Teacher Education Transfer (3333)

The Associate of Arts (AA) Teacher Education Transfer concentration is designed for students who plan to transfer into a Teacher Education program at a four-year college or university. It is not designed to prepare students for immediate employment in an educational setting upon graduation. This is a generalist preparation degree program for all students planning future K-12 licensure.

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. The AA degree focuses on courses in the liberal arts and sciences. Credit hours must come from areas in accordance with the AA degree requirements listed in the front of the catalog. The remaining credit hours are divided among the College Success course and specific education courses. Students completing the curriculum will satisfy the AA degree requirements and many of the general education courses required for transfer to a four-year teacher preparation program. In addition, students will complete several courses that focus on the foundations of teaching and education.

Students seeking an Associate of Arts Education Transfer degree should plan the details of the program at Clark State according to the requirements of the individual transfer institution. Transfer institutions make the determination in acceptance of credit. The student should consult his/her academic advisor and the intended transfer institution when planning a schedule of classes. In some instances, to prevent taking additional courses, the student may benefit by transferring to the University after one year at Clark State. Schools to which students may choose to transfer include Wright State University (WSU). Transfer information about the following WSU education programs are linked to the program title below on the web site.

• WSU Early Childhood Education Bachelor of Science
• WSU Middle Childhood Education Bachelor of Science

Learning Outcomes
Upon completion of an Associate of Arts in Teacher Education Transfer degree 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 3).
• 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).
• Demonstrate knowledge of core educational concepts and strategies.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>EDU 1110  Introduction to Education *</td>
<td>3</td>
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<tr>
<td></td>
<td>ECE 1103  Early Childhood Development *</td>
<td>3</td>
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<tr>
<td></td>
<td>BIO 1410  Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 1111  English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FYE 1100  College Success</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>PSY 1111  Introduction to Psychology (GA)</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>ENG 1112  English II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 2110  Family, Community, Schools</td>
<td>3</td>
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<tr>
<td></td>
<td>ART 1300  Appreciation of the Arts (GA)</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>THE 1130  Theatre Appreciation (GA)</td>
<td>3</td>
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<tr>
<td></td>
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<td>Natural Science Elective **</td>
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<tr>
<td>Fall</td>
<td>PSY 2218  Introduction to Educational Psychology *</td>
<td>3</td>
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<tr>
<td></td>
<td>COM 1120  Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 2300  Great Books: World Literature (GA)</td>
<td>3</td>
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<tr>
<td></td>
<td>HST -</td>
<td>History Elective***</td>
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<tr>
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<td>PHL -</td>
<td>Philosophy Elective****</td>
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<tr>
<td>Spring</td>
<td>ECE 2110  Philosophy Elective****</td>
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<tr>
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<td>SOC 1110  Introduction to Sociology</td>
<td>3</td>
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<td></td>
<td>EDU 2217  Individuals with Exceptionalities *</td>
<td>3</td>
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<td></td>
<td>STT 2640  Elementary Statistics I</td>
<td>3</td>
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<tr>
<td></td>
<td>SOC 2220  Comparing Cultures (GA)</td>
<td>or</td>
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<td></td>
<td>SOC 2240  Racial and Cultural Minorities (GA)</td>
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<tr>
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<td>HST -</td>
<td>History Elective***</td>
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<tr>
<td></td>
<td>Total Credit Hours</td>
<td>60</td>
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</tbody>
</table>

*Ohio TAG course. TAG courses are consistently transferable to other Ohio public colleges and normally will count toward the major at the transfer institution. Courses may also be used to fulfill additional general education requirements at the four-year institution.
as applicable.**Science courses should be selected from those listed under Natural and Physical Sciences in the Transfer Module. Many options are available; choose one most suited to your transfer institution.***

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

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least four courses with significant international content. Courses in the curriculum plan above that meet this requirement are identified with the “GA” designation behind the course name.
Engineering, Manufacturing, and Mechanical Services

Associate of Arts- Aviation Technology Concentration (3390)

The Aviation Technology Concentration of the Associate of Arts degree is designed to prepare students for careers in aviation and for transfer to four-year institutions to complete a bachelor’s degree. Clark State partners with MacAir Aviation, Mad River Air, Champion City Aviation, and Middletown Regional Flight Training Institute to provide the formal ground school and flight training courses. Flight fees are collected as special fees associated with the various flight courses. In order to successfully complete all of the AVN courses and qualify to test for the various licenses, a student must pass the required FAA physical before his or her first solo flight. Students may wish to determine if they meet the physical requirements prior to starting the Aviation Concentration.

Students will be enrolled in general education courses and in aviation courses each semester. Students will be eligible for financial aid based on normal requirements for full-time enrollment and academic progress.

A Private Pilot license is required prior to beginning the Aviation courses within the Aviation Technology Concentration of the Associate of Arts degree. Students must be at least 18 years of age as well as possess a High School Diploma or General Educational Development (GED) diploma.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes
Upon completion of the Associate of Arts Aviation Technology Concentration, the graduate will be able to:

- Quality to test for a Commercial Pilot’s License.
- Communicate clearly, writing and speaking.
- Think critically.
- Critically analyze a work of literature, music, theatre, art, or architecture.
- Analyze and evaluate issues of the human historical and philosophical experience.
- Describe and assess divergent aspects of individual and group human behavior.
- Demonstrate mathematical literacy.
- Identify and apply the concepts of various aspects of the natural and physical world.

Course # | Course Title | Credit Hours
---|---|---
FYE 1100 | College Success | 1
GEO 1000 | Introduction to Cartography with GIS * | 3
PSY 1111 | Introduction to Psychology | 3

Spring
AVN 1003 | Supervised Flight I | 2
AVN 1011 | Instrument Ground | 3
ENG 1112 | English II | 3
HST 1120 | Western Civilization Since 1600 | 3
STT 2640 | Elementary Statistics I ** | 3

Summer
AVN 1012 | Instrument Flight Lab | 1.5
AVN 1013 | Supervised Flight Lab II | 2
- | ****Arts, Human, Foreign Language Elective | 3

Fall
AVN 1014 | Supervised Flight Lab III | 2
AVN 2001 | Commercial Ground | 3
AVN 2002 | Commercial Flight Lab | 1
- | ***Literature or Creative Writing Elective | 3
- | ****Arts, Human, Foreign Language Elective | 3
- | *****Natural or Physical Science Elective | 4

Spring
AVN 2011 | Certified Flight Instructor Ground | 2.5
AVN 2012 | Certified Flight Instructor Flight Lab | 0.75
GEO 2200 | World Regional Geography | 3
HUM 2899 | Capstone Seminar | 3
- | *****Arts, Human, Foreign Language Elective | 3
- | *****Natural or Physical Science Elective | 4
Total Credit Hours | 65.75

*A different Social and Behavioral Science elective may be substituted provided the Global Awareness requirement is met.*

**Statistics or Transfer Module Mathematics courses totaling at least 3 semester credit hours. Select mathematics courses that will meet the requirements of the intended major at the transfer institution.****Select one course from ENG 1600, 2250, 2300, 2500, 2610, or 2620 that will meet the requirements for your intended major at your transfer institution.****Transfer Module Arts, Humanities or Foreign Language course of at least 3 semester hours that has not been taken to fulfill another requirement. Select the arts, humanities or foreign language electives that will meet the requirements of your intended major at your transfer institution.****Transfer Module Natural and Physical Sciences electives must total a minimum of 8 semester hours. Select the natural and physical science electives that will meet the requirements of the intended major at the transfer institution.
Associate of Science- Aviation Technology Concentration (3350)

The Aviation Technology Concentration of the Associate of Science degree is designed to prepare students for careers in aviation and for transfer to four-year institutions to complete a bachelor’s degree. Clark State partners with MacAir Aviation, Mad River Air, Champion City Aviation, and Middletown Regional Flight Training Institute to provide the formal ground school and flight training courses. Flight fees are collected as special fees associated with the various flight courses. In order to successfully complete all of the AVN courses and qualify to test for the various licenses, a student must pass the required FAA physical before his or her first solo flight. Students may wish to determine if they meet the physical requirements prior to starting the Aviation Concentration.

Students will be enrolled in general education courses and in aviation courses each semester. Students will be eligible for financial aid based on normal requirements for full-time enrollment and academic progress.

A Private Pilot license is required prior to beginning the Aviation courses within the Aviation Technology Concentration of the Associate of Science degree. Students must be at least 18 years of age as well as possess a High School Diploma or General Educational Development (GED) diploma.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

• Quality to test for a Commercial Pilot’s License.
• Qualify to test for a Certified Instructor’s License.
• Communicate clearly, writing and speaking.
• Think critically.
• Critically analyze a work of literature, music, theatre, art, or architecture.
• Analyze and evaluate issues of the human historical and philosophical experience.
• Describe and assess divergent aspects of individual and group human behavior.
• Demonstrate mathematical literacy.
• Identify and apply the concepts of various aspects of the natural and physical world.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>Fall</td>
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<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
<td>3</td>
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<tr>
<td>ENG 111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>GEO 1000</td>
<td>Introduction to Cartography with GIS *</td>
<td>3</td>
</tr>
<tr>
<td>HST 1120</td>
<td>Western Civilization Since 1600</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
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</tr>
<tr>
<td>AVN 1011</td>
<td>Instrument Ground</td>
<td>3</td>
</tr>
<tr>
<td>AVN 1012</td>
<td>Instrument Flight Lab</td>
<td>1.5</td>
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<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3</td>
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<td>** MTH or STT Transfer Module MTH and/or STT</td>
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<tr>
<td></td>
<td>*** Arts &amp; Humanities Elective</td>
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<tr>
<td>Summer</td>
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<tr>
<td>AVN 2101</td>
<td>Commercial Pilot Ground PH I</td>
<td>2.5</td>
</tr>
<tr>
<td>AVN 2102</td>
<td>Commercial Pilot Flight Lab PH I</td>
<td>2.5</td>
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<tr>
<td>Fall</td>
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<tr>
<td>AVN 2103</td>
<td>Commercial Ground PH II</td>
<td>3</td>
</tr>
<tr>
<td>AVN 2104</td>
<td>Commercial Flight Lab PH II</td>
<td>2</td>
</tr>
<tr>
<td>GEO 2200</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>**** Literature or Creative writing elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>***** Natural or Physical Science Elective</td>
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<td>Total Credit Hours 61.75</td>
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</table>

* A different Social and Behavioral Science elective may be substituted provided the Global Awareness requirement is met.** Transfer Module Mathematics courses (including Statistics) totaling at least 5 semester hours. Select mathematics courses that will meet the requirements of the intended major at the transfer institution.*** Transfer Module Arts and Humanities course of at least 3 semester hours that has not been taken to fulfill another requirement.**** Select one course from: ENG 1600, 2250, 2300, 2500, 2610, 2620.***** Transfer Module Natural and Physical Sciences electives must total a minimum of 4 semester hours. Select the natural and physical science electives that will meet the requirements of your intended major at your transfer institution.
Computer-Aided Design Technology (5810)

Students completing an Associate of Applied Science degree in Computer-Aided Design (CAD) Technology are qualified to play a support role to the engineering professions in industrial, research, and academic areas preparing drawings, blueprints, layouts, bills of materials, manufacturing, and product support documentation. Training in the area of advanced computer-aided drafting is also included.

In addition to applied technical courses, Computer-Aided Design (CAD) Technology includes a co-op experience. Students must complete EBE 1000, Employability Skills, and then work with the Office of Career Management to secure an appropriate co-op site.

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

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Computer-Aided Design (CAD) Technology, a graduate will be able to:

- Design a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.
- Produce a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.
- Document a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.
- Analyze a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Course # | Course Title | Credit Hours
---|---|---
Fall
CAD 1101 | Computer-Aided Design I | 3
EBE 1000 | Employability Skills | 1
ENG 1111 | English I | 3
ENT 1000 | Introduction to Industrial and Engineering Technology | 3
ENT 1050 | Manufacturing Foundations | 4
INT 1280 | College Algebra | 4
Spring
CAD 1301 | Architecture I | 3
CAD 2100 | Solid Modeling | 3
ENT 1500 | Engineering Materials | 3
ENT 2100 | Manufacturing Processes | 3
Total Credit Hours | | 60

* The co-op must be a minimum of 4 semester hours in any combination of co-op (EBE 2701, EBE 2702, EBE 2703, EBE 2704).
Diesel Technology Program (5650)

The diesel industry is growing and there is a current and future need for qualified technicians. Diesel engines are more powerful and durable than gas engines, making them a popular alternative in the trucking, busing, agriculture, and construction industries. Diesel technicians perform complete engine overhauls, minor preventative maintenance services, and everything in between. Starting wages are usually in the $13 to $16 per hour range with increases going to $30 per hour or more. Job opportunities are going unfilled in the Miami Valley and throughout Ohio and the country.

The Clark State Diesel Technology program is a comprehensive sequence of courses that combine theory and practical applications. Students learn theory, design, operation, diagnosis, repair and service of diesel engines, power train and chassis, hydraulic systems, and fuel injection systems. They develop communication and mathematical skills necessary for the diesel industry. The program includes 300 hours of on-the-job training in a co-op work experience. Students also start earning industry credentials such as Detroit Diesel Engine Platforms, Freightliner Certifications, ASE Entry Level Certifications, and International Harvester Credentials.

Learning Outcomes
Upon successful completion of the Associate of Technical Studies in Diesel Technology, a graduate will be able to:

- Diagnose and repair medium and heavy-duty truck engines
- Diagnose and repair medium and heavy-duty truck suspension and steering systems
- Diagnose and repair medium and heavy-duty truck brake systems
- Diagnose and repair medium and heavy-duty truck electrical/electronic systems
- Perform preventative maintenance and inspections on medium and heavy-duty trucks
- Diagnose and repair medium and heavy-duty truck drivelines
- Diagnose and repair medium and heavy-duty truck heating, ventilation and air conditioning systems
- Diagnose and repair medium and heavy-duty truck fluid power systems

Scholastic Preparation
Basic mechanical ability or previous mechanical work experience is helpful, but not required. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 1210, Keyboarding/Word Processing.

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

This program is taught in a modern, clean training facility at the Miami Valley Career Technology Center at 6800 Hoke Road in Clayton, Ohio. Some general education courses may need to be completed online or at the Clark State Community College Greene Center Campus.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>DSL 1200 Fundamentals of Engines</td>
<td>3</td>
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<tr>
<td></td>
<td>DSL 1500 Heavy Truck Drive Trains</td>
<td>3</td>
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<tr>
<td></td>
<td>EBE 1000 Employability Skills</td>
<td>1</td>
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<tr>
<td></td>
<td>ENT 1000 Introduction to Industrial and Engineering Technology</td>
<td>3</td>
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<td></td>
<td>INT 1000 OSHA 10-Hour General Safety</td>
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<td>MGT 1100 Personal Finance</td>
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<td>Spring</td>
<td>DSL 1300 Preventative Maintenance</td>
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<tr>
<td></td>
<td>DSL 1550 Truck Steering and Suspension</td>
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<tr>
<td></td>
<td>DSL 1600 Basic Electrical</td>
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<td>MTH 1115 Industrial Calculations</td>
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<td>WLD 1000 Introduction to Welding Processes</td>
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<td>EBE 2701 Co-op Education I</td>
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<tr>
<td>Summer</td>
<td>DSL 1100 Hydraulic Theory and Operation</td>
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<td>DSL 1650 Truck Brake Systems</td>
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<td>DSL 2600 Heavy Truck HVAC</td>
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<tr>
<td>Fall</td>
<td>DSL 2300 Advanced Electrical / Electronics</td>
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<td>DSL 2500 Heavy Truck Automatic Transmissions</td>
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<td>ENG 1111 English I</td>
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<td></td>
<td>ITS 1105 Computer Concepts and Software Applications</td>
<td>3</td>
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<td></td>
<td>- - Social/Behavioral Science</td>
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<td>Spring</td>
<td>DSL 2710 Diesel Engine Performance</td>
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<td>- - Any HST course</td>
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<td>EBE 2801 Co-op Education II</td>
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<td></td>
<td>ENG 2211 Business Communication</td>
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<td></td>
<td>MGT 1115 Customer Relations</td>
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<td>Total Credit Hours</td>
<td>62</td>
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Heating, Ventilation, Air Conditioning, and Refrigeration (Clark County CTC) (5630)

Students completing the Heating, Ventilating, Air Conditioning and Refrigeration Technology program are prepared to find employment with large commercial heating and air conditioning contractors, residential mechanical contractors, parts and equipment distributors, large commercial and industrial facility maintenance departments, hospital facilities maintenance departments, custom design or new construction markets.

The associate degree program offers the training needed to develop a high degree of technical skill, as well as the ability to work with minimal supervision and a strong sense of personal responsibility.

Learning Outcomes
Upon completion of an associate degree in Heating, Ventilating and Air Conditioning Technology a graduate will be able to:

- Explain thermodynamics, heat, fluids and pressures for refrigeration and EPA compliance.
- Prescribe the procedures for making electrical measurements
- Diagnose and repair gas, electric, fuel oil furnaces and air conditioners- heat pump.
- Determine testing and analyzing instruments for troubleshooting and calculating the combustion process.

Program Design and Availability
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules. This program is taught in Springfield at the Springfield-Clark Career Technology Center (CTC) (1901 Selma Road) near the Leffel Lane Campus. General education courses not offered at Springfield-Clark CTC may be completed online or at one of Clark State's other campus sites in Springfield, Bellefontaine, or Beavercreek.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td></td>
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<tr>
<td>CAD 1101</td>
<td>Computer-Aided Design I</td>
<td>3</td>
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<tr>
<td>EBE 1000</td>
<td>Employability Skills</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
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<tr>
<td>FYE 1100</td>
<td>College Success</td>
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<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
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<td>Arts/Humanities or Social/Behavioral Science Elective</td>
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<td>Spring</td>
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<tr>
<td>HVC 1015</td>
<td>HVAC-R Fundamentals and Practices</td>
<td>3</td>
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<td>HVC 1100</td>
<td>Basic Electricity and Motors for HVAC-R</td>
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<td>HVC 1215</td>
<td>EPA Certifications</td>
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<tr>
<td>INT 1000</td>
<td>OSHA 10-Hour General Safety</td>
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<td>MGT 1060</td>
<td>Organizational Behavior</td>
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<td>HVC 1315</td>
<td>Commercial Refrigeration</td>
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<td>HVC 2030</td>
<td>Heat Pump Systems</td>
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<td>HVC 2315</td>
<td>Air Conditioning</td>
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<td>HVC 2415</td>
<td>Indoor Air Quality and Distribution</td>
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<td>HVC 2010</td>
<td>Residential Gas Heating</td>
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<tr>
<td>HVC 2040</td>
<td>Oil and Hydronic Heat</td>
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<td>HVC 2220</td>
<td>Residential Electric Heating</td>
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<td>HVC 2700</td>
<td>HVAC-R Job Skills</td>
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<td>COM 1170</td>
<td>Small Group Communication</td>
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<td>ECO 2210</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<td>ECO 2220</td>
<td>Principles of Microeconomics</td>
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<td>ENG 2211</td>
<td>Business Communication</td>
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<td>Industrial Calculations</td>
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*The technical electives must total a minimum of 6 semester hours in any combination of co-op (EBE 2701 - EBE 2704, EBE 2801 - EBE 2804) or any course not already prescribed in the following areas: CAD, ENT, INT, or NTK 1110.
Heating, Ventilation, Air Conditioning, and Refrigeration (Greene County CTC) (5630)

Students completing the Heating, Ventilating, Air Conditioning and Refrigeration Technology program are prepared to find employment with large commercial heating and air conditioning contractors, residential mechanical contractors, parts and equipment distributors, large commercial and industrial facility maintenance departments, hospital facilities maintenance departments, custom design or new construction markets.

The associate degree program offers the training needed to develop a high degree of technical skill, as well as the ability to work with minimal supervision and a strong sense of personal responsibility.

Learning Outcomes
Upon completion of an associate degree in Heating, Ventilating and Air Conditioning Technology a graduate will be able to:

- Explain thermodynamics, heat, fluids and pressures for refrigeration and EPA compliance.
- Prescribe the procedures for making electrical measurements
- Diagnose and repair gas, electric, fuel oil furnaces and air conditioners- heat pump.
- Determine testing and analyzing instruments for troubleshooting and calculating the combustion process.

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

This program is taught in Xenia at the Greene County Career Technology Center (CTC) at 2960 West Enon Road. General education courses not offered at Greene County CTC may be completed online or at one of Clark State’s other campus sites in Springfield, Bellefontaine, or Beavercreek.

Embedded Certificate
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall | HVC 1015 HVAC-R Fundamentals and Practices | 3
HVC 1100 Basic Electricity and Motors for HVAC-R | 4
HVC 1215 EPA Certifications | 2
HVC 1315 Commercial Refrigeration | 2
FYE 1100 College Success | 1
MGT 1060 Organizational Behavior | 3
Spring | HVC 2010 Residential Gas Heating | 4
HVC 2030 Heat Pump Systems | 2
HVC 2040 Oil and Hydronic Heat | 2
HVC 2220 Residential Electric Heating | 1
INT 1000 OSHA 10-Hour General Safety | 1
MTH 1115 Industrial Calculations | 3
Summer | HVC 2315 Air Conditioning | 2
HVC 2415 Indoor Air Quality and Distribution | 3
HVC 2700 HVAC-R Job Skills | 2
Fall | CAD 1101 Computer-Aided Design I | 3
EBE 1000 Employability Skills | 1
ENG 1111 English I | 3
ITS 1105 Computer Concepts and Software Applications | 3
- - Arts/Humanities or Social/Behavioral Science Elective | 3
Spring | COM 1170 Small Group Communication | 3
ECO 2210 Principles of Macroeconomics | 3
ECO 2220 Principles of Microeconomics | 3
ENG 2211 Business Communication | 3
- - Co-op or Technical Elective* | 3
Total Credit Hours | 60

*The technical electives must total a minimum of 6 semester hours in any combination of co-op (EBE 2701 - EBE 2704, EBE 2801 - EBE 2804) or any course not already prescribed in the following areas: CAD, ENT, INT, or NTK 1110.
Industrial Technology (5610)

The Industrial Technology program has been developed in response to the great need expressed by manufacturers in the Champaign, Clark, Greene, and Logan County areas for skilled technicians. The program is intended to train for career fields such as machine repair technician, electrical maintenance technician, or industrial maintenance mechanic.

Technical coursework in the program is designed such that it can be used to support company-sponsored apprenticeship programs. Some required courses for the Associates degree are offered only at the Springfield location. In addition to applied technical courses, Industrial Technology includes a co-op experience. Students must complete EBE 1000, Employability Skills, 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:

- Use computers in troubleshooting, maintenance planning, and report writing.
- Use commonly-available instruments, schematics, operating manuals, and troubleshooting guides.
- Demonstrate and understand the safety requirements for working in an industrial setting.
- Demonstrate fundamental knowledge of power machinery.

Directed Learning Laboratory
Clark State Community College has recognized the need for students who are currently working to have flexible class hours. As a result, many of the courses in the Industrial Technology program will be offered in the College’s Directed Learning Laboratory. Most Industrial Technology (INT) courses, along with other selected technical courses, will be offered in a modular format that will allow students to come to the lab on their own schedule and complete the coursework and laboratory assignments. The lab will be staffed by a faculty member and is open day, evening, and Saturday hours to accommodate many working schedules. The days and times that students complete the coursework in the lab is up to the individual student within the open hours of the lab. The ability to learn on an independent basis will help ensure student success in this program.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Scholastic Preparation
Students should have had one year of high school algebra or the equivalent. Students may take preparatory courses at Clark State, but it will require a longer amount of time to complete their degree program.

Humanities/Social Science Electives
A complete listing of humanities and social science electives can be found in the College Catalog.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall
INT 1000 | OSHA 10-Hour General Safety | 1
INT 1300 | Electrical Systems | 3
EBE 1000 | Employability Skills | 1
ENG 1111 | English I | 3
ENT 1000 | Introduction to Industrial and Engineering Technology | 3
ENT 1050 | Manufacturing Foundations | 4
Spring
INT 1201 | Hydraulics and Pneumatics I | 3
INT 1350 | Motor and Motor Controls | 3
INT 1400 | Mechanical Maintenance | 3
INT 2500 | Programmable Logic Control | 3
MTH 1115 | Industrial Calculations | 3
Summer
EBE 2702 | Co-op Education I | 2
Fall
INT 2200 | Hydraulic and Pneumatic Troubleshooting | 3
INT 2300 | Electrical Troubleshooting | 3
INT 2325 | Alternating Current/ Direct Current (AC/DC) Servos | 3
INT 2400 | Industrial Machine Maintenance | 3
- - | Arts/Humanities or Social/Behavioral Science Elective* | 3
Spring
INT 2510 | Process Control | 3
ECO 2210 | Principles of Macroeconomics | 3
ECO 2220 | Principles of Microeconomics | 3
ENG 2211 | Business Communication | 3
PHY 1100 | Fundamentals of Physics | 4
Total Credit Hours | 60

* The co-op must be a minimum of 2 (depends on the degree) semester hours in any combination of co-op (EBE 2701, EBE 2702, EBE 2703, EBE 2704)*Arts/ Humanities or Social/Behavioral Science Electives recommended are PHL 2000-Critical Thinking, or SPN 1111-Spanish I or ART1300-Appreciation of the Arts.
Manufacturing Engineering Technology (5830)

The Manufacturing Engineering Technology program prepares students for a variety of positions within a manufacturing enterprise. The program builds on the student’s knowledge of computer-aided design, electronics, and manufacturing processes, providing additional skills in areas such as statistical process control, automation, and computer numerical control. Students will choose two certificate programs in the following areas: Computer Numerical Control (CNC), Manufacturing, Additive Manufacturing, Welding, SCADA, Computer-Aided Design (CAD), Robotics, and Industrial Manufacturing. In addition the courses in these programs, students will complete additional course work to complete the Manufacturing Engineering Associates Degree. In addition to applied technical courses, Manufacturing Engineering Technology Associate Degree includes a co-op experience. Students must complete EBE 1000, Employability Skills, as a technical elective and then work with Office of Career Management to secure an appropriate co-op site.

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

Scholastic Preparation
It is recommended students starting the program have one year each of high school algebra, trigonometry, and physics or the equivalents.

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

• Design a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.

• Produce a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.

• Document a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.

• Analyze a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Course # | Course Title | Credit Hours
--- | --- | ---
Fall  | ENT 1000 Introduction to Industrial and Engineering Technology  | 3  
| ENT 1050 Manufacturing Foundations  | 4  
| EBE 1000 Employability Skills  | 1  
| ENG 1111 English I  | 3  
| INT 1000 OSHA 10-Hour General Safety  | 1  
| - - First Certificate Class #1  | 3  

Spring  | ENT 1500 Engineering Materials  | 3  
| ENT 2100 Manufacturing Processes  | 3  
| MTH 1280 College Algebra  | 4  
| - - First Certificate Class #2  | 3  
| - - First Certificate Class #3  | 3  

Summer  | - - Co-op Education I  | 2  

Fall  | ENG 2211 Business Communication  | 3  
| PHY 1501 General Physics I with Algebra  | 5  
| MTH 1340 Pre-Calculus  | 5  
| - - Second Certificate Class #1  | 3  

Spring  | ENT 2600 Engineering Design  | 3  
| ECO 2210 Principles of Macroeconomics  | 3  
| ECO 2220 Principles of Microeconomics  | 3  
| - - Second Certificate Class #2  | 3  
| - - Second Certificate Class #3  | 3  
| Total Credit Hours  | 61  

* The co-op must be a minimum of 2 semester hours in any combination of co-op (EBE 2701, EBE 2702, EBE 2703, EBE 2704).
Mechanical Engineering Technology (5850)

The Mechanical Engineering Technology program is designed to prepare students for entry-level technology occupations related to mechanical engineering. These occupations include a variety of jobs titles in the areas of product design, drafting, analysis, manufacturing, quality control, and testing. Skills in the area of creating and interpreting engineering drawings and the practices and procedures of manufacturing and principles of product design are emphasized.

In addition to applied technical courses, Mechanical Engineering includes a co-op experience. Students must complete EBE 1000, Employability Skills, and then work with Career Services to secure an appropriate co-op site. Students that might wish to transfer coursework from Clark State to other institutions to earn a bachelor’s degree in mechanical engineering technology should contact the transfer institution very early in their program at Clark State. Students should also consult their academic advisor for help in planning their schedules.

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

Learning Outcomes

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

- Design a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.
- Produce a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.
- Document a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.
- Analyze a finished product per quality specifications using knowledge of engineering materials, metrology and the manufacturing process.

Scholastic Preparation

It is recommended students starting the program have taken high-school algebra, trigonometry, and physics.

Embedded Certificate

This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Course Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Transfer Options

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

Humanities/Social Science Electives

A complete listing of humanities and social science electives can be found in the College Catalog. Download the curriculum sheet for this major.

Course #  Course Title  Credit Hours

Fall
ENT 1000  Introduction to Industrial and Engineering Technology  3
ENT 1050  Manufacturing Foundations  4
EBE 1000  Employability Skills  1
ENG 1111  English I  3
INT 1000  OSHA 10-Hour General Safety  1
MTH 1280  College Algebra  or
MTH 2200  Calculus I  4

Spring
ENT 1450  Direct Current (DC) Circuits  3
ENT 1500  Engineering Materials  3
ENG 1112  English II  3
MTH 1340  Pre-Calculus  or
MTH 2220  Calculus II  5

Summer
EBE 2702  Co-op Education I  2

Fall
ENT 1460  Alternating Current (AC) Circuits  3
ENT 2200  Statics  3
CAD 2100  Solid Modeling  3
PHY 1501  General Physics I with Algebra  or
PHY 2501  College Physics I with Calculus  5
- -  Arts/Humanities or Social/Behavioral Science (GA)  3

Spring
ENT 2100  Manufacturing Processes  3
ENT 2300  Strength of Materials  3
ENT 2600  Engineering Design  3
PHY 1502  General Physics II with Algebra  or
PHY 2502  College Physics II with Calculus  5
Total Credit Hours  63

*Arts/Humanities or Social/Behavioral Science Electives recommended are PSY 1111-Psychology I, or SPN 1111-Spanish I or ART1300-Appreciation of the Arts. Students wishing to seek an Engineering Technology Bachelor’s Degree at a four-year university are highly encouraged to review articulation agreements and consult with their academic advisor. The co-op must be a minimum of two semester hours in any combination of co-op (EBE 2701, EBE 2702, EBE 2703, EBE 2704).
Engineering, Manufacturing, and Mechanical Services Certificates

Additive Manufacturing Short-Term Technical Certificate (5821D)

The Additive Manufacturing Certificate is designed for students who wish to enhance their skills in areas related to 3D printing and scanning. Students can apply the following program courses to the Manufacturing Engineering Technology Associates Degree.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours

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<thead>
<tr>
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<th>Credit Hours</th>
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<tr>
<td>CAD 2100</td>
<td>Solid Modeling</td>
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<td>EBE 1000</td>
<td>Employability Skills</td>
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<tr>
<td>ENT 1000</td>
<td>Introduction to Industrial and Engineering Technology</td>
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<tr>
<td>ENT 1050</td>
<td>Manufacturing Foundations</td>
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<tr>
<td>INT 1000</td>
<td>OSHA 10-Hour General Safety</td>
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<tr>
<td>Spring</td>
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<tr>
<td>ENT 1410</td>
<td>Introduction to Additive Manufacturing</td>
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<tr>
<td>ENT 1420</td>
<td>Rapid Prototyping Model Design and Fabrication</td>
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<td>ENT 1500</td>
<td>Engineering Materials</td>
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Aviation Multi-Engine Post-Degree Certificate (3351D)

The Aviation Technology Multi-Engine Post-Degree Certificate is intended to prepare the student for multi-engine flight. It is intended for students who have completed the Aviation Technology Concentration of the AS degree. AA Aviation graduates who also completed AVN 2021 and AVN 2022 may also pursue this certificate.

Learning Outcomes

- Understand the procedures and challenges and be able to safely fly a multi-engine aircraft
- Be fully prepared for and able to pass the FAA Multi-Engine Check Ride to earn your multi-engine rating

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Download the curriculum sheet for this major.

Course # Course Title Credit Hours

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<thead>
<tr>
<th>Course #</th>
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<td>AVN 1001</td>
<td>Private Pilot Ground</td>
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<td>AVN 1002</td>
<td>Private Pilot Flight Lab</td>
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<td>Spring</td>
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<tr>
<td>AVN 1003</td>
<td>Supervised Flight I</td>
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<tr>
<td>AVN 1011</td>
<td>Instrument Ground</td>
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</tr>
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<td>AVN 1012</td>
<td>Instrument Flight Lab</td>
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<td>AVN 2001</td>
<td>Commercial Ground</td>
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<td>Total Credit Hours</td>
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Computer Numerical Control (CNC) Short-Term Technical Certificate (5815D)

The Computer Numerical Control (CNC) Certificate is designed for students who wish to enhance their skills in areas related to CNC Machine Operation and CNC programming. Students can apply the following program courses to the Manufacturing Engineering Technology Associates Degree.

Learning Outcomes

- Operate a computer numerical control turning center
- Operate a computer numerical control milling center
- Understand basic G and M codes and program structure
Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall
ENT 1000 | Introduction to Industrial and Manufacturing Foundations | 4
ENT 1050 | Manufacturing Foundations | 4
ENT 1310 | Computer Numerical Control (CNC) Machine Operator - Turning | 3
EBE 1000 | Employability Skills | 1
INT 1000 | OSHA 10-Hour General Safety | 1
Spring
ENT 1330 | Fundamentals of Computer Numerical Control (CNC) | 3
ENT 1500 | Engineering Materials | 3
ENT 2100 | Manufacturing Processes | 3
Total Credit Hours 24

Computer-Aided Design Departmental Certificate (5811D)

The Computer-Aided Design Certificate is designed to provide the technical background necessary to produce mechanical drawings using computer-aided drafting techniques. Manufacturing coursework is included to help students understand the principles of manufacturability in mechanical design.

Certificate programs are designed for those students who seek to enhance their job-related skills in a specialized area. These certificates are typically a portion of the courses in one of the associate degree programs. Coursework included in this certificate program can ultimately be applied towards Computer-Aided Design and Manufacturing Engineering Associate degrees.

Learning Outcomes
- Document a part using current 2D and 3D computer-aided design software
- Validate a 3D assembly
- Design and produce a full architectural drawing set

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall
CAD 1101 | Computer-Aided Design I | 3
ENT 1000 | Introduction to Industrial and Manufacturing Technology | 3
ENT 1050 | Manufacturing Foundations | 4
INT 1000 | OSHA 10-Hour General Safety | 1
EBE 1000 | Employability Skills | 1
Spring
CAD 1301 | Architecture I | 3
CAD 2100 | Engineering Materials | 3
ENT 1500 | Manufacturing Processes | 3
Total Credit Hours 24

Diesel Technology Short-Term Technical Certificate (5651D)

The diesel industry is growing and there is a current and future need for qualified technicians. Diesel engines are more powerful and durable than gas engines, making them a popular alternative in the trucking, busing, agriculture, and construction industries. Diesel technicians perform complete engine overhauls, minor preventative maintenance services, and everything in between. Job opportunities are going unfilled in the Miami Valley and throughout Ohio and the country.

The Clark State Diesel Technology certificate provides the introductory skills needed to begin working in the diesel-maintenance field. All courses taken on this certificate can be applied to the Associate of Technical Studies degree in Diesel Technology. This program is taught in a modern, clean training facility at the Miami Valley Career Technology Center at 6800 Hoke Road in Clayton, Ohio. Some general education courses may need to be completed online or at the Clark State Community College Greene Center Campus.

Learning Outcomes
- Diagnose and repair medium and heavy-duty truck engines
- Diagnose and repair medium and heavy-duty truck suspension and steering systems
- Diagnose and repair medium and heavy-duty truck brake systems
- Diagnose and repair medium and heavy-duty truck electrical/electronic systems
- Perform preventative maintenance and inspections on medium and heavy-duty trucks

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
--- | --- | ---
Fall
DSL 1200 | Fundamentals of Engines | 3
DSL 1500 | Heavy Truck Drive Trains | 3
MTH 1115 | Industrial Calculations | 3
Spring
DSL 1300 | Preventative Maintenance | 2
DSL 1550 | Truck Steering and Suspension | 2
DSL 1600 | Basic Electrical | 3
WLD 1000 | Introduction to Welding Processes | 3
Summer
DSL 1100 | Hydraulic Theory and Operation | 2
DSL 1650 | Truck Brake Systems | 3
Total Credit Hours 24
Heating, Ventilation, Air Conditioning, and Refrigeration Departmental Certificate (Clark County CTC) (5631D)

Students completing the Heating, Ventilating, Air Conditioning, and Refrigeration (HVAC-R) departmental certificate will have the essential skills sets to find employment with a variety of companies providing heating ventilating and air conditioning services. Beginning the HVAC-R course work in January, a student can complete the certificate within twelve months provided the student has no remedial education needs and is able to take the classes as prescribed. This program is taught in Springfield at Springfield-Clark County Career Technology Center (CTC) at 1901 Selma Road near the Leffel Lane Campus. General education courses not offered at Springfield-Clark CTC or Greene County Career Center may be completed online or at one of Clark State’s other campus sites in Springfield, Bellefontaine, or Beavercreek.

Learning Outcomes

• Explain thermodynamics, heat, fluids and pressures for refrigeration and EPA compliance.
• Prescribe the procedures for making electrical measurements
• Diagnose and repair gas, electric, fuel oil furnaces and air conditioners- heat pump.
• Determine testing and analyzing instruments for troubleshooting and calculating the combustion process

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tr>
<td>HVC 1015</td>
<td>HVAC-R Fundamentals and Practices</td>
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<tr>
<td>HVC 1100</td>
<td>Basic Electricity and Motors for HVAC-R</td>
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<tr>
<td>HVC 1215</td>
<td>EPA Certifications</td>
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<td>Summer</td>
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<tr>
<td>HVC 1315</td>
<td>Commercial Refrigeration</td>
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<tr>
<td>HVC 2030</td>
<td>Heat Pump Systems</td>
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<td>Air Conditioning</td>
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<tr>
<td>HVC 2415</td>
<td>Indoor Air Quality and Distribution</td>
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</tr>
<tr>
<td>INT 1000</td>
<td>OSHA 10-Hour General Safety</td>
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<td>Fall</td>
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<tr>
<td>HVC 2010</td>
<td>Residential Gas Heating</td>
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<tr>
<td>HVC 2040</td>
<td>Oil and Hydronic Heat</td>
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</tr>
<tr>
<td>HVC 2220</td>
<td>Residential Electric Heating</td>
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</tr>
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<td>HVC 2700</td>
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Heating, Ventilation, Air Conditioning, and Refrigeration Departmental Certificate (Greene County CTC) (5631D)

Students completing the Heating, Ventilating, Air Conditioning, and Refrigeration (HVAC-R) departmental certificate will have the essential skills sets to find employment with a variety of companies providing heating ventilating and air conditioning services. Beginning the HVAC-R course work in January, a student can complete the certificate within twelve months provided the student has no remedial education needs and is able to take the classes as prescribed. This program is taught in Xenia at the Greene County Career Technology Center at 2960 West Enon Road. General education courses not offered at Greene County CTC may be completed online or at one of Clark State’s other campus sites in Springfield, Bellefontaine, or Beavercreek.

Learning Outcomes

• Explain thermodynamics, heat, fluids and pressures for refrigeration and EPA compliance.
• Prescribe the procedures for making electrical measurements
• Diagnose and repair gas, electric, fuel oil furnaces and air conditioners- heat pump.
• Determine testing and analyzing instruments for troubleshooting and calculating the combustion process

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours

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<thead>
<tr>
<th>Course #</th>
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<th>Credit Hours</th>
</tr>
</thead>
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<td>HVAC-R Fundamentals and Practices</td>
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<tr>
<td>Total Credit Hours</td>
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</table>
Industrial Maintenance Short-Term Technical Certificate (5611D)

The Industrial Maintenance Certificate provides a broad base of courses in the field of industrial maintenance. The program courses are all included in the Industrial Technology Associate Degree. The program courses may also be applied toward the Manufacturing Engineering Associate Degree.

Learning Outcomes
- Read Schematics for fluid systems, electrical systems, and mechanical systems.
- Demonstrate knowledge of direct and alternating current motors including their performance characteristics and application
- Program, connect, and test programmable logic control processes

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours

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<thead>
<tr>
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<td>ENT 1000</td>
<td>Introduction to Industrial and Engineering Technology</td>
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<tr>
<td>ENT 1050</td>
<td>Manufacturing Foundations</td>
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<td>INT 1000</td>
<td>OSHA 10-Hour General Safety</td>
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<td>INT 1300</td>
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<td>ENT 1201</td>
<td>Hydraulics and Pneumatics I</td>
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<tr>
<td>INT 1350</td>
<td>Motor and Motor Controls</td>
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<td>INT 1400</td>
<td>Mechanical Maintenance</td>
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<td>INT 2500</td>
<td>Programmable Logic Control</td>
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<td>Employability Skills</td>
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</table>

Total Credit Hours 24

Manufacturing Foundation Departmental Certificate (5801D)

The Manufacturing Foundation Certificate is designed for students who wish to enhance their skills in areas related to manufacturing. The program courses are included in all other Industrial and Engineering certificate and associate degree programs so students can apply the Manufacturing Foundation certificate to any of the Industrial and Engineering certificates and associate degrees.

Learning Outcomes
- Obtain the 10-Hour OSHA General Safety certification
- Create a resume and cover letter
- Develop interviewing skills
- Demonstrate how to use precision measurement tools
- Demonstrate successful print reading and part visualization

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours

<table>
<thead>
<tr>
<th>Fall</th>
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<tbody>
<tr>
<td>ENT 1000</td>
<td>Introduction to Industrial and Engineering Technology</td>
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<td>ENT 1050</td>
<td>Manufacturing Foundations</td>
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<td>EBE 1000</td>
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<td>OSHA 10-Hour General Safety</td>
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<td>INT 1300</td>
<td>Electrical Systems</td>
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</tbody>
</table>

Total Credit Hours 9

Manufacturing Departmental Certificate (5841D)

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.

Learning Outcomes
- Program, connect, and test programmable logic control processes
- Demonstrate a knowledge of process control systems, flow and liquid level
- Explain the structural and mechanical properties

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours

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<thead>
<tr>
<th>Fall</th>
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<td>Introduction to Industrial and Engineering Technology</td>
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<tr>
<td>ENT 1050</td>
<td>Manufacturing Foundations</td>
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<tr>
<td>INT 1000</td>
<td>OSHA 10-Hour General Safety</td>
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</tr>
<tr>
<td>INT 1300</td>
<td>Electrical Systems</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours 24
Robotics Departmental Certificate (5871D)

The Robotics Certificate is designed for students who wish to learn how robots perform in a manufacturing system. Students can apply the program courses to the Manufacturing Engineering Technology Associates Degree.

Learning Outcomes
- Operate a FANUC and MOTOMAN robot.
- Program a robot.
- Integrate robots within a manufacturing work cell.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
---|---|---
ENT 1600 | Introduction to Robotics | 3
ENT 1000 | Introduction to Industrial and Engineering Technology | 3
ENT 1050 | Manufacturing Foundations | 4
INT 1000 | OSHA 10-Hour General Safety | 1
EBE 1000 | Employability Skills | 1

Spring

ENT 1650 | Robotic Applications | 3
ENT 1700 | Robot Maintenance or | 3
ENT 1750 | Robotic Welding | 3
ENT 1500 | Engineering Materials | 3
ENT 2100 | Manufacturing Processes | 3
Total Credit Hours | 24

Supervisory Control and Data Acquisition (SCADA) Departmental Certificate

Learning Outcomes
- Monitor and control process applications using sensors networked to equipment

Course # | Course Title | Credit Hours
---|---|---
ENT 1000 | Introduction to Industrial and Engineering Technology | 3
ENT 1050 | Manufacturing Foundations | 4
INT 1300 | Electrical Systems | 3
INT 2500 | Programmable Logic Control | 3

Spring

INT 1000 | OSHA 10-Hour General Safety | 1
INT 2510 | Process Control | 3
INT 2520 | Supervisory Control and Data Acquisition (SCADA) | 3
EBE 1000 | Employability Skills | 1
Total Credit Hours | 21

Welding Short-Term Technical Certificate (5861D)

The Welding Certificate is designed for students who wish to enhance their skills in areas related to SMAW, GMAW, GTAW, oxyacetylene, and plasma cutting. Students can apply the program courses to the Manufacturing Engineering Technology Associates Degree.

Learning Outcomes
- Produce a welded assembly from a print.
- Accurately produce and read prints and welding symbols.
- Weld in 1G, 1F, 2G, 2F, 3G, 3F, 4G, and 4F in GMAW, SMAW, and GTAW

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # | Course Title | Credit Hours
---|---|---
WLD 1000 | Introduction to Welding Processes | 3
ENT 1000 | Introduction to Industrial and Engineering Technology | 3
ENT 1050 | Manufacturing Foundations | 4
INT 1000 | OSHA 10-Hour General Safety | 1
EBE 1000 | Employability Skills | 1

Spring

WLD 1010 | Gas Metal Arc Welding (GMAW) | 3
WLD 1020 | Shielded Metal Arc Welding (SMAW) | 3
WLD 1030 | Gas Tungsten Arc Welding (GTAW) | 3
Total Credit Hours | 21
Health

Associate of Arts - Healthcare Concentration Transfer (3440)

The Associate of Arts (AA) Healthcare concentration is designed for individuals desiring to transfer to a four-year institution to complete a Bachelor’s degree in a healthcare field. Four-year institutions generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. An AA degree focuses on general education courses and a minimum of 44 credit hours must come from areas 1-6 listed in the Associate of Arts section of the catalog. This AA degree is structured to include those general education courses that are commonly included in many bachelor degree healthcare programs. The remaining credit hours are divided among the College Success course, courses in the student’s area of concentration, elective courses, and the Capstone Seminar. All students must take the College Success course and the Capstone Seminar in order to complete the AA degree.

Learning Outcomes
Upon completion of an Associate of Arts degree in a Healthcare Concentration, a graduate will be able to meet the goals outlined for the general Associate of Arts degree; additionally, the graduate will be able to:

• Demonstrate knowledge of healthcare language, delivery systems, and occupations
• Demonstrate familiarity with the ethical and professional behaviors required in healthcare occupations.
• Describe the structure and function of the major systems of the human body.

Curriculum Plan
Individuals completing the curriculum that follows will satisfy the College’s AA degree requirements and many of the general education courses required for transfer to a four-year healthcare program. In addition, individuals will complete several courses that focus on healthcare which are especially helpful to those students interested in a career in healthcare. Students seeking a transfer degree should plan the details of their program of study at Clark State according to the requirements of the transfer institution. Transfer institutions make the determination in acceptance of credit. The student should consult his/her academic advisor and the intended transfer institution when planning a schedule of classes.

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

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>BIO 1410 Fundamentals of Biology *</td>
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<td>ENG 1111 English I</td>
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<td>FYE 1100 College Success</td>
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<td></td>
<td>MST 1101 Introduction to Health Care</td>
<td>3</td>
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<tr>
<td></td>
<td>MST 1105 Medical Terminology</td>
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<tr>
<td>Spring</td>
<td>BIO 2121 Anatomy and Physiology I</td>
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<td>COM 1110 Interpersonal Communication I</td>
<td>or</td>
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<td></td>
<td>COM 1120 Public Speaking I</td>
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<td>COM 1170 Small Group Communication</td>
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<td>PSY 1111 Introduction to Psychology (GA)</td>
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<td>- - Concentration or General Education Elective^**</td>
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<td>HUM 2899 Capstone Seminar</td>
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<td>Total Credit Hours</td>
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*Students must complete two science courses (8 credit hours) with a lab component to meet the associate of arts degree requirements. Students who have not completed chemistry and biology in high school with a grade of C or better within the past five years must also take BIO 1410 to meet pre-requisite requirement of BIO 2121, Anatomy and Physiology I. Students who have completed chemistry and biology in high school, may substitute 4 credit hours of concentration/general education electives for BIO 1410. **Choose from ENG 1600, ENG 2300, and ENG 2610 to meet the ENG literature GA elective requirement.***Students must complete 3 credit hours of math from those listed under mathematics in the transfer module. Transfer module math courses include MTH 1050, 1280, 1340, 2100, 2200, 2220, 2240, 2330, 2530; STT 2640, 2650. If students choose Statistics to meet the math requirement, they must complete both STT 2640 and STT 2650. ^^Three classes (9 credit hours) of Arts/Humanities electives must be completed. Choose from ART 1300, 1001, 1002; MUS 1130; THE 1130, 1133, 2241, 2242; SPN 1111, 1112, 2111, 2112; FRN 1111, 1112; any HST; any PHL; or ENG 1600, 2250, 2300, 2500, 2610, 2620 for Arts/Humanities class. **These classes should be clearly transferable and count toward the major at the transfer institution. Courses should relate to the major to be pursued or may be used to fulfill additional general education requirements at the four-year institution. Courses should be carefully planned with an academic advisor.

NOTE: In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at
least four courses with significant international content. Courses in the curriculum plan above that meet this requirement are identified with the “GA” designation behind the course name. In addition to the Capstone Seminar, all students pursuing the AA degree are required to complete at least 6 credit hours in courses numbered 2000 or higher. The curriculum plan above meets this requirement.
**Associate of Science - Healthcare Concentration Transfer (3440)**

The Associate of Science (AS) Health Care concentration is designed for individuals desiring to transfer to a four-year institution to complete a bachelor’s degree in a healthcare field. Four-year institutions generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. An AS degree focuses on general education courses and a minimum of 40 credit hours must come from areas 1-6 listed in the Associate of Science section of the catalog. This AS degree is structured to include those general education courses that are commonly included in many bachelor degree healthcare programs. The remaining credit hours are divided among the College Success course, courses in the student’s area of concentration, and elective courses. All students must take the College Success course in order to complete the AS degree. Individuals completing the curriculum that follows will satisfy the College’s AS degree requirements and many of the general education courses required for transfer to a four-year healthcare program. In addition, individuals will complete several courses that focus on healthcare and will prove to be especially helpful to those students interested in a career in healthcare.

**Learning Outcomes**

Upon completion of an Associate of Science degree in a Healthcare Concentration, a graduate will be able to meet the goals outlined for the general Associate of Science degree; additionally, the graduate will be able to:

- Demonstrate knowledge of healthcare language, delivery systems, and occupations
- Demonstrate familiarity with the ethical and professional behaviors required in healthcare occupations
- Describe the structure and function of the major systems of the human body

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Curriculum Plan**

Students seeking a transfer degree should plan the details of their program of study at Clark State according to the requirements of the transfer institution. Transfer institutions make the determination in acceptance of credit. The student should consult his/her academic advisor and the intended transfer institution when planning a schedule of classes.

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

<table>
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<tr>
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<td>ENG 1111</td>
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<td>FYE 1100</td>
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<td>MST 1101</td>
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<td>MST 1105</td>
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<td>BIO 2121</td>
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<td>PSY 1111</td>
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<td>Total Credit Hours</td>
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<td>60</td>
</tr>
</tbody>
</table>

*Students must complete 8 credit hours of science classes with a lab component to meet the Associate of Science degree requirements. Students who have not completed chemistry and biology in high school with a grade of C or better within the past five years must take BIO 1410 to meet pre-requisite requirement of BIO 2121, Anatomy and Physiology I. Students who have completed chemistry and biology in high school, may substitute four credit hours of concentration/general education electives for BIO 1410. **Choose from ENG 1600, ENG 2300, and ENG 2610 to meet the ENG literature GA elective requirement.***Students must complete five credit hours of math from those listed under mathematics in the transfer module. Transfer module math courses include MTH 1050, 1280, 1340, 2100, 2200, 2220, 2242, 2430, 2530; STT 2640, 2650. If students choose Statistics to meet the math requirement, they must complete both STT 2640 and STT 2650. *Choose from ART 1300, 1001, 1002; MUS 1130; THE 1130, 1133, 2241, 2242; SPN 1111, 1112, 2111, 2112; FRN 1111, 1112; any HST; any PHL; or ENG 1600, 2250, 2300, 2500, 2610, 2620 for Arts/Humanities class. ^^These hours should be clearly transferable and count toward the major at the transfer institution. Courses should relate to the major to be pursued or may be used to fulfill additional general education requirements at the four-year institution. Courses should be carefully planned with an academic advisor.

**NOTE:** In recognition of the growing importance of global awareness, the College also requires that
students receiving the Associate of Arts degree take at least four courses with significant international content. Courses in the curriculum plan above that meet this requirement are identified with the “GA” designation behind the course name. All students pursuing the AS degree are required to complete at least 9 credit hours in courses numbered 2000 or higher. The curriculum plan above meets this requirement.
Medical Assisting (6700)

Medical assistants perform clinical and administrative tasks in physicians and other health practitioners’ offices and outpatient facilities. Specific duties vary from office to office depending on the location and size of the practice and the practitioner’s specialty. Administrative duties include answering telephones, greeting patients, scheduling appointments and laboratory services, updating and filing patients’ medical records, filling out insurance forms, and handling billing and bookkeeping. Clinical duties include taking medical histories and recording vital signs, explaining procedures to patients, preparing patients for and assisting the physician during examinations, collecting and preparing laboratory specimens, sterilizing medical instruments, instructing patients on medications and special diets, preparing and administering medications as directed by a physician, drawing blood, taking electrocardiograms, removing sutures, and changing dressings.

The primary goal of the Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students who complete the first year of this associate degree program have completed the course work for and should therefore submit a petition to graduate from the certificate program. Completion of the certificate provides the student with the administrative and clinical skills needed for entry-level positions as a medical assistant.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes

Upon completion of an associate degree in Medical Assisting, a graduate will demonstrate achievement of the following program outcomes, which are common to the Medical Assisting Certificate:

- Communicate effectively with patients, families, and members of the health care team.
- Perform clerical functions necessary to maintain medical office appointments, transcription, and medical records.
- Apply basic billing, collection, insurance, coding, and manage care guidelines needed to maintain office bookkeeping.
- Collect, transport, and process specimens.
- Obtain vital signs.
- Perform, assist, and follow up on diagnostic tests and procedures.
- Instruct patients regarding health maintenance and disease prevention.
- Apply legal and ethical concepts.

The College’s Common Outcomes Required of Education (CORE) general education outcomes.

Embedded Certificates

This certificate program contains one or more embedded certificates, which will automatically be awarded if the degree requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective spring semester 2017)

Scholastic Preparation and Requirements

Students must petition online (apply) for admission to the program. To be eligible to petition to the Medical Assisting program, students must have:

- Reading: Appropriate score on reading placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory reading (CPE 0200 with a grade of C or higher, or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher). Students are excused from reading placement tests if they have obtained a C or better in a college-level English composition course or an appropriate recent high school senior English grade in accordance with College policy.

- Writing: Appropriate score on writing placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory writing, (CPE 0300 with a grade of B or higher, or CPE 0400 with a grade of C or higher, or ENG 0900 with a grade of C or higher). Students are excused from writing placement tests if they have obtained a C or higher in a college-level English composition course or an appropriate recent high school senior English grade in accordance with College policy.

- Math: Appropriate scores on math/algebra placement tests (ACCUPLACER, ACT, or SAT) or completion of college preparatory math through CPE 0500 with a grade of C or higher, or MTH 0500 with a grade of C or higher within the past ten years. Students are excused from math/algebra placement tests if they have obtained a C or better in a college-level math course within the past ten years or an appropriate recent high school Algebra II grade in accordance with college policy.

- Grade point average (GPA): A minimum cumulative Clark State transcript GPA of 2.0 (college preparatory courses are not included in the transcript GPA) as well as a minimum GPA of 2.0 in the courses in the Medical Assisting curriculum.

- Students who have met the petition requirements and submitted a petition are eligible to start the Medical Assisting program’s technical (MAS) course sequence. Students must contact the Medical Assisting program coordinator for academic advising and approval to enroll in the MAS courses. Students must maintain an overall C or 2.0 grade point average (GPA) for the courses in the Medical Assisting curriculum in order to be enrolled in MAS courses. In order to progress through the program, students must maintain an overall GPA of 2.0 and a grade of C or better in BIO 1105 and all MAS and MST courses. Admitted students who drop out must complete and submit a request for reinstatement into the MAS courses. Students must have an overall GPA of 2.0 and may be required to retake technical courses that are more than one to two years old to be considered for reinstatement.
Technical Requirements
All students accepted into the Medical Assisting program must be able to perform the essential functions of the medical assistant with or without reasonable accommodations. These essential functions are linked to this program page on the College’s web site and are also provided to students via the Medical Assisting Student Handbook. Students are required to sign a form indicating they have reviewed these requirements and submit it to the Medical Assisting Program Coordinator when they enter the program.

Health and Directed Practice Requirements
All Medical Assisting associate degree and certificate students will complete 200 hours of directed practice at the end of the first year of the degree program or end of the certificate program. The directed practice course hours are only available during the daytime hours.

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

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

Graduation Requirements
Student must pass all the required courses, have a Clark State cumulative transcript grade point average (GPA) of 2.0 (college preparatory courses are not included) and have a C as a minimum grade in BIO 1105 and all MAS and MST courses.

Certification
The Clark State Community College Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs/25400 US Highway 19 North, Suite 158/Clearwater, FL 33763/Telephone: 727-210-2350 Graduates of the certificate program successfully meet the eligibility criteria to apply for the national certification process through the American Association of Medical Assistants, or another nationally recognized certification credential.

Student/Graduate Outcomes
The five-year average for Clark State’s Medical Assisting program outcomes include:

- Graduate satisfaction rate of 100%
- Employer satisfaction rate of 100%
- Graduate Job Placement Rate 100%
- Student Retention rate of 83.33%

Curriculum
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. In addition to the day program, offered at both the Springfield (fall semester start) and the Beavercreek (spring semester start) campuses, the Medical Assisting program is offered as a part-time evening option, at the Springfield campus, with the MAS courses for this option starting in spring term (January). Part-time evening students will still need to complete their unpaid, supervised Directed Practice clinical hours during the day. Students should consult their academic advisors for help in planning their schedules.

Course # | Course Title | Credit Hours
--- | --- | ---
**Fall**
FYE 1100 | College Success | 1
BIO 1105 | Fundamentals of Anatomy and Physiology | 3
MAS 1103 | Medical Administrative Office I | 2
MAS 1104 | Exam Room Procedures I | 2
MST 1101 | Introduction to Health Care | 3
MST 1105 | Medical Terminology | 2
MST 1160 | Phlebotomy | 2
MST 1161 | Phlebotomy Lab | 1

**Spring**
ENG 1111 | English I | 3
MAS 1105 | Medical Administrative Office II | 3
MAS 1106 | Exam Room Procedures II | 3
MAS 1115 | Laboratory Procedures for the Medical Office | 2
MAS 1112 | Pharmacology for the Medical Office | 3
MST 1171 | Introduction to Electrocardiography | 2

**Summer**
PSY 1111 | Introduction to Psychology | 3
MAS 1117 | Medical Assisting Directed Practice | 2
MAS 1118 | Clinical Perspectives Seminar | 1
MAS 2100 | Medical Assisting Certification Review | 2

**Fall**
ITS 1105 | Computer Concepts and Software Applications | 3
PSY 2223 | Lifespan Human Growth and Development | 3
SOC 1110 | Introduction to Sociology | 3
- - | Technical Elective* | 3

**Spring**
COM 1110 | Interpersonal Communication I | 3
MTH 1060 | Business Mathematics | 3
MST 1140 | Human Disease | 3
- - | Technical Elective* | 3
- - | Total Credit Hours | 64

* Please choose from the following courses to meet the Technical Elective requirement:
BIO 1110 Basic Human Nutrition (2)
MGT 1060 Organizational Behavior (3)
MGT 1120 Principles of Management (3)
OAD 2301 CPT/ICD-10-PCS Coding (3)
OAD 2302 ICD-10-CM Coding (3)
SWK 1105 Chemical Dependency I (3)
SWK 2205 Chemical Dependency II (3)
SWK 2215 Chemical Dependency III (3)
Medical Laboratory Technology (6200)

Medical laboratory technicians are a vital part of the health care process, providing information for patient diagnosis and treatment by performing laboratory tests in areas such as toxicology, chemistry, hematology, immunology and microbiology. Two-year associate degree programs with supervised clinical experience in approved laboratories provide the opportunity to enter this challenging, ever-changing career. Career Coach Click Here current local data on wages, employment, job postings, and associated education and training from Career Coach. The mission of the MLT program at Clark State Community College is to provide quality instruction, professional training, and technical skills to help graduates pass certification examinations and secure entry-level positions in the field of laboratory medicine. For more information about the program, please email mlt@clarkstate.edu or call 937-328-6029.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Medical Laboratory, a graduate will be able to:

• Write clearly and accurately in a variety of contexts and formats.
• Verbally communicate clearly and accurately in a variety of contexts and formats.
• Display professional characteristics
• Select and use appropriate, safe, and effective tools to solve a variety of problems pertaining to collecting, handling, and conducting tests on samples and to perform corrective and preventative maintenance on instruments.
• Demonstrate the ability to think critically by assessing proper correlation between the results and predetermined values, by performing quality control activities, by relating laboratory results to common disease process, and by drawing and defending reasonable conclusions.

Technical Standards
MLT students should possess (with or without reasonable accommodations) appropriate visual, motor, cognitive, technical, communication, and affective skills to be able to accurately and safely perform, plan, prioritize, analyze, solve, and interpret patient’s tests and other biological specimens. The National Accrediting Agency for Clinical Laboratory Science (NAACLS) has identified minimum essential functions. These are available as a link on the MLT program pages on the College’s website and are also provided to students as they enter the MLT courses. Students are asked to sign a form certifying that they have read, understand, and possess the skills required to meet the essential functions of an MLT.

Course Format
Each MLT course is composed of two required components, an online lecture component and a lab component, which may be taught at the College or another college-approved supervised site. Off campus lab sites for distance students must be secured by the student and approved by the MLT program director prior to entry into the program. One suitable directed practice site is found for each student in the program by the MLT faculty and program coordinator.

Program Admission
Entry into the program is on a space-limited basis. Students must petition for admission. To be eligible to petition, students must successfully complete reading, writing, math, and algebra placement tests or obtain a grade of C or better on the appropriate college preparatory course. Students who meet admission requirements and are accepted to the program are required to meet with the MLT program coordinator prior to enrolling in MLT courses. A list of the MLT clinical sites and copies of the MLT student and directed practice manuals can be obtained by contacting the MLT Program Coordinator or the Health, Human, and Public Services division office.

Health and Clinical Requirements
All Medical Laboratory students must meet health requirements and obtain a criminal background check prior to entering the directed practice course in the last semester of the program. Other requirements may be necessary depending on clinical site placement. Specific information including when to obtain and submit proof of these requirements will be provided during the first semester of the program. Distance students completing lab courses in clinical agencies may be required to complete health requirements prior to their first lab course. All students are strongly encouraged to complete Hepatitis B immunizations prior to entry into the first MLT course.

Liability Insurance
Students will be billed for liability insurance for each year of courses. Graduation Requirements
To qualify for an associate degree, a Medical Laboratory student must pass all the required courses, have a cumulative grade point average (GPA) of 2.0, and must have a C as a minimum grade in all the technical courses of the program. Granting of the A.A.S. degree is not contingent upon passing an external certifying examination.

Certification
Upon completion of the accredited program, graduates are eligible to, but not required, to take the national certifying examination. This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018; telephone 773.714.8880; www.naacls.org.

Program Outcomes Measures
As a program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the Clark State Community College MLT Program publishes outcomes measures for the past three years (2015, 2016, 2017 graduates). The outcome measures include ASCP Board of Certification (BOC) Exam pass rates, graduation rates, attrition rates, and graduate placement rates for students entering the final half of the MLT program.
The definition of these measures and the three year Clark State MLT program percentage rates for these measures are listed below.

- Yearly Certification Pass Percentage: 100% (AY 14-15) | 75% (AY 15-16) | 82% (AY 16-17)
- Yearly Graduation Rate Percentage: 71% (AY 14-15) | 86% (AY 15-16) | 100% (AY 16-17)
- Yearly Average Placement Rate Percentage: 100% (AY 14-15) | 100% (AY 15-16) | 100% (AY 16-17)
- Three Year Average Certification Pass Rate Percentage: 85%
- Three Year Average Graduation Rate Percentage: 83%
- Three Year Average Placement Rate Percentage: 100%

Transfer Options
Students enrolled in the Associate of Science Medical Laboratory Technology degree program are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor’s degree. A number of colleges/universities have designed bachelor’s completion programs for students completing applied degrees. Local programs include:

- Franklin University Bachelor of Science in Allied Healthcare Management
- University of Cincinnati Bachelor of Science in Clinical Laboratory Science
- University of Arkansas for Medical Sciences/ML Program

See the transfer section of the catalog and web site and your academic advisor for more information. You can also click on “University of Cincinnati” above for information about that program.

Curriculum Plan
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult the MLT program advisor for help in planning their schedules. Download the curriculum plan for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT 1120</td>
<td>Introduction to Medical Laboratory Science</td>
<td>2</td>
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<tr>
<td>MLT 1125</td>
<td>Introduction to Medical Laboratory Science Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MLT 1160</td>
<td>Urinalysis &amp; Body Fluids</td>
<td>2</td>
</tr>
<tr>
<td>MLT 1165</td>
<td>Urinalysis &amp; Body Fluids Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology *</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1150</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
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<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
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<tr>
<td>ITS -</td>
<td>ITS Elective</td>
<td>1</td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>MLT 1130</td>
<td>Clinical Chemistry</td>
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<td>Clinical Chemistry Lab</td>
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<tr>
<td>MLT 1140</td>
<td>Medical Microbiology I **</td>
<td>2</td>
</tr>
<tr>
<td>MLT 1145</td>
<td>Medical Microbiology I Lab **</td>
<td>2</td>
</tr>
<tr>
<td>MLT 2130</td>
<td>Medical Microbiology II ***</td>
<td>2</td>
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<tr>
<td>MLT 2135</td>
<td>Medical Microbiology II Lab ***</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
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<tr>
<td><strong>Summer</strong></td>
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<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td><strong>Fall</strong></td>
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</tr>
<tr>
<td>MLT 1150</td>
<td>Hematology I **</td>
<td>2</td>
</tr>
<tr>
<td>MLT 1155</td>
<td>Hematology I Laboratory **</td>
<td>2</td>
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<tr>
<td>MLT 2140</td>
<td>Hematology II ***</td>
<td>2</td>
</tr>
<tr>
<td>MLT 2145</td>
<td>Hematology II Lab ***</td>
<td>2</td>
</tr>
<tr>
<td>MLT 2122</td>
<td>Immunology &amp; Blood Banking</td>
<td>3</td>
</tr>
<tr>
<td>MLT 2125</td>
<td>Immunology &amp; Blood Banking Lab</td>
<td>4</td>
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<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT 2156</td>
<td>Directed Practice /Seminar</td>
<td>5</td>
</tr>
<tr>
<td>MLT 2160</td>
<td>MLT Review and Update</td>
<td>2</td>
</tr>
<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>MTH -</td>
<td>Math Elective****</td>
<td>3</td>
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<tr>
<td></td>
<td>Total Credit Hours</td>
<td>65</td>
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</tbody>
</table>

* The two semester anatomy & physiology sequence BIO 2121 and BIO 2122 may be substituted for BIO 1105. ** Offered in A term (first eight weeks of the semester) *** Offered in B term (second eight weeks of the semester) **** Choose from the MTH or STT courses listed under the General Education Requirement for Technical Programs, Mathematics courses.
Multi-Skilled Healthcare Associate of Technical Studies (6550)

The Multi-Skilled Healthcare Associate of Technical Studies degree enables a student to design an individualized program of study to fulfill a unique healthcare career goal that cannot be met through the completion of one of the College’s other technical healthcare programs. Students complete core courses and select technical courses from different healthcare specialty areas. Upon completion of this degree, students will have the skills needed to obtain employment in a variety of healthcare settings. In addition to the degree, completion of some specialty courses result in completion of healthcare certificates and may enable students to take appropriate certification or licensure exams. Courses within this program can also be taken by students in other degree or certificate programs and by healthcare professionals who wish to expand their knowledge and skills and/or increase marketability for employment.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes
Upon completion of an Associated of Technical Studies in Multi-skilled Healthcare, a graduate will demonstrate achievement of:

- Demonstrate knowledge of healthcare delivery systems and healthcare occupations.
- Communicate using correct medical terminology.
- Demonstrate computer skills essential for today’s healthcare worker.
- Describe the structure and function of the major systems of the human body.
- Identify common alterations in health and measures for prevention, detection, and treatment.
- Demonstrate proficiency in technical skills.
- Demonstrate knowledge of the interpersonal, ethical, and professional behaviors required in healthcare.

The College’s Common Outcomes Required of Education (CORE) general education outcomes.

Embedded Certificates
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective spring semester 2017)

Non-Academic Requirements
- Must meet specified health requirements prior to enrolling in clinical or directed practice courses.
- Will be billed for liability insurance when registering for specified clinical or directed practice courses.
- Will be required to obtain a criminal background check prior to enrolling in specified clinical or directed practice courses. May also be required to obtain drug screen, dependent on clinical agency requirements.

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.

Graduation Requirements
To qualify for an Associate of Technical Studies degree in Multi-Skilled Healthcare, students must pass all required courses, obtain a grade of C or better in all technical courses, and have a minimum cumulative GPA of 2.0.

Curriculum Plan
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses will require additional semesters of study. Students should consult their academic advisors for assistance with developing their individualized program plans prior to completing 40 credit hours towards the degree.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology</td>
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<tr>
<td>EMS 1171</td>
<td>Basic Life Support: CPR</td>
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<tr>
<td>FYE 1100</td>
<td>College Success</td>
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<tr>
<td>MST 1101</td>
<td>Introduction to Health Care</td>
<td>3</td>
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<tr>
<td>MST 1105</td>
<td>Medical Terminology</td>
<td>2</td>
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<tr>
<td>- -</td>
<td>Technical Electives*</td>
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<tr>
<td>Spring</td>
<td></td>
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<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
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<td>MST 1140</td>
<td>Human Disease</td>
<td>3</td>
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<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology (GA)</td>
<td>3</td>
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<td>- -</td>
<td>Technical Electives*</td>
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<td>Summer</td>
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<tr>
<td>COM 1110</td>
<td>Interpersonal Communication I</td>
<td>or</td>
</tr>
<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
<td>or</td>
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<tr>
<td>COM 1170</td>
<td>Small Group Communication</td>
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<td>ENG 1111</td>
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<tr>
<td>Fall</td>
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<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>or</td>
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<tr>
<td>ENG 2211</td>
<td>Business Communication</td>
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<td>- -</td>
<td>Economics Elective OR</td>
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<tr>
<td>PSY 2223</td>
<td>Lifespan Human Growth and Development</td>
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<td>SOC 1110</td>
<td>Introduction to Sociology</td>
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<td>Technical Electives</td>
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<tr>
<td>Spring</td>
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<tr>
<td>MTH 1060</td>
<td>Business Mathematics</td>
<td>3</td>
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</tbody>
</table>
- - Arts/Humanities Elective OR 0
SPN 1100 Survival Spanish (recommended) 3
- - Technical Electives* 5
Total Credit Hours 61.5

* Students must choose a total of 22 credit hours of technical elective course work from two or more of the following specialty areas. Students should verify that course prerequisites have been met prior to registering for a course.

Diagnostic Procedures
- MST 1160 Phlebotomy (2 credits) (must also register for MST 1161)
- MST 1161 Phlebotomy Lab (1 credit) (must also register for MST 1160)
- MST 1171 Principles of Electrocardiography (2 credits)
- MLT 1120 Medical Laboratory Orientation and Phlebotomy (2 credits) (must also register for MLT 1125)
- MLT 1125 Medical Laboratory Orientation and Phlebotomy lab (1 credit) (must also register for MLT 1120)

Direct Patient Care
- BIO 1110 Basic Human Nutrition (2 credits)
- MST 1181 Nurse Aide Training (4 credits)
- NUR 1110 Dosage Calculations (1 credit)
- PTA 1112 PTA Survey (1 credit)

Emergency Care
- EMS 1100 EMT Theory and Practice (7 credits)
- ...
- Chemical Dependency
- SWK 1105 Chemical Dependency I: Pharmacology/Physiology of Psychoactive Substances (3 credits)
- SWK 2205 Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies (3 credits)
- SWK 2215 Chemical Dependency III: Co-occurring Disorders of Addiction and Mental Health (3 credits)

Medical Coding
- OAD 2301 CPT/ICD-10-PCS Coding (3 credits)
- OAD 2302 ICD-10-CM Coding (3 credits)
- OAD 2312 Advanced Medical Coding (3 credits)
- OAD 2320 Medical Office Certifican Review (1 credit)

Healthcare Management
- ACC 1000 Accounting Concepts (3 credits)
- ACC 1100 Introduction to Financial Accounting (4 credits)
- MGT 1060 Organizational Behavior (3 credits)
- MGT 1120 Principles of Management (3 credits)

Other Technical Electives
- EBE 1000 Employability Skills (1 credit)

Occupational Therapy Assistant (Consortium Program) (3430)

As a member of the Northwest Ohio Allied Health Education Consortium Clark State is able to bring an associate degree in Occupational Therapy Assistant to Clark State students. The consortium allows Clark State students to complete their general education and basic classes through Clark State at one of its campuses or online. Students are also enrolled at Rhodes State. Technical courses are taught by Rhodes State faculty through distance learning on the Clark State campus. Students will need to travel to the Rhodes State campus in Lima for skills lab instruction and hands-on practice approximately once a week. Clinical learning experiences will be scheduled in regional healthcare facilities.

A very important aspect of the Occupational Therapy Assistant consortium program is that these clinical seats are reserved for qualified Clark State students living in Clark State’s service area. Information about the consortium is available at the consortium web site. Specific information about the Occupational Therapy Assistant program is available on Rhodes State web site. The technical courses in the Occupational Therapy Assistant program start each year in summer semester (May). Seats for the program are filled with qualified applicants. Clark State applicants for this program must apply to Rhodes State online. Students should indicate they are applying to the Northwest Ohio Allied Health Education Consortium and that they are from Clark State by checking the appropriate boxes at the top of the application. Seats are limited so students are encouraged to submit documentation of meeting qualification requirements to Rhodes State in a timely manner. Occupational Therapy Assistants (OTAs) work with individuals of any age to develop, recover or maintain the skills needed to participate in occupation (everyday activities) with meaning, satisfaction and productivity. Under the supervision of an occupational therapist, an assistant will develop and provide therapeutic activities and strategies that will help their clients gain the cognitive, physical, emotional and/or developmental skills necessary for everyday life. They may also provide adaptive equipment or techniques necessary to carry out life tasks, provide education and consultation to individuals, families and society, and address prevention.

The OTA will work with the health care team which may include physicians, nurses, physical therapists, psychologists, social workers, and speech and language pathologists, in a variety of settings including: hospitals, school systems, community mental health centers, nursing homes, home health agencies and private practice.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.
Qualification Requirements

Academic qualification for the Occupational Therapy Assistant program are listed below as items 1-6. These requirements must be met in order to be considered for the program. All courses must be completed with a grade of C or better:

1. Appropriate American College Test (ACT) or college placement test scores or completion of college preparatory coursework as listed below:
   - Test out of college preparatory writing coursework, OR completion CPE 0300 with a grade of B or higher, or CPE 0400 with a grade of C or higher, or ENG 0900 with a grade of C or higher.
   - Test our of college developmental/elementary algebra, OR completion of CPE 0650 with a C or higher, or MTH 0650 with a grade of C or higher.
   - ACT score of 20 or higher in science OR completion of high school chemistry and high school biology OR BIO 1410 with a C or higher within past five years.

2. Overall and calculated GPA of 2.75. (Calculated GPA is defined as the average GPA of program specific coursework excluding the Success course).

3. Complete and score a minimum score of 60 on the Test of Essential Academic Skills (ATI TEAS) assessment exam.

4. Attend a mandatory program orientation session at Rhodes State and sign informed consent forms.

5. Complete 40 hours of observation in a clinical setting with a licensed Occupational Therapist or Occupational Therapy Assistant.

6. Have Clark State and other college transcripts with transferable college credits for basic and general education courses sent to Rhodes State. After qualifying, a student must maintain a 2.75 or higher GPA in order to remain on the qualified list. If the student’s GPA drops below 2.75, the student will be removed from the list. To re-qualify, the student must raise the GPA to or above 2.75. The student will then be added to the qualification list based on the re-qualification date, which would be the day GPA was raised. If there are more applicants than available spots, students will be offered a seat based on the qualifying criteria (aggregate of calculated GPA, ATI TEAS score, the number of program specific courses completed with a C or better, and the two observation rubrics). If the qualifying criteria aggregate score of two applicants is equal then the college application date will be used to rank order those applicants. Qualified students who were not admitted due to space limitations will be admitted in a following cohort year. This acceptance is contingent upon re-application prior to the deadline of the offered cohort year to verify continued interest in pursuing the degree. These students will be encouraged to attend an informational meeting with programmatic faculty to discuss strategies for persistence within the program or opportunities for other health care majors with seats available for immediate entry and/or other career directions offered at the College. Students will have additional requirements that will have to be met before entrance into the Occupational Therapy Assistant program. These requirements include, but are not limited to physical, immunizations, background check, drug screen, CPR certification, and meeting with the Occupational Therapy Assistant program director.

Technical Standards

All applicants accepted into The Allied Health Consortium must be able to meet the technical standards of the program of study for which they enroll. Students are asked to review the standards and to sign a form certifying that they have read, understand, and are able to meet the standards. Students are to be provided the technical standards information upon selection of their program of study. The Rhodes State Allied Health Department’s technical standards are linked here and available on their web site.

Notice to Prospective or Current Occupational Therapy Assistant Students

Students who have been convicted of certain felonies and/or misdemeanor offenses are not eligible to participate in clinical education experiences. A criminal conviction may also affect ability to take the National Certification Examination for the Occupational Therapy Assistant or attain state licensure. Students admitted to a program containing off campus clinical/practicum experiences will be required to submit to drug screening.

Curriculum

Download the curriculum plan for this major. This plan shows the Rhodes technical courses and Clark State general education and basic courses.
Office Administration - Medical Office Administration Major (4750)

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

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

• Compose and produce quality business documents using technology.
• Perform office administrative functions using critical thinking, management, prioritizing, and organizational skills.
• Code medical documents and assist in the management of patient’s health information.
• Demonstrate good oral communication skills.
• Demonstrate good human relations skills, including customer service, teamwork, and ethics.

Embedded Certificate
This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017)

Scholastic Preparation
Medical Office Administration students should possess basic computer skills: use a keyboard, mouse, external storage device, and a printer; differentiate among drives, folders, and files; employ a username and password. Students lacking in any of these areas should enroll in ITS 0800, Computer Fundamentals, prior to enrolling in any OAD or other ITS courses. Students should also be able to type at least 35 words per minute on a five-minute timed writing. Students who cannot meet this standard should enroll in ITS 0810 or ITS 1210 before taking a computer class.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Humanities/Social Science Electives
A complete listing of humanities and social science electives is available in the College Catalog. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements.

Course #  Course Title  Credit Hours

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<th>Semester</th>
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<th>Course Title</th>
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<td>Business English</td>
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<td>OAD 1205</td>
<td>Office Procedures</td>
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<td></td>
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<td>English I</td>
<td>3</td>
</tr>
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<td>FYE 1100</td>
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<td>1</td>
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<tr>
<td></td>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications *</td>
<td>3</td>
</tr>
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<td>Spring</td>
<td>ACC 1000</td>
<td>Accounting Concepts</td>
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<td>Business Mathematics</td>
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<td></td>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
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<td></td>
<td>SPN 1100</td>
<td>Survival Spanish</td>
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<td>Fall</td>
<td>OAD 2301</td>
<td>CPT/ICD-10-PCS Coding</td>
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<td>OAD 2302</td>
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<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology</td>
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<td></td>
<td>EBE 1000</td>
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<td>Medical Terminology</td>
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<td>PSY 1111</td>
<td>Introduction to Psychology</td>
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<tr>
<td>Spring</td>
<td>OAD 2205</td>
<td>Electronic Health Records</td>
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<td>Advanced Medical Coding</td>
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<td>OAD 2320</td>
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<td>OAD 2703</td>
<td>Co-op Education/Internship</td>
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<td>MST 1140</td>
<td>Human Disease</td>
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</tr>
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</tbody>
</table>

* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.
Physical Therapist Assistant (6600)

PTA PROGRAM APPLICATION HANDBOOK: https://www.clarkstate.edu/media/1407/pta_hdbk.pdf

FREQUENTLY ASKED QUESTIONS: https://www.clarkstate.edu/media/1408/pta_faq.pdf

The Physical Therapist Assistant (PTA) program combines didactic and clinical learning experiences that are within the legal scope of responsibility of physical therapist assistants.

The physical therapist assistant delivers services under the direction and supervision of a physical therapist who completes an initial examination and determines the appropriate treatment plan and goals for the patient. The physical therapist assistant shares the responsibility for administering treatments, instructing patients in exercises and activities of daily living, and documenting the patient’s response to therapy. Graduates will be prepared to function in their role to provide treatment in a variety of settings such as inpatient, outpatient, and home care services.

Upon successful completion of all aspects of the PTA program, graduates are eligible to take the state licensing examination. Licensure is mandatory for practice as a physical therapist assistant in the State of Ohio. The Ohio OTPTAT Board requires FBI and Ohio BCI criminal records checks as part of the Ohio licensing application process. Visit the Board website at http://otptat.ohio.gov for more information.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Program Mission
In accordance with the mission of Clark State Community College, the mission of the Physical Therapist Assistant program is to provide didactic and clinical learning experiences which are excellent in quality and reflective of evidence-based physical therapy practice, in order to prepare graduates to pass the state licensing examination and subsequently practice as competent and responsible physical therapist assistants within the scope of the law.

Program Goal
To provide a technical program that gives students the opportunity to develop the knowledge and skills necessary to become successfully employed as a physical therapist assistant.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Physical Therapist Assistant, a graduate will be able to:

- Demonstrate proficient entry-level knowledge and skill in implementing treatment practices appropriate to the plan of care established by the physical therapist.
- Demonstrate proficient entry-level knowledge and skill in utilizing testing and measurement techniques appropriate to the plan of care established by the physical therapist.
- Communicate effectively with patients, families, colleagues, and other healthcare providers.
- Demonstrate behavior that reflects respect for and sensitivity to individual differences when working with patients, families, colleagues, and other healthcare 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.

Technical Standards
All applicants accepted into the Physical Therapist Assistant program must be able to meet the essential functions, skills, and abilities required to provide safe patient practice with or without reasonable accommodations. The essential functions, skills, and abilities are listed in the PTA Application Handbook which is linked to the program page on the College’s website. Applicants are required to sign a form indicating they have reviewed these essential functions, skills, and abilities and submit that form as part of the program application process.

Course Format
Most PTA courses are composed of two components, an online lecture component and an onsite lab component, which may be taught at the Leffel Lane campus or other College approved site. Onsite labs are currently only offered in Springfield and Columbus, Ohio. Directed practices are in clinical facilities in the greater Springfield, Dayton, Columbus, and Cincinnati, Ohio regions. The College has national contracts with several organizations and can consider clinical placements outside of these regions.

Program Admission Requirements
The Physical Therapist Assistant program must restrict the number of students accepted into the program each year due to the limited availability of clinical sites. The program is currently able to accept a maximum of 36 students each year; (26 students in Springfield and 10 students in Columbus.)

Acceptance into the PTA program is a competitive process and application does not guarantee admission.*In addition to completing the standard procedures for admission to the College, students must apply to the PTA program. The PTA program application process, criteria, selection process, and time line are provided in the PTA Application Handbook which is linked on the PTA program page on the College’s website and is also available from the Admissions Office.
and the Health, Human, and Public Services Division Office. Abbreviated information about this admission process is also provided here. Students must have completed the following academic requirements to be eligible to apply to the Physical Therapist Assistant program:

- An ACCUPLACER reading score indicating college ready reading skills. If the student does not obtain an appropriate score, he/she is required to take and pass CPE 0200 with a grade of C or higher, or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher. Students are excused from taking placement reading exam if reading score on a recent (within three years) ACT or SAT exam is greater than or equal to 21 on ACT and 450 on SAT.

- An ACCUPLACER writing score indicating college ready writing skills. If the student does not obtain an appropriate score, he/she is required to take and pass the appropriate college preparatory course (CPE 0300 with a B or higher, or ENG 0900 with a grade of C or higher, or CPE 0400 with a C or higher). Students are excused from taking placement reading exam if writing score on a recent (within three years) ACT or SAT exam is equal to or greater than 18 on ACT or 430 on the SAT.

- Students are excused from taking the reading and writing placement tests if they have obtained a C or higher in a college-level English course. Recent high school graduates who completed a senior level English course may also be excused from placement testing dependent on the grade in the high school course.

- An ACCUPLACER math score indicating eligible to take a 1000 or higher college level math course and PHY 1100, Fundamentals of Physics, if the course is needed to meet program application requirements.

- Students must have completed or be enrolled in courses in spring semester of the application year to complete the following academic requirements to be eligible to apply to the Physical Therapist Assistant Program:
  - A grade of C or better in either high school physics (within the past five years) or a college physics course (PHY 1100 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 high school biology and chemistry within the past five years, or a college level biology course (BIO 1410 or the equivalent) with a grade of C or better within the past five years, or completion of BIO 2121, Anatomy and Physiology I (or the equivalent) with a C or better within the past five years.
  - GPA of 2.5 in the required curricular courses; the GPA includes fundamentals of biology and physics ONLY when no other courses in the PTA curriculum have been taken.

In order to be accepted into the physical therapist assistant courses, students must maintain the required cumulative grade point average in the required courses in the curriculum. 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 prerequisite and college preparatory courses (CPE). Please refer to the PTA Application Handbook for additional information on courses in which a C is required. While students are waiting to be admitted they may take any of the non-core PTA courses in the curriculum. (Muscle Anatomy and Biomechanics BIO 1119 is considered a core PTA course).

In addition to the academic requirements listed above, students must complete a total of 60 hours of observation/volunteer/paid work experience in three different settings under the supervision of a PT or PTA within five years and have the supervising PT/PTA at each setting complete the observation evaluation form. Twenty hours are required in an in-patient/hospital setting, 20 hours are required in an out-patient setting, and 20 hours are required in a third setting of the student’s choosing. Students are advised to begin their Observation/Volunteer/Paid Work Experience hours while working on their application requirements. All 60 hours must be completed at the time of application. Applications will begin being accepted each year on December 1. The application deadline for any given year is February 1. All application materials must be received on or before February 1 of each year. If February 1 falls on a weekend, the packet must be received by the next business day. Any application materials received after this date will be classified as late and will not be processed for the class beginning in that year. In addition, the Admissions Committee must be able to verify that the applicant has made application to Clark State, and that official transcripts from other institutions have been received by February 1. Transfer students should submit their Clark State applications and official transcripts early enough to avoid this problem. Notification of acceptance into the program will not occur before the end of March or Early April. Once accepted, the student must maintain the required GPA.

Graduation Requirements
A 2.0 cumulative grade point average (GPA) on a 4.0 scale and grades of C or better in the major courses in the PTA curriculum are required to graduate. Refer to the PTA Application Handbook for a list of courses that require a grade of C or better.

Clinical Requirements
Prior to summer between the first and 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 titer, a flu shot, 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 summer semester. At a minimum, a civilian (BCI) background check is required. A federal (FBI) background check may be required. Additional medical tests, including drug screens, 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. Contact Terri Dinsmore, dinsmoret@clarkstate.edu or 937.328.6102

Accreditation
The PTA Program at Clark State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone 703.706.3245; e-mail: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 937.328.6102 or dinsmoret@clarkstate.edu. Validation of current program accreditation is available on Clark State’s Accreditation and Approvals page.

Graduate Statistics
Information reported is from the December 2018 Annual Assessment Report to CAPTE and includes the graduating classes of 2016, 2017, and 2018. Additional information about graduation rates can be requested from the program coordinator.
- Graduation rate*: 71.9%
- *Graduation rate as defined by the Commission on Accreditation in Physical Therapy Education (CAPTE) is completion of the program within their admitted cohort.
- Licensure Pass Rate **: 95.27%
- **Program Ultimate Pass rate as reported by the Federation of State Boards of Physical Therapy.
- Employment rate***: 100%
- ***Reflects employment rate of graduates who were eligible for and sought employment as a PTA within one year of graduation.

Comments and Suggestions
The Physical Therapist Assistant (PTA) program engages in continuing assessment and improvements. Comments, suggestions, and constructive criticism from students and the public are welcome and are part of this process. Comments must be submitted in writing to the PTA program coordinator at the following address:

Clark State Community College
Physical Therapist Assistant Program Coordinator
P.O. Box 570
570 East Leffel Lane
Springfield, OH 45505

The PTA program coordinator will respond to all written comments that include the name and contact information for the individual submitting the comments within ten (10) business days.

Curriculum Plan
The program plan that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students who plan to continue to work are strongly encouraged to complete all or most non-core PTA courses prior to starting the program. Students should consult their academic advisor for help in planning their schedules.

Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td>PTA 1112</td>
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<td>PTA 1122</td>
<td>PTA Procedures I **</td>
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<td>BIO 1119</td>
<td>Muscle Anatomy and Biomechanics **</td>
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*May take within two year of acceptance into the program although no sooner than one year is preferred. If the course was completed more than 24 months prior to when starting the program, the course will need to be repeated. **Must be accepted into the PTA program to take these classes. ***Must be completed with a C or better within 5 years of acceptance to the program. If older than 5 years, the course must be repeated. *Choose from any college level math or statistics course. NOTE: MST 1105 and all courses with a BIO or PTA course code must be completed with a C or better.
Radiographic Imaging (Consortium Program) (3410)

As a member of the Northwest Ohio Allied Health Education Consortium, Clark State Community College is able to bring an associate degree in Radiographic Imaging to Clark State students. This consortium allows Clark State students to complete their general education and basic classes through Clark State at one of its campuses or online. Students are also enrolled at Rhodes State. Technical courses are taught by Rhodes State faculty through distance learning via online format. Students will need to travel to the Rhodes State campus in Lima for skills lab instruction and hands-on practice approximately once a week. Clinical learning experiences will be scheduled in regional healthcare facilities. A very important aspect of the Radiographic Imaging consortium program is that these clinical seats are reserved for qualified Clark State students living in Clark State’s service area. Information about the consortium is available at the consortium web site. Specific information about the Radiographic Imaging program is available on Rhodes State web site. The technical courses in the Radiographic Imaging program start each year in fall semester (August). Seats for the program are filled with qualified applicants. Clark State applicants for this program must also apply to Rhodes State online. Students should indicate they are applying to the Northwest Ohio Allied Health Education Consortium and that they are from Clark State by checking the appropriate boxes at the top of the application. Seats are limited so students are encouraged to submit documentation of meeting qualification requirements to Rhodes State in a timely manner. The Radiograph Imaging Program provides an education in the technical skills and knowledge necessary to safely use radiation to produce high-quality images of internal structures and body systems to provide physicians with diagnostic information on their patients. Upon successful completion of the program, the student will be awarded an Associate in Applied Science degree from Rhodes State College and is eligible to take the certifying examination in radiography by the American Registry of Radiologic Technologists. Graduates of the program find employment as radiographers in a variety of settings including hospitals, clinics, and physicians’ offices.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Qualification Requirements
Academic qualification for the Radiographic Imaging program are listed below as items 1-6. These requirements must be met in order to be considered for the program:

1. Appropriate American College Test (ACT) or college placement test scores or completion of college preparatory coursework as listed below.
2. Test out of college preparatory writing coursework, OR completion CPE 0300 with a grade of B or higher, or CPE 0400 with a grade of C or higher, or ENG 0900 with a grade of C or higher.
3. Overall and program-related GPA of 2.75. (Program-related GPA is defined as the average GPA of program specific coursework excluding the Success course).
4. Complete and score a minimum score of 60 on the Test of Essential Academic Skills (ATI TEAS) assessment exam.
5. Attend a mandatory program orientation session at Rhodes State and sign informed consent forms.
6. Have Clark State and other college transcripts with transferable college credits for basic and general education courses sent to Rhodes State. All students who meet the program’s qualification requirements are placed on the qualified list. If there are more applicants than available spots, students will be offered a seat based on the qualifying criteria (aggregate of calculated GPA, ATI TEAS score, the number of program specific courses completed with a C or better, and the two observation rubrics). If the qualifying criteria aggregate score of two applicants is equal then the college application date will be used to rank order those applicants. Qualified students who were not admitted due to space limitations will be admitted in a following cohort year. This acceptance is contingent upon re-application prior to the deadline of the offered cohort year to verify continued interest in pursuing the degree. These students will be encouraged to attend an informational meeting with programmatic faculty to discuss strategies for persistence within the program or opportunities for other health care majors with seats available for immediate entry and/or other career directions offered at the College.

Technical Standards
All applicants accepted into The Allied Health Consortium must be able to meet the technical standards of the program of study for which they enroll. Students are asked to review the standards and to sign a form certifying that they have read, understand, and are able to meet the standards. Students are to
be provided the technical standards information upon selection of their program of study. The Rhodes State Allied Health Department’s technical standards are linked here and available on their web site.

Notice to Prospective or Current Radiographic Imaging Students
Students who have ever been convicted of a prior felony and/or some misdemeanors may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore preventing them from completing the program. A criminal record may also prevent a graduate from obtaining a license or certificate in a chosen health-care profession. Students admitted to a program containing off campus clinical/practicum experiences will be required to submit to drug screening.

Curriculum
Download the curriculum plan online for this major which shows the plan with Rhodes technical courses and Clark State general education and basic courses.
Registered Nursing (6300)

The Registered Nursing (RN) program is approved by the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus, Ohio 43215-3947; (614) 466-3947; www.nursing.ohio.gov and accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Registered Nursing, a graduate will be able to:

- Patient Centered Care: Engage in professional nursing practice, providing holistic, individualized, compassionate care that is patient centered and culturally, and developmentally appropriate across the lifespan.
- Communication, Teamwork, and Collaboration: Utilize effective communication with nursing and inter-professional teams, fostering open communication, respect, and shared decision making.
- Evidence Based Practice and Quality Improvement: Incorporate a spirit of inquiry through the utilization of current best evidence to make clinical judgements for quality improvement.
- Safety, Informatics, and Technology: Integrate informatics and technology to guide nursing judgement in making clinical decisions that minimize the risk of harm to patients and providers.
- Leadership and Professionalism: Transition to the role of the professional nurse, incorporating legal, ethical, and professional standards

Technical Standards
Specific attributes, characteristics, and abilities are essential to practice nursing. Professional competency is the summation of many cognitive, affective, and psychomotor skills. Students who enter the nursing program must be able to perform (with or without reasonable accommodations) these Technical Standards, which are linked to this program page on the College’s web site.

Students who may require accommodations to perform the technical standards should contact the College’s Office of Accessibility to request reasonable accommodations. Students are asked to sign a form certifying that they have read, understand, and are able to perform the Technical Standards of the Student Nurse when applying to the program. These Technical Standards are also reviewed at the program orientation session. Attendance at this session is required for all students who have been accepted to start the nursing program’s technical courses.

Admissions Requirements
The RN program is a space limited program that admits students twice a year in fall and spring semesters. In addition to applying to the college, students must apply to the program. Minimum grade point average, reading, writing, math, and science requirements must be met prior to applying to the RN program. Completion of the minimum requirements and application to the program does not guarantee admission to the program. Entry to the nursing program is competitive and based on academic achievements. Detailed information about the RN program’s competitive admission criteria, process, timeline, and forms are available in the Petitioning/Application Process for Health programs area of Clark State’s web site.

Additional Program Requirements
Prior to starting the program, students must have current healthcare provider cardiopulmonary resuscitation (CPR/BLS) certification and current state-tested nurse aide credentials or have satisfactorily completed MST 1181 or its equivalent at a community college within the past two years. Additional information about these requirements can be obtained from academic and faculty advisors. Students must also meet health requirements, show proof of health insurance, and meet criminal background check and drug screen requirements before starting the program. Students must update health requirements, criminal background checks, drug screens in accordance with program and clinical agency policies. Additional information about these requirements is provided at the nursing program orientation sessions that are required for all students who have been accepted to start the program. Students must complete these requirements at their own expense. Students will be billed for liability insurance for each year of clinical courses as part of a course fee. All students enrolled in NUR 2239 are required to attend a 3-day live NCLEX review. This review is offered only during the daytime hours on the Leffel Lane campus. Attendance is mandatory for all students enrolled in NUR 2239.

Progression Requirements
In order to enroll in NUR 1130 and progress to subsequent nursing courses, students must have successfully completed all pre-requisite courses with a grade of C or higher.

Graduation Requirements
To qualify for an associate degree, Registered Nursing students must have a cumulative grade point average of 2.0 and have a grade of C or higher in all courses in the nursing curriculum.

Licensure
Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must obtain a criminal background check and disclose information related to any prior
felony or misdemeanor, crimes involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

Student Achievement Data
The nursing program publishes student achievement data that is required by the Accreditation Commission for Education in Nursing (ACEN). The data includes the graduates’ success on the licensure examination, program completion rates, and employment rates.

Licensure Examination Pass Rate - Performance on the licensure examination for first-time test-takers.
- 2018 first-time test-takers from all cohorts (RN, LPN to RN, and Paramedic to RN) = 86.18%
- Traditional RN Day, December 2017 graduates = 87.50%
- Traditional RN Day, May 2018 graduates = 86.20%

Program Completion Rate - Percentage of students who graduate within a defined period of time.
The definition used by ACEN for the program completion rate is the number of students who complete the program in no more than 150% of the stated program length beginning with enrollment in the first nursing course.
- All cohorts (RN, LPN to RN, and Paramedic to RN) = 68.88%
- Traditional RN Day Cohort = 62.00%

Job Placement Rate - Percentage of graduates, responding to a graduate survey, who were employed in a position for which the program prepared them six (6) to twelve (12) months after graduating.
- 2018 rates for all graduates (RN, LPN to RN, and Paramedic to RN) = 97%

Bachelor of Science in Nursing (BSN) Completion Option
Graduates of the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor’s degree in nursing. A number of colleges and universities have designed bachelor’s nursing completion programs for associate degree prepared registered nurses. Clark State has articulation agreements with a number of area BSN completion programs including Ohio State University, Ohio University, University of Cincinnati, Western Governors University, Wittenberg University, and Wright State University. Students are encouraged to refer to the transfer section of the catalog, the transfer guides area of the college’s web site, and their academic advisor for more information about these programs.

Curriculum Plans and Course Formats
The program schedules are designed for full-time students who have completed all prerequisites and who have no college preparatory requirements. Many individuals, especially part-time students and those taking college preparatory education courses, will require additional semesters of study. The curriculum plan that follows is for the fall semester start. The spring semester start varies somewhat in the sequencing of courses. Contact the Health, Human, and Public Services Division office for a copy of the spring semester start curriculum plan. Many non-nursing and some nursing (NUR) courses in the curriculum are available in both traditional and online/hybrid formats. Download the curriculum plan for this major. Students should consult their academic advisors for help in planning their schedules.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Summer</td>
<td>BIO 2121</td>
<td>Anatomy and Physiology I *</td>
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<tr>
<td></td>
<td>ENG 1111</td>
<td>English I</td>
</tr>
<tr>
<td>Fall</td>
<td>BIO 2122</td>
<td>Anatomy and Physiology II *</td>
</tr>
<tr>
<td></td>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
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<td></td>
<td>NUR 1110</td>
<td>Dosage Calculation</td>
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<td>NUR 1130</td>
<td>Basic Nursing Concepts</td>
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<td>Spring</td>
<td>ENG 1112</td>
<td>English II</td>
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<td></td>
<td>NUR 1132</td>
<td>Adult Nursing I</td>
</tr>
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<td></td>
<td>NUR 1134</td>
<td>Behavioral Health Nursing</td>
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<tr>
<td>Summer</td>
<td>BIO 1131</td>
<td>Microbiology</td>
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<tr>
<td></td>
<td>PSY 2223</td>
<td>Lifespan Human Growth and Development</td>
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<tr>
<td>Fall</td>
<td>MTH -</td>
<td>Math Elective**</td>
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<tr>
<td></td>
<td>NUR 2234</td>
<td>Maternal-Newborn Nursing</td>
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<td>NUR 2236</td>
<td>Adult Nursing II</td>
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<tr>
<td>Spring</td>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
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<tr>
<td></td>
<td>NUR 2232</td>
<td>Children-Family Nursing</td>
</tr>
<tr>
<td></td>
<td>NUR 2239</td>
<td>Adult Nursing III</td>
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<td></td>
<td>Total Credit Hours</td>
<td>65</td>
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</table>
Registered Nursing - Evening / Weekend (6300)

The Registered Nursing program is also offered as a part-time evening-weekend program. All non-nursing (non NUR) courses must be completed before a student enrolls in the first evening nursing (NUR) course. The Registered Nursing (RN) program is approved by the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus, Ohio 43215-3947; 614-466-3947; www.nursing.ohio.gov and accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Registered Nursing, a graduate will be able to:

- Patient Centered Care: Engage in professional nursing practice, providing holistic, individualized, compassionate care that is patient centered and culturally, and developmentally appropriate across the lifespan.
- Communication, Teamwork, and Collaboration: Utilize effective communication with nursing and inter-professional teams, fostering open communication, respect, and shared decision making.
- Evidence Based Practice and Quality Improvement: Incorporate a spirit of inquiry through the utilization of current best evidence to make clinical judgements for quality improvement.
- Safety, Informatics, and Technology: Integrate informatics and technology to guide nursing judgement in making clinical decisions that minimize the risk of harm to patients and providers.
- Leadership and Professionalism: Transition to the role of the professional nurse, incorporating legal, ethical, and professional standards.

Technical Standards
Specific attributes, characteristics, and abilities are essential to practice nursing. Professional competency is the summation of many cognitive, affective, and psychomotor skills. Students who enter the nursing program must be able to perform (with or without reasonable accommodations) these Technical Standards, which are linked to this program page on the College’s web site. Students who may require accommodations to perform the technical standards should contact the College’s Office of Accessibility to request reasonable accommodations. Students are asked to sign a form certifying that they have read, understand, and are able to perform the Technical Standards of the Student Nurse when applying to the program. These Technical Standards are also reviewed at the program orientation session. Attendance at this session is required for all students who have been accepted to start the nursing program’s technical courses.

Admissions Requirements
The RN Evening program is a space limited program that admits students once a year in fall semester. In addition to applying to the college, students must apply to the program. Minimum grade point average, reading, writing, math, and science requirements must be met prior to applying to the RN program. Completion of the minimum requirements and application to the program does not guarantee admission to the program. Entry to the nursing program is competitive and based on academic achievements. Detailed information about the RN Evening program’s competitive admission criteria, process, timeline, and forms are available in the Petitioning/Application Process for Health Programs area of Clark State’s website.

Additional Program Requirements
Prior to starting the program, students must have current healthcare provider cardiopulmonary resuscitation (CPR/BLS) certification and current state-tested nurse aide credentials or have satisfactorily completed MST 1181 or its equivalent at a community college within the past two years. Additional information about these requirements can be obtained from academic and faculty advisors.

Students must also meet health requirements, show proof of health insurance, and meet criminal background check and drug screen requirements before starting the program. Students must update health requirements, criminal background checks, and drug screens in accordance with program and clinical agency policies. Additional information about these requirements is provided at the nursing program orientation sessions that are required for all students who have been accepted to start the program. Students must complete these requirements at their own expense. Students will be billed for liability insurance for each year of clinical courses as part of a course fee. All students enrolled in NUR 2239 are required to attend a 3-day live NCLEX review. This review is offered only during daytime hours on the Leffel Lane campus. Attendance is mandatory for all students enrolled in NUR 2239.

Progression Requirements
In order to enroll in NUR 1130 and progress to subsequent nursing courses, students must have successfully completed all pre-requisite courses with a grade of C or higher.

Graduation Requirements
To qualify for an associate degree, Registered Nursing students must have a cumulative grade point average of 2.0 and have a grade of C or higher in all courses in the nursing curriculum.
Licensure

Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must obtain a criminal background check and disclose information related to any prior felony or misdemeanor, crimes involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

Student Achievement Data

The nursing program publishes student achievement data that is required by the Accreditation Commission for Education in Nursing (ACEN). The data includes the graduates’ success on the licensure examination, program completion rates, and employment rates.

Licensure Examination Pass Rate - Performance on the licensure examination for first-time test-takers

- 2018 first-time test-takers from all cohorts (RN, LPN to RN, and Paramedic to RN) = 86.18%
- Traditional RN Evening/Weekend, May 2018 graduates = 89.65%

Program Completion Rate - Percentage of students who graduate within a defined period of time.

The definition used by ACEN for the program completion rate is the number of students who complete the program in no more than 150% of the stated program length beginning with enrollment in the first nursing course.

- All cohorts (RN, LPN to RN, and Paramedic to RN) = 68.88%
- Traditional RN Evening/Weekend Cohort = 69.23%

Job Placement Rate - Percentage of graduates, responding to a graduate survey, who were employed in a position for which the program prepared them six (6) to twelve (12) months after graduating.

- 2018 rates for all responding graduates (RN, LPN to RN, and Paramedic to RN) = 97%

Bachelor of Science in Nursing (BSN) Completion Options

Graduates of the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor’s degree in nursing. A number of colleges and universities have designed bachelor’s nursing completion programs for associate degree prepared registered nurses. Clark State has articulation agreements with a number of area BSN completion programincluding Ohio State University, Ohio University, University of Cincinnati, Western Governors University, Wittenberg University, and Wright State University. Students are encouraged to refer to the transfer section of the catalog, the transfer guides area of the college’s web site, and their academic advisor for more information about these programs.

Curriculum Plan and Course Formats

The program schedule that follows is designed for part-time students who have completed all prerequisites and who have no college preparatory requirements. Individuals taking college preparatory education courses will require additional semesters of study. Many non-nursing and some nursing (NUR) courses in the curriculum are available in both traditional and online/hybrid formats. Students should consult their academic advisors for help in planning their schedules.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Fall</td>
<td>ENG 1111 English I</td>
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<tr>
<td></td>
<td>PSY 1111 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>BIO 1131 Microbiology</td>
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</tr>
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<td></td>
<td>ENG 1112 English II</td>
<td>3</td>
</tr>
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<td>SOC 1110 Introduction to Sociology</td>
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<tr>
<td>Fall</td>
<td>BIO 2121 Anatomy and Physiology I *</td>
<td>4</td>
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<tr>
<td></td>
<td>PSY 2223 Lifespan Human Growth and Development</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>BIO 2122 Anatomy and Physiology II *</td>
<td>4</td>
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<td></td>
<td>MTH - Math Elective**</td>
<td>3</td>
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<tr>
<td>Fall</td>
<td>NUR 1110 Dosage Calculation</td>
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<td>NUR 1130 Basic Nursing Concepts</td>
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<td>Spring</td>
<td>NUR 1132 Adult Nursing I</td>
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<td>NUR 1134 Behavioral Health Nursing</td>
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<td>Fall</td>
<td>NUR 2234 Maternal-Newborn Nursing</td>
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<td>NUR 2236 Adult Nursing II</td>
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<td>Spring</td>
<td>NUR 2232 Children-Family Nursing</td>
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<td></td>
<td>NUR 2239 Adult Nursing III</td>
<td>8</td>
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<tr>
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<td>Total Credit Hours</td>
<td>65</td>
</tr>
</tbody>
</table>

*BI0 2121 and BIO 2122, or the equivalent must be successfully completed within five years of entry into the first clinical nursing course. If older than five years, the courses must be repeated.** Students may choose from MTH 1070 Quantitative Reasoning or STT 2640 Elementary Statistics I (see course descriptions for prerequisites). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice.
Registered Nursing - LPN to RN Transition (6400)

The LPN to RN option meets the educational needs of the licensed practical nurse desiring to become a registered nurse. The Registered Nursing (RN) program is approved by the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus, Ohio 43215-3947; 614-466-3947; www.nursing.ohio.gov and accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes
Upon completion of an Associate of Applied Science degree in Registered Nursing, a graduate will be able to:

- Patient Centered Care: Engage in professional nursing practice, providing holistic, individualized, compassionate care that is patient centered and culturally, and developmentally appropriate across the lifespan.
- Communication, Teamwork, and Collaboration: Utilize effective communication with nursing and inter-professional teams, fostering open communication, respect, and shared decision making.
- Evidence Based Practice and Quality Improvement: Incorporate a spirit of inquiry through the utilization of current best evidence to make clinical judgements for quality improvement.
- Safety, Informatics, and Technology: Integrate informatics and technology to guide nursing judgement in making clinical decisions that minimize the risk of harm to patients and providers.
- Leadership and Professionalism: Transition to the role of the professional nurse, incorporating legal, ethical, and professional standards.

Technical Standards
Specific attributes, characteristics, and abilities are essential to practice nursing. Professional competency is the summation of many cognitive, affective, and psychomotor skills. Students who enter the nursing program must be able to perform (with or without reasonable accommodations) these Technical Standards, which are linked to this program page on the College’s website. Students who may require accommodations to perform the technical standards should contact the College’s Office of Accessibility to request reasonable accommodations.

Students are asked to sign a form certifying that they have read, understand, and are able to perform the Technical Standards of the Student Nurse when applying to the program. These Technical Standards are also reviewed at the program orientation session. Attendance at this session is required for all students who have been accepted to start the nursing program's technical courses.

Admission Requirements
The LPN to RN program is a space limited program that admits students twice a year in fall and spring semesters. In addition to applying to the college, students must apply to the program. Minimum grade point average, reading, writing, math, and science requirements must be met prior to applying to the program. Completion of the minimum requirements and application to the program does not guarantee admission. Entry to the LPN to RN program is competitive and based on academic achievements. Detailed information about the program’s competitive admission criteria, process, timeline, and forms are available in the Petitioning/Application Process for Health programs area of Clark State’s website.

Additional Program Requirements
Prior to starting the program, students must have current healthcare provider cardiopulmonary resuscitation (CPR/BLS) certification. Students must also meet health requirements, show proof of health insurance, meet criminal background check, and drug screen requirements before starting the program. Students must update health requirements, criminal background checks, and drug screens in accordance with program and clinical agency policies. Additional information about these requirements is provided at the nursing program orientation sessions that are required for all students who have been accepted to start the program. Students must complete these requirements at their own expense. Students will be billed for liability insurance for each year of clinical courses as part of a course fee. All students enrolled in NUR 2239 are required to attend a 3-day live NCLEX review. This review is offered only during the daytime hours on the Leffel Lane campus. Attendance is mandatory for all students enrolled in NUR 2239.

Progression Requirements
In order to progress to the next nursing course, students must have successfully completed all prerequisite courses with a grade of C or higher.

Graduation Requirements
To qualify for an associate degree, Transition students must have a cumulative grade point average (GPA) of 2.0 and have a grade of C or higher in all courses in the nursing curriculum.

Licensure
Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must complete a criminal background check and disclose information related to
any prior felony or misdemeanor, crime involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

Student Achievement Data
The nursing program publishes student achievement data that is required by the Accreditation Commission for Education in Nursing (ACEN). The data includes the graduates’ success on the licensure examination, program completion rates, and employment rates. Licensure Examination Pass Rate - Performance on the licensure examination for first-time test-takers

- 2018 first-time test-takers from all cohorts (RN, LPN to RN, and Paramedic to RN) = 86.18%
- LPN to RN Day, December 2017 graduates = 80.0%
- LPN to RN Bellefontaine campus, December 2017 graduates = 66.6%
- LPN to RN Evening/Weekend, May 2018 graduates = 71.42%

Program Completion Rate - Percentage of students who graduate within a defined period of time.
The definition used by ACEN for the program completion rate is the number of students who complete the program in no more than 150% of the stated program length beginning with enrollment in the first nursing course.

- All cohorts (RN, LPN to RN, and Paramedic to RN) = 68.88%
- LPN to RN Day Cohort = 71.42%
- LPN to RN Bellefontaine Campus Cohort = 70.00%
- LPN to RN Evening/Weekend Cohort = 85.70%

Job Placement Rate - Percentage of graduates, responding to a graduate survey, who were employed in a position for which the program prepared them six (6) to twelve (12) months after graduating.

- 2018 rates for all graduates (RN, LPN to RN, and Paramedic to RN) = 97%

Bachelor of Science in Nursing (BSN) Completion Options
Graduates of the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor’s degree in nursing. A number of colleges and universities have designed bachelor’s nursing completion programs for associate degree prepared registered nurses. Clark State has articulation agreements with a number of area BSN completion programs including Ohio State University, Ohio University, University of Cincinnati, Western Governors University, Wittenberg University, and Wright State University. Students are encouraged to refer to the transfer section of the catalog, the transfer guide areas of the college’s web site, and their academic advisor for more information about these programs.

Curriculum Plans and Course Formats
The curriculum is offered as a full-time program in Springfield and the Bellefontaine area. A part-time evening weekend program is also available in Springfield. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory requirements. Individuals taking college preparatory education courses or attending school part-time will require additional semesters of study. Many non-nursing and some nursing (NUR) courses in the curriculum are available in both traditional and online/hybrid formats for Springfield cohort students. All lab sessions are conducted on campus and/or at a healthcare facility, regardless of the format. All students should consult their academic advisors for help in planning their schedules.

Course # | Course Title | Credit Hours
--- | --- | ---
Spring
BIO 1131 | Microbiology | 3
BIO 2121 | Anatomy and Physiology I * | 4
ENG 1111 | English I | 3
PSY 1111 | Introduction to Psychology | 3
Summer
BIO 2122 | Anatomy and Physiology II * | 4
ENG 1112 | English II | 3
Fall
PSY 2223 | Lifespan Human Growth and Development | 3
NUR 1110 | Dosage Calculation | 1
NUR 1135 | LPN to RN Transition | 3
NUR 1136 | Adult Nursing for LPNs | 2
NUR 1134 | Behavioral Health Nursing | 2.5
NUR - | Articulated credit awarded** | 8
Spring
SOC 1110 | Introduction to Sociology | 3
NUR 2234 | Maternal-Newborn Nursing | 2.5
NUR 2236 | Adult Nursing II | 6.5
Fall
MTH - | Math Elective*** | 3
NUR 2232 | Children-Family Nursing | 2.5
NUR 2239 | Adult Nursing III * | 8
Total Credit Hours | 65

* BIO 2121 and BIO 2122, or the equivalent, must be successfully completed within five years of entry into the first clinical nursing course. If older than five years, the courses must be repeated.** Students are awarded 8 semester hours of articulated credit for advanced placement after successful completion of NUR 1135 and NUR 1136.*** Students may choose from MTH 1070 Quantitative Reasoning or STT 2640 Elementary Statistics I (see course descriptions for prerequisites). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice.* The 3 day NCLEX review only offered on Springfield Campus during NUR 2239.
Registered Nursing - Paramedic to RN Transition (6800)

The Paramedic to RN option meets the educational needs of the paramedic desiring to become a registered nurse. The Registered Nursing (RN) program is approved by the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus, Ohio 43215-3947; 614-466-3947; www.nursing.ohio.gov and accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes

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

- Patient Centered Care: Engage in professional nursing practice, providing holistic, individualized, compassionate care that is patient centered and culturally, and developmentally appropriate across the lifespan.
- Communication, Teamwork, and Collaboration: Utilize effective communication with nursing and inter-professional teams, fostering open communication, respect, and shared decision making.
- Evidence Based Practice and Quality Improvement: Incorporate a spirit of inquiry through the utilization of current best evidence to make clinical judgements for quality improvement.
- Safety, Informatics, and Technology: Integrate informatics and technology to guide nursing judgement in making clinical decisions that minimize the risk of harm to patients and providers.
- Leadership and Professionalism: Transition to the role of the professional nurse, incorporating legal, ethical, and professional standards.

Technical Standards
Specific attributes, characteristics, and abilities are essential to practice nursing. Professional competency is the summation of many cognitive, affective, and psychomotor skills. Students who enter the nursing program must be able to perform (with or without reasonable accommodations) these Technical Standards, which are linked to this program page on the College’s website.

Students who may require accommodations to perform the Technical Standards should contact the College’s Office of Accessibility to request reasonable accommodations. Students are asked to sign a form certifying that they have read, understand, and are able to perform the Technical Standards of the Student Nurse when applying to the program. These Technical Standards are also reviewed at the program orientation session. Attendance at this session is required for all students who have been accepted to start the nursing program’s technical courses.

Admission Requirements
The Paramedic to RN program is a space limited program that admits students once a year in fall semester. In addition to applying to the college, students must apply to the program. Minimum grade point average, reading, writing, math, and science requirements must be met prior to applying to the Paramedic to RN program. Completion of the minimum requirements and application to the program does not guarantee admission. Entry to the nursing program is competitive and based on academic achievements. Detailed information about the Paramedic to RN program’s competitive admission criteria, process, timeline, and forms are available in the Petitioning/Application Process for Health programs area of Clark State’s website.

Additional Program Requirements
Prior to starting the program, students must successfully complete MST 1181, Nurse Aide Training course, its equivalent at a community college, or demonstrate proficiency of the knowledge and skills taught in that course. Students who wish to demonstrate proficiency by completion of a proficiency exam should contact their faculty advisor in the Health, Human, and Public Services Division office for proficiency exam information. Transition students must also meet health requirements, show proof of health insurance, have current healthcare provider cardiopulmonary resuscitation (CPR/BLS) certification, and meet criminal background check and drug screen requirements before starting the program.

Students must update health requirements, criminal background checks, and drug screens in accordance with program and clinical agency policies. Additional information about these requirements is provided at the nursing program orientation sessions that are required for all students who have been accepted to start the program. Students must complete these requirements at their own expense. Students will be billed for liability insurance for each year of clinical courses as part of a course fee. All students enrolled in NUR 2239 are required to attend a 3-day live NCLEX review. This review is offered only during daytime hours on the Leffel Lane campus. Attendance is mandatory for all students enrolled in NUR 2239.

Progression Requirements
In order to progress to the next nursing course, students must have successfully completed all prerequisite courses with a grade of C or higher.

Graduation Requirements
To qualify for an associate degree, Transition students must have a cumulative grade point average (GPA) of 2.0 and have a grade of C or higher in all courses in the nursing curriculum.
Licensure
Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must complete a criminal background check and disclose information related to any prior felony or misdemeanor, crime involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

Student Achievement Data
The nursing program publishes student achievement data that is required by the Accreditation Commission for Education in Nursing (ACEN). The data includes the graduates’ success on the licensure examination, program completion rates, and employment rates. Licensure Examination Pass Rate - Performance on the licensure examination for first-time test-takers

- 2018 first-time test-takers from all cohorts (RN, LPN to RN, and Paramedic to RN) = 86.18%
- Paramedic to RN, December 2017 graduates = 100%

Program Completion Rate - Percentage of students who graduate within a defined period of time.
The definition used by ACEN for the program completion rate is the number of students who complete the program in no more than 150% of the stated program length beginning with enrollment in the first nursing course.

- All cohorts (RN, LPN to RN, and Paramedic to RN) = 68.88%
- Paramedic to RN Cohort = 85.70%

Job Placement Rate - Percentage of graduates, responding to a graduate survey, who were employed in a position for which the program prepared them six (6) to twelve (12) months after graduating.

- 2018 rates for all responding graduates (RN, LPN to RN, and Paramedic to RN) = 97%

Bachelor of Science in Nursing (BSN) Completion Options
Graduates of the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor’s degree in nursing. A number of colleges and universities have designed bachelor’s nursing completion programs for associate degree prepared registered nurses. Clark State has articulation agreements with a number of area BSN completion program including Ohio State University, Ohio University, University of Cincinnati, Western Governors University, Wittenberg University, and Wright State University. Students are encouraged to refer to the transfer section of the catalog, the transfer guides area of the college’s web site, and their academic advisor for more information about these programs.

Curriculum Plan and Course Format
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory requirements. Individuals taking college preparatory education courses or attending school part-time will require additional semesters of study.

The non-nursing courses in the program are available in an online/hybrid as well as traditional format. The classroom components of the nursing courses are offered in online or hybrid formats. The on-site lectures and labs for the hybrid nursing courses are scheduled at Clark State’s Greene Center campus. Students enrolled in online nursing courses are required to take some online exams in a proctored environment. Students are required to attend assigned lab and clinical learning experiences.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>BIO 1131</td>
<td>Microbiology</td>
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<tr>
<td></td>
<td>BIO 2121</td>
<td>Anatomy and Physiology I *</td>
</tr>
<tr>
<td></td>
<td>ENG 1111</td>
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<td>PSY 1111</td>
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<tr>
<td>Summer</td>
<td>BIO 2122</td>
<td>Anatomy and Physiology II *</td>
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<tr>
<td></td>
<td>ENG 1112</td>
<td>English II</td>
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<td>NUR 1110</td>
<td>Dosage Calculation</td>
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<td>NUR -</td>
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<td>NUR 1134</td>
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<td>Math Elective**</td>
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<td>NUR 2232</td>
<td>Children-Family Nursing</td>
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<tr>
<td></td>
<td>NUR 2239</td>
<td>Adult Nursing III *</td>
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<tr>
<td></td>
<td></td>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

* BIO 2121 and BIO 2122, or the equivalent must be successfully completed within five years of entry into the first clinical nursing course. If older than five years, the courses must be repeated.** Students may choose from MTH 1070 Quantitative Reasoning or STT 2640 Elementary Statistics I (see course descriptions for prerequisites). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice.*** Students will be awarded 6 semester hours of articulated credit for advanced placement after successful completion of NUR 1137, Medic to RN Transition, and NUR 1138, Adult Nursing for Paramedics. The 3 day NCLEX review only offered on Springfield campus during NUR 2239.
**Respiratory Care (Consortium Program) (3420)**

Clark State Community College joined the Northwest Ohio Allied Health Education Consortium in order to expand its allied health offerings, including an associate degree in Respiratory Care to Clark State students. This consortium allows Clark State students to complete their general education and basic classes through Clark State at one of its campuses or online. Students are also enrolled at Rhodes State. Technical courses are taught by Rhodes State faculty through distance learning on the Clark State campus. Students will need to travel to the Rhodes State campus in Lima for skills lab instruction and hands-on practice approximately once a week. Clinical learning experiences will be scheduled in regional healthcare facilities. A very important aspect of the Respiratory Care consortium program is that these clinical seats are reserved for qualified Clark State students living in Clark State’s service area.

Information about the consortium is available at the consortium web site. Specific information about the Respiratory Care program is also available Rhodes State’s Respiratory Care program web page. The technical courses in the Respiratory Care program start each year in summer semester (May). Seats for the program are filled with qualified applicants on a continuous basis. Interested candidates are encouraged to apply early and seek qualified status as soon as possible to secure a seat as seats are limited. Clark State candidates for this program must also apply to Rhodes State online. Students should indicate they are applying to the Northwest Ohio Allied Health Education Consortium and that they are from Clark State by checking the appropriate boxes at the top of the application.

Skillful providers of respiratory care are in increasing demand. Respiratory Care Practitioners are prepared to administer pulmonary care under the direction of licensed physicians. Respiratory Therapists assist physicians in the diagnosis and treatment of lung and breathing disorders. These tasks include administering medical gases, breathing tests, medications by inhalation and drawing of blood for analysis.

Knowledge of special life-support equipment and methods of monitoring the critically-ill patients are required of respiratory care practitioners. Individuals educated as respiratory therapists must complete a minimum of two years of education. Upon completing the minimum education, graduates are eligible to sit for national board examinations to become a certified respiratory therapist (CRT) and then a registered respiratory therapist (advanced level). Career Coach

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Qualification Requirements**

Academic qualification for the Respiratory Care program are listed below as items 1-5. These requirements must be met prior to being placed on the qualification list. All courses must be completed with a grade of "C" or better.

1. Appropriate American College Test (ACT) or college placement test scores or completion of college preparatory coursework as listed below.
   - Test out of college preparatory writing coursework, OR completion CPE 0300 with a grade of B or higher, or CPE 0400 with a grade of C or higher, or ENG 0900 with a grade of C or higher.
   - Test out of college preparatory reading coursework, OR completion of CPE 0200 with a C or higher, or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher.
   - Test out of college developmental/elementary algebra OR completion of CPE 0650 with a C or higher, or MTH 0650 with a grade of C or higher.
   - ACT score of 20 or higher in science OR completion of high school chemistry and high school biology OR BIO 1410 with a C or higher within past five years.

2. A minimum 2.5 grade point average (GPA) for any previous college course work at the time of selection and matriculation.


4. Attend a mandatory Allied Health Orientation session at Rhodes State and sign informed consent forms.

5. Have Clark State and other college transcripts with transferable college credits for basic and general education courses sent to Rhodes State. NOTE: Applicants who do not meet academic requirements may plan a program of study under the guidance of an academic advisor to prepare for possible admission to the program. Students will have additional requirements that will have to be met before entrance into the Respiratory Care program. These requirements include but are not limited to documented observations of a respiratory care practitioner in a hospital, physical, immunizations, background check, drug screen, CPR certification, and interview with the Respiratory Care program director.

**Technical Standards**

All applicants accepted into The Allied Health Consortium must be able to meet the technical standards of the program of study for which they enroll. Students are asked to review the standards and to sign a form certifying that they have read, understand, and are able to meet the standards. Students are to be provided the technical standards information upon selection of their program of study. The Rhodes State Allied Health Department’s technical standards are linked here and available on their web site. Notice to Prospective or Current Respiratory Care Students: Students who have been convicted of certain felonies and/or misdemeanor offenses are not eligible to participate in clinical education experiences. A criminal conviction may also affect ability to obtain certifications. Students admitted to a program containing off campus clinical/practicum experiences will be required to submit to drug screening.

**Curriculum**

This plan includes Rhodes State technical courses and Clark State general education and basic courses.
Health Certificates

Advanced Medical Coding Short-Term Technical Certificate (4756D)

This certificate is available for students who need a quicker entry into the job market than what an associate’s degree requires. Upon completion of this certificate students will be able to take the Certified Coding Associate (CCA) exam through the American Health Information Management Association (AHIMA). This certificate is fully embedded in the Health Information Technology Departmental Certificate as well as the Medical Office Administration associate degree. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. All coding resources available in print and online.

This certificate will also provide the student with experience using ICD-10-CM, CPT, ICD-10-PCS and HCPCS. All coding resources available in print and online.

Learning Outcomes

Upon successful completion, the certificate recipient will be able to:

• Analyze information and demonstrate comprehension.
• Code medical documents and assists in the management of patient’s health information.
• Demonstrate accurate coding of procedures and diagnoses utilizing resources, such as, CPT, ICD-10-CM, ICD-10-PCS, and HCPCS.
• Demonstrate coding skills by qualifying to take the Certified Coding Associate (CCA) exam through (AHIMA) the American Health Information Management Association.

Courses are offered in an eight (8) week format to be completed in either summer, fall or spring semesters. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. Read the Gainful Employment Disclosure for the Advanced Medical Coding Short-Term Technical Certificate.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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<th>Course Title</th>
<th>Credit Hours</th>
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<td>OAD 2301</td>
<td>CPT/ICD-10-PCS Coding</td>
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<td>OAD 2302</td>
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<tr>
<td>OAD 2320</td>
<td>Medical Office Certification Review</td>
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</tr>
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</table>

Electrocardiography Short-Term Technical Certificate (6551D)

This certificate/area of specialization is focused on providing students with the basic knowledge and skills needed to perform an electrocardiogram (ECG) and recognize normal and common abnormal cardiac rhythms.

Learning Outcomes

Upon completion of the Electrocardiography certificate, the graduate will be able to:

• Demonstrate understanding of basic cardiac anatomy and physiology.
• Correlate ECG wave forms with the chemical and mechanical activity of the heart.
• Identify common abnormal tracings.
• Describe emergency interventions associated with common abnormal heart rhythms.
• Demonstrate equipment operation, troubleshooting, and recording of rhythm strips and multi-lead ECGs.

All courses can be applied to the Patient Care Technician departmental certificate, Multi-Skilled Healthcare one-year certificate, Associate of Technical Studies Multi-skilled Healthcare degree, and the Medical Assisting one-year certificate and associate degree programs. Courses can also enhance the skills of students in the associate degree nursing programs. Credit equivalencies may not exceed one half of the required technical course credits and MST 1171 must be completed at Clark State within the previous two years to receive this certificate. Credit equivalencies include articulated, experiential, transfer, and proficiency credit. In addition, all courses in the certificate must be completed with a grade of C or better. Students who wish to obtain a credential as a certified electrocardiography (ECG) technician can do so through the following Ohio Department of Higher Education (ODHE) approved certification agency. To be eligible to test, the graduate must submit a copy of their Clark State certificate of completion of electrocardiography course work and documentation of successfully performing a specified number of 12-lead ECGs.

An ODHE approved credentialing agencies is:

• National Healthcareer Association

Additional information about obtaining these credentials will be provided in MST 1171 class. Download the curriculum plan for this certificate.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.
**Health Information Technology Departmental Certificate (4757D)**

This certificate will provide the Health Information Technology student with experience using ICD-10-CM and ICE-10-PCS codes, preparing medical charts and records, scheduling appointments, handling correspondence, preparing bills, and processing insurance forms in a medical office or facility. The student will also gain knowledge of medical terminology as well as a familiarization with HIPPA regulations. This certificate is fully embedded in the Medical Office Administration associate degree. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. All coding resources available in print and online.

**Learning Outcomes**

Upon successful completion, the certificate recipient will be able to:

- Compose and produce quality business documents using technology
- Demonstrate an understanding of medical terms and human diseases
- Code medical documents and assist in the management of patient’s health information
- Apply knowledge of anatomy and physiology to work place setting

Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. Download the curriculum sheet for this major.

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Read the Gainful Employment Disclosure for the Medical Assisting Certificate.

**Medical Assisting Certificate (6700)**

Medical assistants perform clinical and administrative tasks in physicians and other health practitioners’ offices and outpatient facilities. Specific duties vary from office to office depending on the location and size of the practice and the practitioner’s specialty. Administrative duties include answering telephones, greeting patients, scheduling appointments and laboratory services, updating and filing patients’ medical records, filling out insurance forms, and handling billing and bookkeeping. Clinical duties include taking medical histories and recording vital signs, explaining procedures to patients, preparing patients for and assisting the physician during examinations, collecting and preparing laboratory specimens, sterilizing medical instruments, instructing patients on medications and special diets, preparing and administering medications as directed by a physician, drawing blood, taking electrocardiograms, removing sutures, and changing dressings. The primary goal of the Medical Assisting 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.

**Learning Outcomes**

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

- Communicate effectively with patients, families, and members of the health care team.
- Perform clerical functions necessary to maintain medical office appointments, transcription, and medical records.
- Apply basic billing, collection, insurance, coding, and manage care guidelines needed to maintain office bookkeeping.
- Collect, transport, and process specimens.
- Obtain vital signs.
• Perform, assist, and follow up on diagnostic tests and procedures.
• Instruct patients regarding health maintenance and disease prevention.
• Apply legal and ethical concepts.

**Embedded Certificates**
This certificate program contains one or more embedded short-term certificates, which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective spring semester 2017)

**Scholastic Preparation and Requirements**
Students must petition online (apply) for admission to the program. To be eligible to petition to the Medical Assisting program, students must meet the following academic requirements:

• **Reading:** Appropriate score on reading placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory reading (CPE 0200 with a grade of C or higher, or ENG 0800 with a grade of A, or ENG 0850 with a C or higher). Students are excused from reading placement tests if they have obtained a C or higher in a college-level English composition course or an appropriate recent high school senior English grade in accordance with College policy.

• **Writing:** Appropriate score on writing placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory writing, (CPE 0300 with a grade of B or higher, or CPE 0400 with a grade of C or higher, or ENG 0900 with a grade of C or higher). Students are excused from writing placement tests if they have obtained a C or higher in a college-level English composition course or an appropriate recent high school senior English grade in accordance with College policy.

• **Math:** Appropriate scores on math/algebra placement tests (ACCUPLACER, ACT, or SAT) or completion of college preparatory math through CPE 0500 with a grade of C or higher, or MTH 0500 with a grade of C or higher within the past ten years. Students are excused from math/algebra placement tests if they have obtained a C or better in a college-level math course within the past ten years or an appropriate recent high school Algebra II grade in accordance with college policy.

• **Grade point average (GPA):** A minimum cumulative Clark State transcript GPA of 2.0 (college preparatory courses are not included in the transcript GPA) as well as a minimum GPA of 2.0 in courses in the Medical Assisting curriculum.

Students who have met the petition requirements and submitted a petition are eligible to start the Medical Assisting program’s technical (MAS) course sequence. Students must contact the Medical Assisting Program Coordinator for academic advising and approval to enroll in the MAS courses. Students must maintain an overall C or 2.0 grade point average (GPA) for the courses in the Medical Assisting curriculum in order to be enrolled in MAS courses. In order to progress through the program, students must maintain an overall GPA of 2.0 and a grade of C or better in BIO 1105 and all MAS and MST courses. Admitted students who drop out must complete and submit a request for reinstatement into the MAS courses. Students must have an overall GPA of 2.0 and may be required to retake technical courses that are more than one to two years old to be considered for reinstatement.

**Technical Requirements**
All students accepted into the Medical Assisting program must be able to perform the essential functions of the medical assistant with or without reasonable accommodations. These essential functions are linked to this program page on the College’s web site and are also provided to students via the Medical Assisting Student Handbook. Students are required to sign a form indicating they have reviewed these requirements and submit it to the Medical Assisting Program Coordinator when they enter the program.

**Health and Directed Practice Requirements**
All Medical Assisting certificate students will complete 200 hours of directed practice at the end of the certificate program. The directed practice course hours are only available during the daytime hours. All Medical Assisting students must meet health requirements, obtain a criminal background check, and have current Basic Life Support (BLS)/professional cardiopulmonary resuscitation (CPR) certification prior to entering the directed practice course. Other requirements may be necessary depending on clinical site placement. All students are strongly encouraged to complete Hepatitis B immunizations prior to their second semester in the Medical Assisting program.

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

**Graduation Requirements**
Student must pass all the required courses, have a Clark State cumulative transcript grade point average (GPA) of 2.0 (college preparatory courses are not included) and have a C as a minimum grade in BIO 1105 and all MAS and MST courses.

**Certification**
The Clark State Community College Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs/25400 US Highway 19 North, Suite 158/Clearwater, FL 33763/Telephone: 727-210-2350

Graduates of the certificate program successfully meet the eligibility criteria to apply for the national certification process through the American Association of Medical Assistants, or another nationally recognized certification credential. Students/Graduate Outcomes
The five-year average for Clark State’s Medical Assisting Certificate program outcomes include:

- Graduate satisfaction rate of 100%
- Employer satisfaction rate of 100%
• Graduate Job Placement Rate 100%
• Student Retention rate of 83.33%

Curriculum
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. In addition to the day program, offered at both the Springfield (fall semester start) and Beavercreek (spring semester start) campuses, the Medical Assisting program is offered as a part-time evening/weekend option on the Springfield campus with the MAS courses for this option starting in spring semester (January). Part-time evening/weekend students will still need to complete their unpaid, supervised Directed Practice clinical hours during the day. Students should consult their academic advisors for help in planning their schedules.

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<th>Credit Hours</th>
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<td>MAS 1103 Medical Administrative Office I</td>
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<td>MAS 1104 Exam Room Procedures I</td>
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<td>MST 1101 Introduction to Health Care</td>
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<td>MST 1105 Medical Terminology</td>
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<td>MST 1160 Phlebotomy</td>
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<td>MST 1161 Phlebotomy Lab</td>
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<td>Spring</td>
<td>ENG 1111 English I</td>
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<td></td>
<td>MAS 1105 Medical Administrative Office II</td>
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<td>MAS 1106 Exam Room Procedures II</td>
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<td>MAS 1115 Laboratory Procedures for the Medical Office</td>
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<td>MAS 1112 Pharmacology for the Medical Office</td>
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<td></td>
<td>MST 1171 Introduction to Electrocardiography</td>
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<tr>
<td>Summer</td>
<td>PSY 1111 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>MAS 1117 Medical Assisting Directed Practice</td>
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<tr>
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<td>MAS 1118 Clinical Perspectives Seminar</td>
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<tr>
<td></td>
<td>MAS 2100 Medical Assisting Certification Review</td>
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</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>40</td>
</tr>
</tbody>
</table>

Medical Coding Short-Term Technical Certificate (4756D)
This certificate is available for students who need a quicker entry into the job market. Courses are offered in an eight (8) week format to be completed in either summer or fall semesters. Students receive instruction in CPT/ICD-10-PCS and ICD-10-CM coding, as well as medical terminology and A&P. This certificate is fully embedded in the Advanced Medical Coding Short-Term Technical Certificate, the Health Information Technology Departmental Certificate, as well as the Medical Office Administration associate degree. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. All coding resources available in print and online. Courses are offered in an eight (8) week format to be completed in either Fall or Spring semesters. Students should follow the recommended sequencing of courses, with consideration to the pre/co requisites, including college preparatory (CPE) requirements. All coding resources available in print and online.

<table>
<thead>
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<td>Summer</td>
<td>BIO 1105 Fundamentals of Anatomy and Physiology</td>
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<tr>
<td></td>
<td>MST 1105 Medical Terminology</td>
<td>2</td>
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<tr>
<td>Fall</td>
<td>OAD 2301 CPT/ICD-10-PCS Coding</td>
<td>3</td>
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<tr>
<td></td>
<td>OAD 2302 ICD-10-CM Coding</td>
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<td>Total Credit Hours</td>
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</tr>
</tbody>
</table>

Multi-Skilled Healthcare Certificate (6550C)
The Multi-Skilled Healthcare certificate program is designed for individuals who are currently working in healthcare or who wish to enter the healthcare field. This program provides an introduction to the healthcare environment and provides training in more than one healthcare skill in order to meet the ever changing needs of the healthcare delivery system. Upon completion of this certificate students will have the skills needed to obtain employment in a variety of healthcare 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 take appropriate certification or licensure examinations. Courses within this program can also be taken by students in other degree or certificate programs and by healthcare professionals who wish to expand their knowledge and skills and/or increase marketability for employment. Many of the courses within this program also meet course requirements for a variety of the College’s associate degree programs. Students
who wish to complete an associate degree may also choose the Associate of Technical Studies Multi-skilled Healthcare option and select courses which match their interests and/or career goals.

Read the Gainful Employment Disclosure for the Multi-Skilled Healthcare Certificate.

Learning Outcomes

• Demonstrate knowledge of healthcare delivery systems and healthcare occupations.
• Communicate using correct medical terminology.
• Demonstrate computer skills essential for today’s healthcare worker.
• Describe the structure and function of the major systems of the human body
• Identify common alterations in health and measures for prevention, detection, and treatment.
• Demonstrate proficiency in technical skills.
• Demonstrate knowledge of the interpersonal, ethical, and professional behaviors required in healthcare.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Embedded Certificates

This degree program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective spring semester 2017)

Non-Academic Requirements

• Must meet specified health requirements prior to enrolling in clinical or directed practice courses.
• Will be billed for liability insurance when registering for specified clinical or directed practice courses.
• Will be required to obtain a criminal background check prior to enrolling in specified clinical or directed practice courses.

Students should also be aware that clinical/directed practice sites may also require:

• Random drug screening.
• HIV testing, if exposed to blood-borne pathogens.
• Submission to treatment/counseling, if exposed to infectious diseases.

Certificate Requirements

To qualify for a certificate in Multi-Skilled Healthcare 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.

Curriculum Plan

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations.

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
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<tr>
<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology</td>
<td>3</td>
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<tr>
<td>EMS 1171</td>
<td>Basic Life Support: CPR</td>
<td>0.5</td>
</tr>
<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>MST 1101</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>MST 1105</td>
<td>Medical Terminology</td>
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<tr>
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<td>Technical Elective(s) *</td>
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<tr>
<td>Spring</td>
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</tr>
<tr>
<td>ITS 1105</td>
<td>Computer Concepts and Software Applications</td>
<td>3</td>
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<tr>
<td>MST 1140</td>
<td>Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
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<td>Technical Elective(s) *</td>
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<tr>
<td>Summer</td>
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<td></td>
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<tr>
<td>COM 1110</td>
<td>Interpersonal Communication I or</td>
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</tr>
<tr>
<td>COM 1120</td>
<td>Public Speaking I or</td>
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<tr>
<td>COM 1170</td>
<td>Small Group Communication</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>36.5</td>
<td></td>
</tr>
</tbody>
</table>

* Students must choose a total of 12 credit hours of technical elective course work from two or more of the following specialty areas. Students should verify that course prerequisites have been met prior to registering for a course.

Diagnostic Procedures

• MLT 1120 Medical Laboratory Orientation and Phlebotomy (2 credits) (must also register for MLT 1125)
• MLT 1125 Medical Laboratory Orientation and Phlebotomy Laboratory (1 credit) (must also register for MLT 1120)
• MST 1160 Phlebotomy (2 credits) (must also register for MST 1161)
• MST 1161 Phlebotomy Lab (1 credit) (must also register for MST 1160)
• MST 1171 Principles of Electrocardiography (2 credits)

Direct Patient Care

• BIO 1110 Basic Human Nutrition (2 credits)
• MST 1181 Nurse Aide Training (4 credits)
• NUR 1110 Dosage Calculations (1 credit)
• PTA 1112 PTA Survey (1 credit)

Emergency Care

• EMS 1100 EMT Theory and Practice (7 credits)

Chemical Dependency

• SWK 1105 Chemical Dependency I: Pharmacology/Physiology of Psychoactive Substances (3 credits)
• SWK 2205 Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies (3 credits)
• SWK 2215 Chemical Dependency III: Co-occurring Disorders of Addiction and Mental Health (3 credits)

Other Technical Elective
• EBE 1000 Employability Skills (1 credits)

Nurse Aide Short-Term Technical Certificate (6552D)

This 84 hour course will introduce students to the principles and procedures of basic patient care for a variety of individuals. The course is regulated by the Ohio Department of Health and 100% attendance is required. Students must complete specific health requirements and a criminal background check at their own expense prior to the clinical experience.

Learning Outcomes
Upon completion of the Nurse Aide Short-term Technical Certificate the graduate will be able to:

• Form relationships, communicate, and interact competently on a one-to-one basis and in a group setting with patients/residents in various healthcare settings.
• Demonstrate sensitivity to the patient’s/resident’s physical, emotional, social, and mental health needs.
• Assist patients/residents in attaining and maintaining functional independence.
• Exhibit behavior in support and promotion of patient’s/residents’s rights.
• Demonstrate observation and documentation skills needed to support the assessment and evaluation of the long-term care patient’s/resident’s health, physical condition, and well-being.

After completing the lecture, skills lab, and clinical components of the class, students will be prepared for entry level employment in long term care, home healthcare, hospice, hospital setting(s), and many free standing clinics. Students will also receive a certificate of completion which will allow them to take the Ohio Nurse Aide state test. After passing both the written and skills components of the exam, the student will be placed on the Ohio Nurse Aide Registry. 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.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours
MST 1181 Nurse Aide Training Nurse Aide Training 4
Total Credit Hours 4

Paramedic Certification for Registered Nurses (2704D)

This program is designed to provide education encompassing the entire Paramedic curriculum in an enhanced format. The registered nurse who has prior education and experience in emergency and/or critical care will have the opportunity to achieve advanced standing in the Paramedic Certification Program.

Prerequisites
An individual seeking a career in emergency medical services should realize that to be successful, he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry-level job requirements.

Prior to entering EMS 2288, the student must meet the following entrance requirements:
• Complete a Request to Enter form, available on-line or from the Public Safety Services office.
• Have Ohio EMT-Basic certification.
• Have current BLS/CPR provider, ACLS provider or instructor, and PALS provider or instructor certification. PHTLS or ITLS provider certifications are recommended.
• Complete physical exam and health requirements prior to attending clinical.
• Complete criminal background check and drug screen prior to attending clinical if required by clinical agency.
• Have active Ohio licensure/certification as RN, nurse practitioner, respiratory therapist or physician’s assistant.

Learning Outcomes
Upon completion of the Paramedic Certificate a graduate will be able to:

• Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic.
• Communicate (written, verbal) effectively with patients, families, healthcare providers, and other supportive agencies.
• Exhibit ethical 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 patient.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours
EMS 2288 Paramedic Theory/RNs 5
Total Credit Hours 5
Patient Care Technician Short-Term Technical Certificate (6553D)

Patient care technicians are allied health professionals who provide direct patient care under the direction and supervision of a nurse. In addition to providing the direct patient care activities of the nurse aide/nursing assistant, patient care technicians are also educated to perform electrocardiogram (ECG) and phlebotomy tasks. All courses can be applied to the Multi-Skilled Healthcare one-year certificate and Associate of Technical Studies - Multi-skilled Healthcare degree programs.

Embedded certificates
This certificate contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective spring semester 2017)

Learning Outcomes
Upon completion of the Patient Care Technician Short-Term Technical Certificate, the graduate will be able to demonstrate the learning outcomes associated with the Nurse Aide, Electrocardiography, and Phlebotomy certificates. Credit equivalencies may not exceed one half of the required technical course credits to receive this certificate. Credit equivalencies include articulated, experiential, transfer, and proficiency credit. All courses must be completed with a grade of C or better and some courses have age limits. MST 1160, MST 1161, MST 1171, and MST 1181 should be completed within the past two years.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Fall</td>
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<td></td>
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<tr>
<td>EMS 1171</td>
<td>Basic Life Support: CPR</td>
<td>0.5</td>
</tr>
<tr>
<td>MST 1101</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>MST 1105</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MST 1181</td>
<td>Nurse Aide Training *</td>
<td>4</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
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<tr>
<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>MST 1160</td>
<td>Phlebotomy</td>
<td>2</td>
</tr>
<tr>
<td>MST 1161</td>
<td>Phlebotomy Lab</td>
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<td>MST 1171</td>
<td>Introduction to Electrocardiography</td>
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<tr>
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</table>

* Students must complete specific health requirements and obtain a criminal background check at their own expense prior to participating in the clinical component of the course. Students will be billed for liability insurance when registering for the course.

Phlebotomy Short-Term Technical Certificate (6554D)

These courses provide students with the knowledge and skill to collect blood samples by venipuncture and skin puncture. Learning Outcomes
Upon completion of the Phlebotomy certificate, graduates will be able to:

- Define legal issues related to phlebotomy.
- Describe the venous anatomy and veins and skin surfaces on which phlebotomy can be performed.
- Describe standard precautions as outlined by Center for Disease Control.
- Identify factors to be considered in venipuncture or skin puncture site selection.
- List the equipment and supplies needed to collect blood by venipuncture and skin puncture.
- Describe patient factors which influence the ability to perform venipuncture successfully.
- Discuss complications associated with venipuncture.
- Describe the steps in accurate specimen collection, documentation, and transportation procedures.
- Demonstrate successful venipunctures and skin punctures.

All courses can be applied to the Patient Care Technician Departmental certificate, Multi-Skilled Healthcare and Medical Assisting one-year certificate and associate degree programs. Courses can also enhance the skills of students enrolled in the associate degree nursing programs.

Credit equivalencies may not exceed one half of the required technical course credits and MST 1160 and MST 1161 must be completed at Clark State within the previous two years to receive this certificate. Credit equivalencies include articulated, experiential, transfer, and proficiency credit. In addition, all courses in the certificate must be completed with a grade of C or better. Students who wish to obtain a credential as a certified phlebotomy technician can do so through the following Ohio Department of Higher Education (ODHE) approved certification agency. The Clark State coursework does NOT include a directed practice or practicum course and therefore the required number of successful punctures required for industry certification cannot be completed while enrolled in Clark State’s Phlebotomy course. When registering to test, the graduate must submit a copy of their Clark State certificate of completion of phlebotomy course work as well as employer documentation of a specified number of successful venipunctures and capillary punctures.

- National Healthcareer Association at http://www.nhanow.com/certifications/phlebotomy-technician

Additional information about obtaining this certification will be provided during MST 1161 lab.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.
course # | course title | credit hours
--- | --- | ---
MST 1105 | Medical Terminology | 2
MST 1160 | Phlebotomy | 2
MST 1161 | Phlebotomy Lab | 1
Total Credit Hours | | 5

Practical Nursing Certificate (6350C)

The program is also offered as a part-time evening-weekend option at the campus in Beavercreek. The 12-month Practical Nursing Certificate is approved by the Ohio Board of Nursing and the Ohio Department of Higher Education.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Read the Gainful Employment Disclosure for the Practical Nursing Certificate.

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.
- Clearly and accurately 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.

Technical Standards

Specific attributes, characteristics, and abilities are essential to practice nursing. Professional competency is the summation of many cognitive, affective, and psychomotor skills. Students who enter the nursing program must be able to perform (with or without reasonable accommodations) these Essential Functions, which are linked to this program page on the College’s web site.

Students who may require accommodations to perform the essential functions should contact the College’s Office of Accessibility to request reasonable accommodations. Students are asked to sign a form certifying that they have read, understand, and are able to perform the Essential Functions of the Student Nurse at the program orientation session. Attendance at this session is required for all students who have been accepted to start the nursing program’s technical courses. Program Application (Petition)

Requirements

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition online to be placed on the waiting list.

To be eligible to petition to the Practical Nursing program, the student must meet the following academic requirements:

- Reading: Appropriate score on reading placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory reading (CPE 200 with a C or higher, or ENG 0800 with an A, or ENG 0850 with a C or higher). Students are excused from reading placement tests if they have obtained a C or higher in a college-level English composition course or have recently completed high school senior English with an appropriate grade in accordance with College policy.
- Writing: Appropriate score on writing placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory writing (CPE 400 with a grade of C or higher, or ENG 0900 with a grade of C or higher). Students are excused from writing placement tests if they have obtained a C or better in a college-level English composition course or have recently completed high school senior English with an appropriate grade in accordance with College policy.
- Math: Appropriate scores on math/algebra placement tests (ACCUPLACER, ACT, or SAT) or completion of college preparatory math through MTH 0500 with a grade of C or higher, or MTH 0650 with a grade of C or higher within the past five years. Students are excused from math/algebra placement tests if they have obtained a C or higher in an Ohio Transfer Module (OTM) equivalent college-level math course within the past five years or have recently completed high school algebra II with an appropriate grade in accordance with College policy.
- Grade point average (GPA): A minimum cumulative Clark State transcript GPA of 2.0 (preparatory courses are not included in the transcript GPA) as well as a minimum GPA of 2.0 in the courses in the practical nursing curriculum.

Licensure

Upon completion of the program, the graduate may apply to the Ohio Board of Nursing to take the NCLEX-PN Examination. Candidates for licensure in Ohio must disclose information related to any prior felony or misdemeanor, any crime involving gross immorality
or moral turpitude, any violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

Clinical Requirements
Prior to entering the first clinical nursing course (LPN 1101), students must have current professional cardiopulmonary resuscitation (CPR) provider status and current state-tested nurse aide credentials and/or have satisfactorily completed MST 1181 or its equivalent within the past two years. Please contact your nursing advisor for further information about these requirements.

Practical Nursing students must also meet health and criminal background check requirements and have health insurance before they enter the first clinical nursing course. Drug screening will also be required prior to clinical placement. Specific information will be presented at orientation after acceptance into the Practical Nursing program. Students will be billed for liability insurance for the clinical courses.

Progression and Graduation Requirements
To progress in the program and qualify for a certificate in Practical Nursing, students must have a cumulative Clark State college GPA of 2.0 and must have a C as a minimum grade in all courses in the practical nursing program curriculum. Student Achievement Data: Licensure examination pass rate - Performance on the licensure examination for first-time test-takers.

- 2017 first time-takers from all cohorts (PN Full-time Program and PN Part-time Evening Weekend Program) = 87.10%
- PN Full-time Day Program (Fall to Spring) = 86.84%
- PN Full-time (Spring to Fall) = 100%
- PN Part-time Evening Weekend Program (Fall to Fall) = 100%

Program Completion Rate - Percentage of students who graduate within a defined period of time.

- PN Full-time Day Program (Fall-Spring) = 87%
- PN Full-time Day (Spring to Fall) = 84%
- PN Part-time Evening Weekend Program (Fall to Fall) = 87%

Curriculum Plan
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals may require additional semesters of study. Students should consult their academic advisors for help in planning their schedules. Download the curriculum sheet for the fall start program in Springfield.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Summer</td>
<td></td>
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</tr>
<tr>
<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology *^</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
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<tr>
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<td>LPN 1101</td>
<td>Nursing Fundamentals</td>
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<td>LPN 1201</td>
<td>Disease Process and Diet Therapy</td>
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<td>LPN 1301</td>
<td>Pharmacology</td>
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<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td>Spring</td>
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<td>LPN 1401</td>
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<td>LPN 1501</td>
<td>Nursing Care of Women, Infants &amp; Children</td>
<td>5</td>
</tr>
<tr>
<td>PSY 2223</td>
<td>Lifespan Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

* BIO 1105 and MST 1105 must be successfully completed with a C or better within five years of entry into the first LPN course. If older than five years, the course must be repeated. * BIO 2121 AND BIO 2122, if completed within the past 5 years with a C or better, can be substituted for BIO 1105.

Practical Nursing Certificate - Evening Weekend (6350C)
The Practical Nursing program is also offered as a part-time evening-weekend option at the Greene Center campus in Beavercreek. Students will need to travel outside of Greene County, generally to Clark County, for some clinical experiences. The part-time evening-weekend option provides students who are unable to attend school full-time or during the day, another option for certificate completion. Students can enroll on a part-time basis, taking less than 12 credit hours during each semester. The program entrance requirements, learning outcomes, curriculum, and clinical, graduation and licensure requirements are the same as listed for the full-time program. The full-time program option is offered at the Springfield and Bellefontaine campus locations.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Read the Gainful Employment Disclosure for the Practical Nursing Certificate.

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.
- Clearly and accurately 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.

Technical Standards
Specific attributes, characteristics, and abilities are essential to practice nursing. Professional competency is the summation of many cognitive, affective, and psychomotor skills. Students who enter the nursing program must be able to perform (with or without reasonable accommodations) these Essential Functions, which are linked to this program page on the College’s web site.

Students who may require accommodations to perform the essential functions should contact the College’s Office of Accessibility to request reasonable accommodations. Students are asked to sign a form certifying that they have read, understand, and are able to perform the Essential Functions of the Student Nurse at the program orientation session. Attendance at this session is required for all students who have been accepted to start the nursing program’s technical courses.

Program Application (Petition) Requirements
The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition online to be placed on the waiting list. To be eligible to petition to the Practical Nursing program, the student must meet the following academic requirements:

• Reading: Appropriate score on reading placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory reading (CPE 0200 with a grade of C or higher, or ENG 0800 with an A, or ENG 0850 with a grade of C or higher). Students are excused from reading placement tests if they have obtained a C or better in a college-level English composition course or have recently completed high school senior English with an appropriate grade in accordance with College policy.

• Writing: Appropriate score on writing placement test (ACCUPLACER, ACT, or SAT) or completion of college preparatory writing (CPE 0400 with a grade of C or higher, or ENG 0900 with a grade of C or higher). Students are excused from writing placement tests if they have obtained a C or higher in a college-level English composition course or have recently completed high school senior English with an appropriate grade in accordance with College policy.

• Math: Appropriate scores on math/algebra placement tests (ACCUPLACER, ACT, or SAT) or completion of college preparatory math through MTH 0500 with a grade of C or higher, or MTH 0650 with a grade of C or higher within the past five years. Students are excused from math/algebra placement tests if they have obtained a C or better in an Ohio Transfer Module (OTM) equivalent college-level math course within the past five years or have recently completed high school algebra II with an appropriate grade in accordance with College policy.

• Grade point average (GPA): A minimum cumulative Clark State transcript GPA of 2.0 (college preparatory courses are not included in the transcript GPA) as well as a minimum GPA of 2.0 in the courses in the practical nursing curriculum.

Licensure
Upon completion of the program, the graduate may apply to the Ohio Board of Nursing to take the NCLEX-PN Examination. Candidates for licensure in Ohio must obtain a criminal background check and disclose information related to any prior felony or misdemeanor, any crime involving gross immorality or moral turpitude, any violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

Clinical Requirements
Prior to entering the first clinical nursing course (LPN 1101), students must have current professional cardiopulmonary resuscitation (CPR) provider status and must also have current state-tested nurse aide credentials and/or have satisfactorily completed MST 1181 or its equivalent within the past two years. Please contact your nursing advisor for further information about these requirements. Practical Nursing students must also meet health and criminal background check requirements and have health insurance before they enter the first clinical nursing course. Drug screening will also be required prior to clinical placement. Specific information will be presented at orientation after acceptance into the Practical Nursing program. Students will be billed for liability insurance for the clinical courses.

Progression and Graduation Requirements
To progress in the program and qualify for a certificate in Practical Nursing, students must have a cumulative Clark State college GPA of 2.0 and must have a C as a minimum grade in all courses in the practical nursing program curriculum. Student Achievement Data: Licensure examination pass rate-Performance on the licensure examination for first-time test-takers.

• 2017 first time-takers from all cohorts (PN Full-time Program and PN Part-time Evening Weekend Program) = 87.10%
• PN Full-time Day Program (Fall to Spring) = 86.84%
• PN Full-time (Spring to Fall) = 100%
• PN Part-time Evening Weekend Program (Fall to Fall) = 100%
Program Completion Rate - Percentage of students who graduate within a defined period of time.

- PN Full-time Day Program (Fall-Spring) = 87%
- PN Full-time Day (Spring to Fall) = 84%
- PN Part-time Evening Weekend Program (Fall to Fall) = 87%

Curriculum Plan
The curriculum plan that follows is designed for students who have completed all prerequisites and have no college preparatory recommendations. All LPN prefix courses are at the Greene Center in Beavercreek. Download the part-time evening-weekend curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
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<tr>
<td>MST 1105</td>
<td>Medical Terminology *</td>
<td>2</td>
</tr>
<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology * ^</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2223</td>
<td>Lifespan Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN 1201</td>
<td>Disease Process and Diet Therapy</td>
<td>4</td>
</tr>
<tr>
<td>LPN 1301</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN 1101</td>
<td>Nursing Fundamentals</td>
<td>9</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN 1501</td>
<td>Nursing Care of Women, Infants &amp; Children</td>
<td>5</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN 1401</td>
<td>Nursing Care of Adults</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

*BIO 1105 and MST 1105 must be successfully completed with a grade of C or better within five years of entry into the first LPN course. If older than five years, the course must be repeated. * BIO 2121 AND BIO 2122, if completed within the past 5 years with a C or better, can be substituted for BIO 1105.
Math and Sciences

Associate of Science (3250)

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. A student with an AS degree may transfer these courses to a four-year institution. Of the 60 semester credit hours necessary to earn an AS degree at Clark State, a minimum of 40 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, and elective courses.

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 coursework in these categories, no more than 10 should be selected from technical/career programs unless indicated in a curriculum guide or planned with an advisor with the academic 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. To explore different pathways and focus areas, go to https://www.ohiohighered.org/OGTP. This includes information regarding discipline specific Associate of Science degree options for transferrability to other state institutions.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes

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

- Communicate clearly, writing and speaking (Area 1, Area 2).
- Think critically (Area 1, Area 4).
- Critically analyze a work of literature, music, theatre, art, or architecture (Area 3).
- 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 2, Area 4).
- Demonstrate mathematical literacy (Area 5).
- Identify and apply the concepts of various aspects of the natural and physical world (Area 6).

Area 1 - English (6 credit hours)
Grades of C or better in ENG 1111 English I and ENG 1112 English II are required for graduation with the AS degree.

Area 2 - Communication (3 credit hours)
At least one class from COM 1110, 1120, 1130, 1170

Area 3 - Literature, the Arts, and Humanities (9 credit hours)
Three courses, at least one of which is chosen from ENG 1600, 2300, 2500, 2610, 2620; at least one from HST 1110, 1120, 1210, 1220, PHL 2000, 2100, 2300, 2400; and at least one additional course at the 2000 level from ASL, ENG, FRN, HST, HUM 1110, PHL, SPN or THE.

Area 4 - Social Sciences (9 credit hours)
Two courses from two different subject areas chosen from ECO 1100, 2210, 2220, GEO 1100, 2200, PLS 1100, 1300, 2300, PLS 2400, PSY 1111, 2223, 2230, RST 2700, 2800, SOC 1110, 2220, 2230, 2240, 2250; one course at the 2000 level.

Area 5 - Mathematics (5 credit hours)
At least one course from MTH 1070, 1280, 1340, 2100, 2200, 2220, 2242, 2330, 2530, STT 2640, STT 2650.

Area 6 - Natural & Physical Sciences (8 credit hours)
Many options are available; choose one most suited to your transfer institution. At least two classes from BIO, CHM, GLG, PHY; taken from those listed under Natural and Physical Sciences in the Transfer Module.

Area 7 - Advanced Elective (3 credit hours)
One course at the 2000 level; many options are available; chose one most suited to your transfer institution.

Foundations (1 credit hour)
All students pursuing an AA or AS degree must take FYE 1100 College Success. FYE 1100 should be taken as early as possible in a student’s academic career.

Concentration/Elective (16-30 credit hours)
These hours should be clearly transferable and count toward or be related to the major at the transfer institution. They may also be used to fulfill additional general education requirements at the four-year institution. These classes should be planned carefully with an advisor. The credits in this category must bring the total degree credits to at least 60 semester credit hours.

Global Awareness

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Science degree take at least four courses with significant international content. Courses meeting the requirement are identified in the College catalog. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above. Advanced Courses Students pursuing the AS degree are required to complete at least 9 credit hours in courses numbered 2000 or higher. These classes will typically be in
the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6.

**Total Credit Hours 60***
The number of credit hours and courses may vary with specific curriculum guides. Check with your advisor first.

Clark State has detailed transfer agreements with many local colleges and universities. The greatest number of these are with Wright State University, and are in areas such as business, English, math, pre-teacher education, psychology, etc. Check the Clark State website for more information about these transfer agreements.
Social Sciences/Human Services and Public Safety

Criminal Justice Technology-Corrections Concentration (2500)

The Criminal Justice program is comprised of a curriculum that is current and relevant to the needs of criminal justice professionals. Society demands highly educated and well qualified candidates that meet and exceed the standards of local, state, and federal law enforcement agencies. Criminal Justice is a multi-million dollar industry. Individuals violate laws and require legal interventions and sanctions regardless of the economic conditions. Courses are taught by individuals who have been or currently are practitioners, providing students with instruction from faculty that can combine classroom with real work experiences.

Corrections Concentration
The Corrections Concentration 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.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Learning Outcomes
Upon completion of an associate degree in criminal justice, a graduate will be able to:

Apply critical thinking and problem-solving skills
  • Employ professional behaviors reflective of the criminal justice professions
  • Demonstrate techniques and technology specific to criminal justice
  • Formulate effective communication techniques
  • Display behaviors that reflect respect for and sensitivity to individual differences while working with citizens, families, and coworkers
  • Identify community support systems that can be utilized by the criminal justice community

Prerequisites
Anyone considering a criminal justice career should recognize that employment involves meeting physical requirements, which vary greatly among different agencies. A conviction of any of the crimes below is a disqualifier for this program:

  • Any felony
  • Domestic violence or reduced charge stemming from a domestic violence incident
  • Any person currently registered as a sex offender, child-victim offender, or arson offender
  • Misdemeanor convictions of violence, theft or fraud crimes

Other criminal or serious traffic convictions may prevent graduates from obtaining employment in some positions/facilities. Any questions should be directed to the Criminal Justice Program Coordinator.

Curriculum Plan
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 developmental courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 1100</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 1115</td>
<td>Victimology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>FYE 1100</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>COR 1100</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>SPRING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COR 1105</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>SY 1111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COM 1110</td>
<td>Interpersonal Communication I or</td>
<td>3</td>
</tr>
<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>SWK 1105</td>
<td>Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances</td>
<td>3</td>
</tr>
<tr>
<td>FALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 2216</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>COR 1130</td>
<td>Adult/Juvenile Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 2250</td>
<td>Community Resources</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2220</td>
<td>Comparing Cultures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 1120</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SPRING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 2235</td>
<td>Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1060</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COR 2250</td>
<td>Correctional Case Management</td>
<td>3</td>
</tr>
<tr>
<td>COR 2285</td>
<td>Corrections Practicum</td>
<td>3</td>
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<tr>
<td>- -</td>
<td>Arts/Humanities Elective**</td>
<td>3</td>
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<tr>
<td>Total Credit Hours</td>
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<td>61</td>
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</tbody>
</table>
Criminal Justice Technology-Law Enforcement Concentration (2200)

The Criminal Justice program is comprised of a curriculum that is current and relevant to the needs of criminal justice professionals. Society demands highly educated and well qualified candidates that meet and exceed the standards of local, state, and federal law enforcement agencies.

Criminal Justice is a multi-million dollar industry. Individuals violate laws and require legal interventions and sanctions regardless of the economic conditions. Courses are taught by individuals who have been or currently are practitioners, providing students with instruction from faculty that can combine classroom with real work experiences. Law Enforcement Concentration Job opportunities are plentiful in criminal justice. Advances in technology and the emphasis on homeland security have fueled a demand for law enforcement professionals to be knowledgeable regarding not only law enforcement protocols but relating to the communities in which they serve.

Individuals interested in pursuing law enforcement certification upon completion of the Clark State Community College Police Academy may defer eight (8) courses in the criminal justice that are addressed through academy instruction. Once the academy coursework is completed successfully, full credit will then be applied to the student’s transcript which will allow the student to begin a law enforcement path sooner.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Learning Outcomes

Upon completion of an associate degree in criminal justice, a graduate will be able to:

• Apply critical thinking and problem-solving skills to Criminal Justice related decisions
• Employ professional behaviors reflective of the criminal justice professions
• Demonstrate techniques and technology specific to criminal justice
• Formulate effective communication techniques
• Display behaviors that reflect respect for and sensitivity to individual differences while working with citizens, families, and coworkers
• Identify community support systems that can be utilized by the criminal justice community

Prerequisites

Anyone considering a criminal justice career should recognize that employment involves meeting physical requirements, which vary greatly among different agencies. A conviction of any of the crimes below disqualifies individuals from the program.

• Any felony
• Domestic violence or reduced charge stemming from a domestic violence incident

• Any person currently registered as a sex offender, child-victim offender, or arson offender
• Misdemeanor convictions of violence, theft or fraud crimes

Other criminal or serious traffic convictions may prevent graduates from obtaining employment in some positions/facilities. Any questions should be directed to the Criminal Justice Program Coordinator.

Curriculum Plan

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 developmental courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 1100</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 1115</td>
<td>Victimology</td>
<td>3</td>
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<tr>
<td>ENG 1111</td>
<td>English I</td>
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<tr>
<td>FYE 1100</td>
<td>College Success</td>
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<tr>
<td>CRJ 1120</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
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<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 1123</td>
<td>Patrol Operations</td>
<td>3</td>
</tr>
<tr>
<td>COM 1110</td>
<td>Interpersonal Communication I or</td>
<td>3</td>
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<tr>
<td>COM 1120</td>
<td>Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3</td>
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<tr>
<td>SWK 1105</td>
<td>Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances</td>
<td>3</td>
</tr>
<tr>
<td>CSE 1110</td>
<td>Introduction to CyberSecurity</td>
<td>3</td>
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<tr>
<td><strong>Fall</strong></td>
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<tr>
<td>CRJ 2201</td>
<td>Police Administration</td>
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<tr>
<td>CRJ 2216</td>
<td>Community Relations</td>
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<tr>
<td>CRJ 2225</td>
<td>Forensic Science</td>
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<tr>
<td>CRJ 2228</td>
<td>Criminal Investigation</td>
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<tr>
<td>CRJ 2250</td>
<td>Community Resources</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
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<td></td>
</tr>
<tr>
<td>CRJ 2235</td>
<td>Social Justice</td>
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<tr>
<td>CRJ 2240</td>
<td>Criminal Law</td>
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<td>MTH 1060</td>
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<tr>
<td>CRJ 2280</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>- -</td>
<td>Arts/Humanities Elective**</td>
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</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>65</td>
</tr>
</tbody>
</table>

*ITS 1105 (including proficiency credit) may be substituted for CRJ 1116. **Courses that can be completed to meet the Arts/Humanities elective requirement are listed in the front of the catalog.
Emergency Medical Services (2700)

Emergency medical services are expanding rapidly with more opportunities developing for emergency medical technicians (EMTs) and paramedics. Although working in EMS has traditionally meant working for a fire department, rescue squad or ambulance, there are also positions in education, management, research publishing, communications, support services and health agencies.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach. Learning Outcomes
Upon completion of an associate degree in Emergency Medical Services, a graduate will demonstrate achievement of: The following program outcomes, which are common to the Paramedic certificate.

• Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic.
• Communicate (written, verbal) effectively with patients, families, healthcare providers, and other supportive agencies.
• Exhibit ethical 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 patient.
• To prepare competent entry level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior), domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

The College’s Common Outcomes Required of Education (CORE) general education outcomes.

Overview
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.

Embedded Certificates
Clark State Community College offers an associate degree and several certification programs. The certification courses may be taken separately or in conjunction with the associate degree program. This degree program contains one or more embedded certificates, which will automatically be awarded if the certificate requirements are met unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded. (Effective Spring Semester 2017).

Technical Standards
All students accepted into the Emergency Medical Services programs must be able to meet the General Knowledge and Skills Requirements of EMS Personnel with or without reasonable accommodations. These requirements are linked to this program page on the College’s web site and are also provided to students via the EMS Policy Manual. Students are required to sign a form indicating they have reviewed these requirements and submit that form to the EMS Program Coordinator when they enter the program. Scholastic Preparation
All entering students must have a high school diploma or its equivalent. In addition, each student must take reading, writing and math placement tests and may need to take college preparatory courses if indicated by placement testing scores.

Prerequisites
An individual seeking a career in emergency medical services should realize that to be successful, he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry-level job requirements.

Prior to entering EMS 1131, the student must meet the following entrance requirements:

• Pass COMPASS or ACCUPLACER Reading and Writing placement tests with scores testing out of college preparatory reading and writing or pass with a C or better college preparatory courses (CPE 0200 for Reading, CPE 0300 with a B or CPE 0400 with a C for writing).
• Pass COMPASS Math test with score of 47 or ACCUPLACER with a score of 66, or pass with a grade of C or better the CPE 0500.
• Complete MST 1105 and BIO 1105 with a C or better.
• Have Ohio EMT-Basic certification.
• Have Current CPR provider certification.
• Complete physical exam and health requirements.
• Complete criminal background check requirements.
• Complete drug screen requirement if required by assigned clinical agency.

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 towards the first level EMS courses in the curriculum. These will be granted after the student has completed 15 hours of semester coursework towards their EMS degree at Clark State. Students who wish to be granted articulated credit must submit an EMS Articulated Credit Application form and appropriate documentation to the EMS Program Coordinator.

Prior Learning Assessment
Students who have prior education or training equivalent to the paramedic course of study may demonstrate knowledge acquisition and practical skill competency in a series of steps that may absolve the student from attendance at the formalized paramedic sequence of classes. Contact the EMS Program Coordinator for more information on this Prior Learning Assessment policy.
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.

Curriculum Plan
The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult their EMS advisors for help in planning their schedules. Download the curriculum sheet for this major.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>BIO 1105</td>
<td>Fundamentals of Anatomy and Physiology</td>
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<td>English I</td>
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<td>PSY 1111</td>
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<td>EMS 1131</td>
<td>Paramedic Theory I</td>
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<td>COM 1110</td>
<td>Interpersonal Communication I</td>
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<td>EMS 1114</td>
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<td>PSY 2223</td>
<td>Lifespan Human Growth and Development</td>
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Students who have current Ohio EMT Advance Certification are given in-class credit for clinical skills previously obtained.*A complete listing of humanities and social science electives can be found in the College Catalog.**Math electives include courses that have course codes of MTH or STT.***Technical electives include: FFC 1070 (1050,1060), FFC 2020 (2010), FFC 2070 (2060), FFC 2080 (2090), MGT 1060, SWK 1105.
Social Services Technology (7200)

Social work education is at the core of the Social Services program. Social work is devoted to helping people function as well as they can within their environments. Areas of employment include alcohol and drug treatment, children's services, juvenile services, mental health, mental retardation and developmental disabilities, and public assistance. The field placement portion of the curriculum provides 420 hours of supervised learning experiences in local social services agencies.

Career Coach

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

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

Learning Outcomes

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

- Develop skills in screening, assessing, and developing treatment plans for client populations in the social services and/or addictions field.
- Demonstrate the ability to integrate social work and/or addictions theory with practical applications.
- Adhere to a professional code of ethics and policy/procedural standards in working with clients and coworkers.
- Complete professional documentation reports, including progress notes, psycho/social histories, and mental status evaluations, as well as other professional documentation.

Prerequisites

Persons seeking a career in social services should recognize that to be successful, they must be emotionally stable, creative, and flexible. A social services professional must be able to work effectively with diverse groups of people and individuals with a wide variety of ages, racial and cultural backgrounds, and life situations. ENG 1111 and SWK 1100 must be completed with a grade of C or better before enrolling in additional courses. Students will be expected to meet minimum behavioral expectancies in order to continue in the Social Services program.

Practicum Coursework

Students will be billed for liability insurance for the year of practicum courses. The student may be requested by the practicum site to complete a criminal background check and a drug screen. Students should contact the practicum instructor with any questions regarding practicum.

Graduation Requirements

Graduates must obtain a C or better in all SWK courses and demonstrate professional ethical behavior, effective oral and written communication, professional documentation skills, basic listening skills, and an awareness of personal biases as they affect clients.

Registration as a Social Work Assistant

Graduates of this program who have achieved a grade of C or better in all Social Services courses are eligible to be registered as Social Work Assistants by the Ohio Counselor and Social Worker Board. Graduates are required to complete a criminal background check when applying for the Social Work Assistant Certificate and when applying for positions in social work.

Humanities/Social Science Electives

A complete listing of humanities and social science electives can be found in the Clark State catalog.

Math Requirement

Students should speak with an advisor regarding whether MTH 1105, Mathematics and Today's World, or STT 2264, Elementary Statistics I, should be taken in order to meet the program's math requirement when considering transferring to a university setting to complete their bachelor's degree.

Transfer Options

Students enrolled in the Social Services Technology Associate of Applied Science degree are preparing for employment upon graduation from the program. However, many of these students are also interested in completing a bachelor's degree in Social Work. Some colleges and universities have designed bachelor's completion programs for students who have completed their associate degree in social work. Local programs include:

- Capital University
- Wright State University

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>Fall</td>
<td>SWK 1100 Introduction to Social Work *</td>
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<tr>
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<td>SWK 1105 Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances</td>
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<td>ENG 1111 English I *</td>
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<td>FYE 1100 College Success</td>
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<td></td>
<td>MTH 1060 Business Mathematics</td>
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<tr>
<td></td>
<td>SOC 1110 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>SWK 1122 Social Work Methods and Procedures</td>
<td>3</td>
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<td></td>
<td>SWK 1136 Affective Education and Group Treatment</td>
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<td>ENG 1112 English II</td>
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<tr>
<td></td>
<td>PSY 1111 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>- - Humanities Elective</td>
<td>3</td>
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</tbody>
</table>

Download the curriculum plan for this major.
Fall
SWK 2205 Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies 3
SWK 2218 Social Work and Mental Health 3
SWK 2230 Introduction to Social Welfare 3
SWK 2260 Multicultural Competence in a Diverse World 3
SWK 2271 Social Services Practicum I ** or 2
SWK 2272 Social Services Practicum II ** or 2
SWK 2291 Social Services Seminar I ** or 1
SWK 2292 Social Services Seminar II ** 1

Spring
SWK 2215 Chemical Dependency III: Co-Occurring Disorders of Addiction and Mental Health 3
SWK 2232 Generalist Practice with Families 3
SWK 2272 Social Services Practicum II ** or 2
SWK 2271 Social Services Practicum I ** or 2
SWK 2291 Social Services Seminar I ** or 1
BIO 1410 Fundamentals of Biology 4
PSY 2223 Lifespan Human Growth and Development 3
- Humanities/Social Science Elective 3
Total Credit Hours 65

* ENG 111 and SWK 1100 MUST be completed with a C or better before enrolling in additional social service (SWK) courses. ** SWK 2271 Social Service Practicum I and SWK 2291 Social Service Seminar I must be taken together. SWK 2272 Social Service Practicum II and SWK 2292 Social Service Seminar II must be taken together. Students must attend Practicum orientation and have written approval from the field placement instructor in order to be admitted into a practicum course.

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

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

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

• Demonstrate familiarity with social welfare policies and processes.

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

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

Transfer to Wright State
Admission to Wright State’s Social Work program is competitive. Admission requirements include a cumulative GPA of 2.25 or higher, a grade of C or higher in ENG 1111 and 1112, and completion of the official application to the Social Work program. Students should apply to WSU’s Social Work program by 4 p.m. February 1, to be considered for admission. Meeting the minimum requirements does not guarantee admission. The Wright State University Social Work application is available on their Department of Social Work, Bachelor of Arts in Social Work web site.

Course # Course Title Credit Hours
Fall
BIO 1410 Fundamentals of Biology 4
ENG 1111 English I 3
FYE 1100 College Success 1
HST 1110 Western Civilization to 1600 (GA) 3
PSY 1111 Introduction to Psychology (GA) 3
SWK 1100 Introduction to Social Work 3

Spring
BIO 1420 Global Biology * (GA) 4
ENG 1112 English II 3
MTH 1050 Mathematics and Today’s World ** 3
SOC 1110 Introduction to Sociology (GA) 3

Fall
COM 1110 Interpersonal Communication I (GA) 3
SPN 1111 Beginning Spanish, Course I 3
SWK 2231 Introduction to Social Welfare *** 3
SWK 2260 Multicultural Competence in a Diverse World 3

Spring
ECO 1100 General Economics 3
ENG 2300 Great Books: World Literature (GA) 3
HST 1120 Western Civilization Since 1600 (GA) 3
HUM 2899 Capstone Seminar 3
PLS 1100 Introduction to American Politics 3
SPN 1112 Beginning Spanish, Course II (GA) 3
Total Credit Hours 60.2
* Any Ohio Transfer Module (OTM) approved laboratory science course may be substituted for BIO 1420.** Any Ohio Transfer Module (OTM) approved mathematics course may be substituted for MTH 1050.***SWK 2230 and SWK 2271 can be substituted for SWK 2231. In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least four courses with significant international content. Courses in the curriculum plan that meet this requirement are identified with the “GA” designation behind the course name.
Social Sciences/Human Services and Public Safety Certificates

Basic Peace Officer Academy (8020)

The law enforcement field is thriving. Advances in technology and an emphasis on homeland security have fueled a demand for a new breed of law enforcement professionals equipped to meet the changes in national security. Several rewarding law enforcement careers that are in demand in today’s security-conscious society include FBI Agent, Homeland Security, Police Officer, Deputy Sheriff, Armed Security, Corrections Officers, Probation Officers, Court Officers, U.S. Marshal, Customs Agent, Secret Service Agent, and Game Warden.

The Clark State Basic Peace Officer Training Academy is designed to meet the requirements of the Ohio Police Officer Training Council (OPOTC) and is offered in cooperation with local law enforcement agencies, the State of Ohio, and OPOTC. Successful graduates of this program will be recommended to take the state certification examination. Successful graduates will also earn college credit towards Clark State’s Criminal Justice degree.

Basic Peace Officer Training topics include administration, legal, human relations, firearms, driving, traffic, investigation, patrol, traffic enforcement, civil disorders, defensive tactics, first aid, homeland security, and physical conditioning. Additional certificates can be earned for pepper spray and taser.

Four academies are offered each year; two day and two night. Attendance at all classes is mandatory. Formal class meetings for these academies may be held on the Clark State Campus or at a satellite location. Firearms and driver trainings are conducted at off-campus locations. Day academies begin in March and August with classes from 8am-5pm, Monday through Friday. Evening academies begin January and June with classes from 5:30 p.m. - 10:30 p.m., Monday through Friday. All academies include several weekends where some training events are held off-site.

Additional Information and Enrollment Forms are available by calling 937.328.7960, or visiting the Police Academy Office at 100 South Limestone Street, Springfield, Ohio, Room 201A, or Room 201B. If you are interested in attending the Basic Peace Officer Training Academy, please complete the online Student Enrollment Interest Form. This provides the college with a record of your interest, and you will be contacted with more information. Applicants must appear in person to enroll in the academy.

Learning Outcomes
Upon completion of the Basic Peace Officer Academy, graduates will be able to:

- Demonstrate technical proficiency in law enforcement skills necessary to fulfill the role of a police officer or sheriff deputy.
- Exhibit required practical skills related to human behavior through training scenarios and practical applications.
- Communicate effectively with other academy members, police officers, and other departments.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Admission Requirement
Academy applicants must meet stringent entrance requirements as directed by the Attorney General of the State of Ohio before admitted to the program. Requirements that must be met are:

- High school diploma or its equivalent.
- Must be 21 years of age by completion of the academy.
- If no previous college experience, must take College placement tests in reading and writing. Students must test out of college preparatory (CPE) reading and writing or complete the appropriate college preparatory (CPE) courses before enrolling in the academy.
- Valid driver’s license.
- Submit Livescan fingerprints at the Sheriff’s Office for the State of Ohio Bureau of Criminal Identification & Investigation (BCI) and the FBI to determine any criminal or traffic convictions that would disqualify a student from the academy.
- Complete and submit results of a drug.
- Obtain a physical and return a signed medical release from a physician.
- Complete physical fitness test and meet OPOTA’s physical fitness standards.

Applicants should contact Clark State’s Police Academy to obtain an application packet which will have detailed information about when and how to complete these requirements.

Uniform Requirements
Uniforms are required for all police academy students. The uniform shall consist of a police academy shirt (supplied by the academy), uniform pants, black belt, black socks, and black shoes or boots. There are no exceptions to the uniform requirement.

Mandatory Attendance
All hours of instruction in the police academy are mandatory. Any missed hours must be made up within 14 days at the cost of $30.00 an hour for instructional fees.

Equipment
The academy provides much of the needed equipment. During firearms training, the police academy will provide
focused on providing clock hours in the global function in the field of addictions treatment, this certificate is seen daily in these fields. For those interested in working processes for substance abuse and addictions concerns of the pharmacology, physiology, and treatment knowledge and practice includes specific understanding services. It recognizes that an individual’s scope of health care, criminal justice, correction, and social resume of anyone working in service fields including. This certificate is a recommended addition to the Technical Certificate (7201D).

Physical Fitness
All basic Peace Officer Training Academy students must test and meet OPOTC physical fitness standards prior to the start of the academy, and in order to be eligible to take the state certification exam.

Cost
The cost of the Basic Peace Officer Training Academy is approximately $4500.00 for tuition and fees. Fees will include the required Ohio Criminal Code Handbook and many other items.

Financial Aid
If you need assistance paying for your education, complete a Free Application for Federal Student Aid (FAFSA) online at http://www.fafsa.ed.gov/. By filing the FAFSA, you will be considered for all aid for which you might be eligible. The Police Academy is a short term program and has different annual limits for federal grant and student loans. If you have questions about financial aid contact the Financial Aid Office at 937.328.6034 or email financialaid@clarkstate.edu. Clark State provides a Delayed Payment Plan through the Cashier’s Office. Veterans approved. For more information about financial aid assistance for veterans, please call 937.328.6014.

Graduation Requirements
Graduation is based on successful completion of OPOTA&rsquo;s requirements. Upon successful completion of the program students will be eligible to take the state certification exam. Successful completion of the exam allows students to obtain a position in law enforcement. Read the Gainful Employment Disclosure for the Basic Peace Officer Academy Certificate.

Course # Course Title Credit Hours
CRJ 1283 Basic Law Enforcement I 8
CRJ 1284 Basic Law Enforcement II 8
Total Credit Hours 16

Must complete CRJ 1283 (Basic Law Enforcement I) before taking CRJ 1284 (Basic Law Enforcement II). Each course is 8 credit hours.

Chemical Dependency Short-Term Technical Certificate (7201D)
This certificate is a recommended addition to the resume of anyone working in service fields including health care, criminal justice, correction, and social services. It recognizes that an individual’s scope of knowledge and practice includes specific understanding of the pharmacology, physiology, and treatment processes for substance abuse and addictions concerns seen daily in these fields. For those interested in working in the field of addictions treatment, this certificate is focused on providing clock hours in the global function domains of practice required by the Ohio Chemical Dependency Professionals Board under the Ohio Department of Alcohol and Drug Addiction Services (ODADAS) that meets the eligibility standards to apply for the Chemical Dependency Counselor Assistant (CDCA) Phase I and II state certifications.

The certificate will be issued for earning a minimum of 135 clock hours (9 credit hours). It will state the number of clock hours earned through taking the various courses listed below. Download the curriculum plan for this major.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Course # Course Title Credit Hours
SWK 1105 Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances 3
SWK 2205 Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies 3
SWK 2215 Chemical Dependency III: Co-Occurring Disorders of Addiction and Mental Health 3
Total Credit Hours 9

EMT Short-term Technical Certification (2702D)
The EMT Course is a seven credit-hour very fast paced and labor intensive course that includes 150-180 hours of classroom, lab, and clinical/field education that can be completed in one semester. Upon successful completion of this course the student is eligible to take 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 in ambulance services and in fire divisions statewide. This course is the foundation course that serves as a stepping stone to full paramedic certification.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Program Entrance Requirements
Students entering EMS 1100 must:
• Pass COMPASS or ACCUPLACER Reading and Writing placement tests with scores testing out of college preparatory reading and writing or pass with a C or better college preparatory courses (CPE 0200 for Reading, CPE 0300 with a B or CPE 0400 with a C for writing) prior to enrolling.
• Pass COMPASS Math test with score of 47 or ACCUPLACER with a score of 77, or pass with a grade of C or better the CPE 0500 prior to enrolling.
• Have Basic Life Support (BLS) certification for professional CPR or enroll in EMS 1171, Basic Life
Support, concurrently.

- Complete health requirements prior to attending clinical.
- Complete criminal background check requirement prior to attending clinical.
- Complete drug screen requirement prior to attending clinical if required by assigned clinical agency.

Students must be 18 years of age to take the state examination. 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.

**Learning Outcomes**

Upon completion of the Emergency Medical Technician certificate the graduate will be able to:

- Recognize the nature and seriousness of the patient’s condition or extent of injuries to assess requirements for emergency medical care.
- Administer appropriate emergency medical care based on assessment findings of the patient’s condition.
- Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
- Perform safely and effectively the expectations of the job description.

**Course #** | **Course Title** | **Credit Hours**
--- | --- | ---
EMS 1100 | EMT Theory & Practice * | 7

*Offered fall, spring, and summer terms

**Firefighter / Transition Departmental Certificate (2801D)**

This course is also offered as a direct delivery outreach offering as requested. This 120 hour course builds on the awareness level 36 hour Volunteer Firefighter course. The course uses extensive hands-on labs to help the student move from an awareness level only Firefighter to a NFPA 1001 Standard Firefighter.

**Objectives**

- CEVO - Certified Emergency Vehicle Operator certification with documented 8 hours of hands on driving skills
- Hazardous Materials Operations level certificate
- Interior live fire training
- Vehicle extrication training
- Advanced PPE/SCBA training
- Ventilation and tools
- Rope use and care
- Salvage and overhaul
- Ground ladders
- 16 Life Safety Initiatives

**Learning Outcomes**

This course transitions the basic 36 hour Volunteer Firefighter to a NFPA 1001 Level 1 Firefighter. The course prepares the firefighter to:

- Operate inside burning structures.
- Safely place and climb ground ladders
- Determine need and apply sound ventilation practices.
- Gain skills in incident command and basic first aid.

**Prerequisites**

36 hour Volunteer Firefighter certification, NIMS 100 and 700, valid driver’s license. Information about NIMS 100 is available at https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b

Information about NIMS 700 is available at https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a

**Graduation Requirement**

Must achieve 78% overall course average, successfully pass the Ohio Department of Public Safety exam with minimum 70%, and pass all Pro Board Accredited skill stations.

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Course #** | **Course Title** | **Credit Hours**
--- | --- | ---
FFC 1020 | Firefighter I Transition | 5

**Firefighter / Volunteer Departmental Certificate (2804D)**

This program is also offered as a direct delivery outreach offering as requested. This 36 hour course, classified as (Awareness level) firefighting, covers the basics of entry level firefighting for volunteers. The course consists of classroom and hands on practical.

**Learning Objectives**

- Fire department organization and safety
- Basic ground ladder use
- Basic hose evolutions
- Basic tools and equipment
- SCBA and personal protective equipment (PPE)
- Basic fire control and ventilation techniques
- Basic fire behavior
- Portable fire extinguishers

Firefighter course objectives are available on the Ohio Department of Public Safety website at http://www.publicsafety.ohio.gov/links/EMS0114.pdf
Learning Outcomes
The student will gain the basic foundational knowledge to:

• Assist fire departments with exterior operations.
• Acquire through department continuing education, the complex techniques required for interior operations and direct fire attack.

https://clarkstate.emsicc.com/program-code/CS42

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Pre-requisites
Test out of preparatory reading via college placement exam or complete college preparatory reading course (CPE 0100), NIMS 100 and 700.

Information about NIMS 100 is available at https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b

Information about NIMS 700 is available at https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a

Graduation Requirement
Must achieve 75% overall course average, successfully pass the Ohio Departmental of Public Safety exam with minimum 70%, and pass all Pro Board Accredited skill stations.

Course # Course Title Credit Hours

FFC 1010 Volunteer Firefighter 1
Total Credit Hours 1

Firefighter I Short-Term Technical Certification (2802D)
This course is also offered as a direct delivery outreach offering as requested. This 156-hour program is designed to meet the NFPA 1001 Standard for Firefighter Professional Qualifications. The program provides the foundation for Firefighters to operate on the fire ground and initiate fire attack inside a structure. The Level I completes the basic training required to enter the Firefighter Level II program required to be a career Firefighter.

Objectives
• Fire Department Organization and Safety
• Life Safety Initiatives
• Fire Behavior
• Building Construction
• Basic Rescue
• Ventilation and Tools
• Salvage and Overhaul
• Ground Ladders
• Certified Emergency Vehicle Operations
• Hazardous Materials Operations Level

Certificate
• Incident Command System
• Basic First Aid and CPR Skills
• CEVO - Certified Emergency Vehicle Operator Certification with documented 8 hours of hands on driving skills

An in-depth list of the Firefighter I course objectives are available on the Ohio Department of Public Safety website at http://www.ems.ohio.gov/charter-materials.aspx

Learning Outcomes
The graduate firefighter will gain the knowledge, skill, and confidence to initiate interior fire suppression operation, complete a building search and rescue, and master the use and operation of breathing apparatus. The graduate should also be able to properly ascertain the need for proper ventilation, using ground ladders, working on roof structures to complete building ventilation, using hand tools and power equipment to understand extrication from auto and structures. Graduates will also understand and apply building construction methods to predict fire movement inside a structure.

Career Coach
See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

Prerequisites
Test out of preparatory reading via college placement exam or complete college preparatory reading course (CPE 0100), NIMS 100 and 700, valid drivers license.

Information about NIMS 100 is available at https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b

Information about NIMS 700 is available at https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a

Graduation Requirements
Overall course average of 78%, pass the State of Ohio Public Safety Level I test with 70% and pass all Pro Board accredited skill stations.

Course # Course Title Credit Hours

FFC 1070 Firefighter I 7
Total Credit Hours 7
**Firefighter II Short-Term Technical Certification (2803D)**

This course is also offered as a direct delivery outreach offering as requested. This 104 hour Level II course transitions the Level I Firefighter to the minimum requirement under NFPA 1001 Standard for Fire Fighter Professional Qualifications to be a career Firefighter. The Level II course completes the advanced tactics of ventilation, fire control, an in-depth understanding of fire prevention, and public education as well as rope rescue and auto machinery extrication. Objectives

- Fire alarms and communications
- Firehose appliances and streams
- Foam fire systems
- Rescue
- Fire detection alarm and suppression systems
- Fire cause and education
- Extensive live fire operations


**Learning Outcomes**

The student will gain confidence in working with fire alarm detection systems and as automatic suppression systems, understand concepts of foam and how it relates to fire control on liquid fuel fires. The student will also gain confidence performing rescue and fire control operation in live fire situations and hands on scenarios.

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Prerequisites**

State of Ohio Level I Firefighter certification, NIMS 100 and 700, Hazardous Materials Responder Operations Level certification and certified emergency vehicle operators (CEVO) certification.

Information about NIMS 100 is available at [https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b)

Information about NIMS 700 is available at [https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a](https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a)

**Graduation Requirements**

Must achieve 78% overall course average, pass the Ohio Department of Public Safety final exam with 70% and pass all Pro Board Accredited skill stations.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFC 2020</td>
<td>Firefighter II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>4</td>
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</tbody>
</table>

**Paramedic Certification (2701D)**

The Paramedic Certification Program provides quality education in the “art and science” of advanced out-of-hospital emergency care. This curriculum provides for integration of knowledge and skills including pre-hospital environment, preparatory skills, trauma and burns, medical emergencies, OB/GYN emergencies, behavioral emergencies and crisis intervention. The program strives to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Paramedic program (#308-OH) is accredited by the Ohio Department of Public Safety Services, Division of Emergency Medical Services, 1970 West Broad Street, Columbus, Ohio 43218-2073, 800-233-0785 and the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

**Career Coach**

See this program online for current local data on wages, employment, job postings, and associated education and training from Career Coach.

**Learning Outcomes**

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

- Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic.
- Communicate (written, verbal) effectively with patients, families, healthcare providers, and other supportive agencies.
- Exhibit ethical 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 patient.
- To prepare competent entry level Paramedics in the cognitive (knowledge), domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

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. The student will find that at least a year’s experience as an EMT will be beneficial as they challenge this advanced course. Technical Standards All students accepted into the Emergency Medical Services programs must be able to meet the General Knowledge and Skills Requirements of EMS Personnel with or without reasonable accommodations. These requirements are linked to this program page on the College’s web site and are also provided to students via the EMS Policy Manual. Students are required to sign a form indicating they have reviewed these requirements and submit that form to the EMS Program Coordinator when they enter the program.

Prerequisites
Prior to entering EMS 1131, the student must meet the following entrance requirements:

- Pass COMPASS or ACCUPLACER Reading and Writing placement tests with scores testing out of college preparatory reading and writing or pass with a C or better college preparatory courses (CPE 0200 for Reading, CPE 0300 with a B or CPE 0400 with a C for writing).
- Pass COMPASS Math test with score of 47 or ACCUPLACER with a score of 77, or pass with a grade of C or better the CPE 0500.
- Complete MST 1105 and BIO 1105 with a C or better.
- Have Ohio EMT certification.
- Have Current CPR provider card.
- Complete physical exam and health requirements prior to attending clinical.
- Complete criminal background check requirements prior to attending clinical.
- Complete drug screen prior to attending clinical if required by the clinical agency.

Prior Learning Assessment
Students who have prior education or training equivalent to the paramedic course of study may demonstrate knowledge acquisition and practical skill competency in a series of steps that may absolve the student from attendance at the formalized paramedic sequence of classes. Contact the EMS Program Coordinator for more information on this Prior Learning Assessment policy.

Program Outcomes
2013: Enrolled: 37: Attrition: 27%; 1st Pass Rate: 70%; Aggregate Pass Rate: 100%
2014: Enrolled: 41: Attrition: 20%; 1st Pass Rate: 76%; Aggregate Pass Rate: 97%
2015: Enrolled: 51: Attrition: 21%; 1st Pass Rate: 70%; Aggregate Pass Rate: 87%
2016: Enrolled: 61: Attrition: 10%; 1st Pass Rate: 81%; Aggregate Pass Rate: 96%
2017: Enrolled: 38: Attrition: 4%; 1st Pass Rate: 77%; Aggregate Pass Rate: 97%

Read the Gainful Employment Disclosure for the Paramedic Certification. Download the curriculum sheet for the 16-month (offered in Springfield) and 12-month (offered in Bellefontaine) options for this certificate.
Course Descriptions
(ACC) Accounting

ACC 1000 Accounting Concepts (3)
Contact hours (3 total): 3 lecture
Survey of financial accounting for nonaccounting majors. Accounting concepts, financial statements, internal control, cash, receivables, inventories, plant and equipment, liabilities, and payroll. Course does not substitute for ACC 1100.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher and NextGen Accuplacer math score of 220 or greater
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

ACC 1100 Introduction to Financial Accounting (4)
Contact hours (5 total): 3 lecture, 2 lab
Fundamental accounting concepts, terms, and procedures. Emphasis on analyzing, classifying, and recording accounting data.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher and NextGen Accuplacer math score of 220 or greater
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

ACC 1200 Managerial Accounting (4)
Contact hours (5 total): 3 lecture, 2 lab
Theories, standards, and practices related to the analysis of accounting data as part of the managerial process of planning, decision making, and control.
Prerequisite(s): ACC 1100
Terms Offered: Fall, Spring

ACC 1300 Payroll Accounting (2)
Contact hours (2 total): 2 lecture
Practical application of payroll tax laws and requirements. Use of manual and computerized systems; payroll registers, tax returns, and deposit coupons.
Prerequisite(s): ACC 1000 or ACC 1100
Terms Offered: Fall, Spring

ACC 1400 Computerized Accounting (3)
Contact hours (3 total): 3 lecture
Integrated accounting systems applications. Maintaining accounting records, financial statement generation using accounting software. Study of both service and merchandising businesses. Microsoft Excel is required software for the course. Students must use a PC. Software is not compatible with MAC computers.
Prerequisite(s): ACC 1100
Terms Offered: Fall, Spring

ACC 2000 Spreadsheet Accounting (3)
Contact hours (3 total): 3 lecture
Accounting applications applied using Microsoft Excel. Financial statement preparation, aging of accounts receivable, loan amortization, ratio analysis, payroll, depreciation, fixed assets covered. Emphasis on sorting, filtering, and formatting.
Prerequisite(s): ACC 1100 and ITS 1235
Terms Offered: Fall, Spring

ACC 2100 Intermediate Accounting I (4)
Contact hours (4 total): 4 lecture
Conceptual framework, standard-setting concepts and principles of both US Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS), balance sheet, income statement, statement of shareholders' equity, statement of cash flows, and disclosures.
Prerequisite(s): ACC 1100
Terms Offered: Fall

ACC 2200 Intermediate Accounting II (4)
Contact hours (4 total): 4 lecture
US Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) applied to fixed assets, intangibles, investments, liabilities, income taxes, stockholders' equity, and statement of cash flows.
Prerequisite(s): ACC 2100
Terms Offered: Spring

ACC 2300 Cost Accounting (3)
Contact hours (3 total): 3 lecture
Cost accounting principles including job order cost, process cost, and standard cost accounting. Variance analysis and budgeting also covered.
Prerequisite(s): ACC 1200 and ITS 1235
Terms Offered: Spring

ACC 2400 Tax Accounting (4)
Contact hours (4 total): 4 lecture
Theory of individual taxes and their application under the Internal Revenue Code. Preparation of individual tax returns. Introduction to federal business tax law.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall

(AGR) Agriculture

AGR 1100 Ag Survey and Professional Development (4)
Contact hours (4.5 total): 3.5 lecture, 1 lab
Exploration of agriculture and horticulture career opportunities. Assessment and development of professional skills, including goals, employability skills, student responsibilities, and industry expectations. Using electronic media for information gathering, presentations, communication, and data management.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Winter

AGR 1250 Animal Agriculture (3)
Contact hours (3 total): 3 lecture
Animal science focusing on the economic importance of the animal production industry. Identification of species, breeds, and general production techniques. Feeds, nutrition, animal health, environmental concerns, and facility requirements.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Fall, Spring

AGR 1330 Ag Business (3)
Contact hours (3 total): 3 lecture
Prerequisite(s): ACC 2100
Terms Offered: Winter

AGR 1350 Animal Science (3)
Contact hours (3 total): 3 lecture
Animal science focusing on the economic importance of the animal production industry. Identification of species, breeds, and general production techniques. Feeds, nutrition, animal health, environmental concerns, and facility requirements.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Fall, Spring
of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $10.00
Terms Offered: Fall

AGR 1300 Soil Science (4)
Contact hours (5 total): 3 lecture, 2 lab
A basic understanding of soils; the study of soil formation, physical properties, water movement, organic matter, and soil organisms.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $30.00
Terms Offered: Fall

AGR 1350 Soil Fertility (4)
Contact hours (5 total): 3 lecture, 2 lab
Principles of soil fertility, plant nutrient requirements, nutrient sources, application methods, and environmental concerns.
Prerequisite(s): AGR 1300
Lab Fee: $30.00
Terms Offered: Spring

AGR 1400 Turfgrass Science (3)
Contact hours (4 total): 2 lecture, 2 lab
Role of turfgrass in the green industry. Classification and structure of grasses. Development of best cultural practices for landscapes, public areas, sports fields, and golf courses, including establishment, mowing, fertilization, aeration, and irrigation.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $20.00
Terms Offered: Fall

AGR 1500 Landscape Design (4)
Contact hours (6 total): 2 lecture, 4 lab
A study of landscape design concepts and principles. Emphasis on site survey; site planning; landscape plant utilization; and development of basic sketching, drawing, lettering, and labeling skills.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $30.00
Terms Offered: Spring

AGR 1600 Landscape Maintenance (4)
Contact hours (5 total): 3 lecture, 2 lab
Approved practices in the care and maintenance of landscape sites. Emphasis on planning, site survey, pruning, mulching, transplanting, plant utilization, and plant care.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $30.00
Terms Offered: Fall

AGR 1700 Landscape Construction (4)
Contact hours (5 total): 3 lecture, 2 lab
Fundamental principles and practices of landscape construction. Site survey, planning, preparation, materials, techniques, safety principles, and tool and equipment operation. Development of job specification, bids, and workforce and project management.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $30.00
Terms Offered: Fall

AGR 1750 Precision Agriculture (3)
Contact hours (3 total): 3 lecture
Introduction to precision agriculture, including history, applications, terminology, platforms, data, software, and associated components. Exploration of precision agriculture career opportunities.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher and CPE 0500 or MTH 0500 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $50.00
Terms Offered: Fall

AGR 1800 Welding (4)
Contact hours (5 total): 3 lecture, 2 lab
Introduction to welding techniques such as Stick, MIG, TIG, and oxyacetylene welding. Additional skill development in oxyacetylene brazing, cutting, and plasma cutting.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $80.00
Terms Offered: Fall

AGR 200B Co-op Experience in Ag Business (2)
Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or higher and a minimum of 10 technical hours.
Instructor Permission Required.
Terms Offered: Summer

AGR 200C Co-Op Experience in Precision Ag Tech (2)
Co-op work experience in Precision Ag Tech. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 and a minimum of 10 technical hours. Must have a C or better in AGR 1100
Terms Offered: Summer
Course Descriptions

AGR 200E Co-op Experience in Ag Engineering (2)
Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by
the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours.
Instructor Permission Required.
Terms Offered: Summer

AGR 200G Co-op Experience in Golf Course Ops (2)
Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by
the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or higher
Instructor Permission Required.
Terms Offered: Summer

AGR 200L Co-op Experience in Landscape Design (2)
Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by
the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Summer

AGR 200N Co-op Experience in Nursery Ops (2)
Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by
the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Summer

AGR 200P Co-op Experience in Natural Resources (2)
Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by
the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Summer

AGR 200R Co-op Experience in Precision Agriculture (2)
Co-op work experience in Precision Agriculture. Minimum of 300 hours at an agribusiness selected by
the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with grade of C or higher and a minimum of 10 technical hours.
Instructor Permission Required.
Terms Offered: Summer

AGR 200T Co-op Experience in Turf & Landscape (2)
Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by
the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Summer

AGR 2100 Woody Plant Materials (4)
Contact hours (5 total): 3 lecture, 2 lab
Identification of trees, shrubs, ground covers, and related woody plant materials commonly used in the green industry.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $20.00
Terms Offered: Fall

AGR 2150 Herbaceous Plant Materials (3)
Contact hours (4 total): 2 lecture, 2 lab
Identification of annuals, biennials, perennials, bulbs, and monocots used in the green industry.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $20.00
Terms Offered: Fall

AGR 2200 Crop Production (3)
Contact hours (3 total): 3 lecture
Adoption, utilization, cultural, and management practices of major agricultural field and forage crops. Product quality and commercial standards associated with crops and use of electronic equipment and software in approved management techniques.
Prerequisite(s): ENG 1111
Lab Fee: $10.00
Terms Offered: Fall

AGR 2300 Plant Propagation (4)
Contact hours (5 total): 3 lecture, 2 lab
Principles and techniques used to propagate floral, greenhouse, and landscape plants. Explore materials, facilities, and structures used by commercial growers.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0400 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $35.00
Terms Offered: Spring

AGR 2450 Irrigation Systems (3)
Contact hours (4 total): 2 lecture, 2 lab
Irrigation system operation and design. Primary emphasis is on turfgrass, golf course, and commercial operations.
Prerequisite(s): ENG 1111 and MTH 1200
Lab Fee: $20.00
Terms Offered: Spring

AGR 2500 Advanced Landscape Design (4)
Contact hours (6 total): 2 lecture, 4 lab
Advanced study and application of landscape design principles and techniques with the emphasis on planning, designing, pricing, and selling diversified landscapes.
Prerequisite(s): AGR 1500
Lab Fee: $30.00
Terms Offered: Spring
AGR 2600 Plant Pests (4)
Contact hours (5 total): 3 lecture, 2 lab
Identification of insects, diseases, and weeds important to the green industry. Pest life cycles, types of damage, and natural controls.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $30.00
Terms Offered: Fall

AGR 2650 Integrated Pest Management (4)
Contact hours (5 total): 3 lecture, 2 lab
Management of pest problems utilizing approved control methods. Use of cultural, biological, and chemical methods including the safe use, handling, and application of pesticides. Individualized study in the student's area of interest.
Prerequisite(s): AGR 2600
Lab Fee: $20.00
Terms Offered: Spring

AGR 2700 Ag Business Management (4)
Contact hours (4 total): 4 lecture
An in-depth study of planning, creating, organizing, operating, and managing an agribusiness. Development of a detailed business plan in the student's area of interest.
Pre/Corequisite(s): ENG 1111
Lab Fee: $10.00
Terms Offered: Fall

AGR 2725 Applied Precision Ag Technology (4)
Contact hours (5 total): 3 lecture, 2 lab
Analyze and troubleshoot various hardware precision agriculture components. Communicate effectively with customers and suppliers. Download apps, update software, and train others to operate precision equipment. Install replacement sensors, components, or new precision equipment.
Prerequisite(s): AGR 1750
Lab Fee: $100.00
Terms Offered: Fall

AGR 2750 Applied GIS for Agriculture (4)
Contact hours (5 total): 3 lecture, 2 lab
Collect and analyze agricultural data with geospatial technologies. Utilize precision agriculture software. Create reports and develop prescription/application maps. Apply results to agricultural systems.
Prerequisite(s): AGR 1750 and GST 1500
Lab Fee: $50.00
Terms Offered: Fall

AGR 2775 Ag Marketing and Trade (3)
Contact hours (3 total): 3 lecture
Fundamental principles, policies, problems, structure, and strategy of agricultural marketing and international trade. Development of a marketing plan. Implications of world trade and political aspects of world food production.
Prerequisite(s): AGR 2700
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring

AGR 2800 Equipment Management, Maintenance & Repair (4)
Contact hours (5 total): 3 lecture, 2 lab
Development of best practices for selection, operation, and management of green industry equipment. Small engine operation, troubleshooting, and overhaul. Rent, lease, buy decisions; depreciation schedules, maintenance schedules, and other fleet resources.
Pre/Corequisite(s): ENG 1111 and MTH 1200
Lab Fee: $50.00
Terms Offered: Spring

AGR 2850 Agricultural Capstone Seminar (3)
Contact hours (3 total): 3 lecture
Application of knowledge and skills. Use of problem-solving and teaming skills to respond to a series of real-world industry scenarios. Off-site casework may be required.
Prerequisite(s): AGR co-op, AGR 1350, AGR 2700
Lab Fee: $10.00
Terms Offered: Spring

AGR 2901 Special Topics in Co-op Experience in Ag Business Part I (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or higher and a minimum of 10 technical hours.
Terms Offered: Spring

AGR 2902 Special Topics in Co-op Experience in Ag Business Part II (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or higher and a minimum of 10 technical hours.
Instructor Permission Required.
Terms Offered: Summer

AGR 2903 Special Topics in Co-op Experience in Ag Engineering Part I (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours.
Instructor Permission Required.
Terms Offered: Spring

AGR 2904 Special Topics in Co-op Experience in Ag Engineering Part II (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours.
Instructor Permission Required.
Terms Offered: Summer
AGR 2905 Special Topics in Co-op Experience in Nursery Ops Part I (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Spring

AGR 2906 Special Topics in Co-op Experience in Nursery Ops Part II (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Summer

AGR 2907 Special Topics in Co-op Experience in Natural Resources Part I (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Spring

AGR 2908 Special Topics in Co-op Experience in Natural Resources Part II (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Summer

AGR 2909 Special Topics in Co-op Experience in Precision Agriculture Part I (1)
Co-op work experience in Precision Agriculture. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with grade of C or higher and a minimum of 10 technical hours
Instructor Permission Required.

AGR 2910 Special Topics in Co-op Experience in Precision Agriculture Part II (1)
Co-op work experience in Precision Agriculture. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with grade of C or higher and a minimum of 10 technical hours.
Terms Offered: Summer

AGR 2911 Special Topics in Co-op Experience in Turf & Landscape Part I (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Spring

AGR 2912 Special Topics in Co-op Experience in Turf & Landscape Part II (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or better and a minimum of 10 technical hours
Instructor Permission Required.
Terms Offered: Summer

AGR 2913 Special Topics in Co-op Experience in Golf Course Ops Part I (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or higher
Instructor Permission Required.
Terms Offered: Spring

AGR 2914 Special Topics in Co-op Experience in Golf Course Ops Part II (1)
Co-op work experience in the student program area. Minimum of 150 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.
Prerequisite(s): AGR 1100 with a grade of C or higher
Terms Offered: Summer

(ART) Art

ART 1001 Art History I (3)
Contact hours (3 total): 3 lecture
Survey of visual art from prehistoric times through the early Renaissance era.
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall

ART 1002 Art History II (3)
Contact hours (3 total): 3 lecture
Survey of visual art and architecture from the early Renaissance era to the Modern period.
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring, Summer

ART 1111 Drawing I (3)
Contact hours (4 total): 2 lecture, 2 lab
Line value, shape, and color in developing visual drawing skills. Two- and three-dimensional problems. Study of location of forms in space, their proportion and structure with light and shade as well as perspective. Representational and contemporary

Course Descriptions
problems with complex composition arrangements, wet/dry media, and simple color drawing to develop visual skills. Use of still life, landscape, and introduction to some figure work. Line, value, shape, and color in developing visual drawing skills. Introduction to figure drawing.
Prerequisite(s): CPE 0100
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $25.00
Terms Offered: Fall

ART 1121 Drawing II (3)
Contact hours (4 total): 2 lecture, 2 lab
Interpretation of figure using wet/dry media, black and white, and complex color. For both fine and graphic design artists. Explores use of line value and shape and color in developing visual drawing skills. Two- and three-dimensional problems are given. Study of location of forms in space, their proportion and structure with light and shade as well as perspective. Representational and contemporary problems with complex composition arrangements, wet/dry media, and simple color drawing to develop visual skills. Still life, landscape, and introduction to some figure work. Explores the use of line, value, shape, and color in developing visual drawing skills.
Prerequisite(s): ART 1111
Lab Fee: $80.00
Terms Offered: Spring

ART 1300 Appreciation of the Arts (3)
Contact hours (3 total): 3 lecture
Survey of the spectrum of the arts embedded within Western Civilization. Examines and evaluates the aesthetic contributions of painting, sculpture, architecture, music, and dance of each historical period. Individual artworks for each period illustrating the nature and problems of the creative process as it evolved during each specific period from the Paleolithic Period to the Post-Modern Period.
Prerequisite(s): none
Pre/Corequisite(s): ENG 1111
Global Awareness.
Terms Offered: Fall, Spring, Summer
(ASL) American Sign Language

ASL 1111 Beginning American Sign Language, Course I (3)
Contact hours (3 total): 3 lecture
Basic vocabulary and grammatical elements necessary to communicate with individuals who are Deaf emphasis on developing beginning-level receptive and expressive skills. History of American Sign Language and its development within the United States. Introduction to the unique culture of the Deaf community.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0400 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Terms Offered: Fall

ASL 1112 Beginning American Sign Language, Course II (3)
Contact hours (3 total): 3 lecture
Introduction to American Sign Language (ASL) and the Deaf building on the components of the first ASL course. Vocabulary for conversing with individuals who are Deaf. Complex grammatical elements with a greater understanding of application while signing. Emphasis on increasing expressive and receptive skills and Deaf culture with first-hand experience.
Prerequisite(s): ASL 1111 with a grade of C or higher or demonstrated proficiency in indicated area of study
Global Awareness.
Terms Offered: Spring

ASL 2111 Intermediate American Sign Language, Course I (3)
Contact hours (3 total): 3 lecture
Integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Accomplish real-world communicative tasks in culturally appropriate ways to gain familiarity with products, practices, and perspectives of American Deaf culture. Use of grammar, vocabulary, structures, and spatial orientation to meet functional performance goals and build a foundation for continued language learning. Consistently perform in the novice range while more abilities emerge and develop in the intermediate range. College-level textbook and materials required.
Prerequisite(s): ASL 1112 with a grade of C or higher or demonstrated proficiency in indicated area of study
Global Awareness.
Terms Offered: Fall

ASL 2112 Intermediate American Sign Language, Course II (3)
Integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Accomplish real-world communicative tasks in culturally appropriate ways to gain familiarity with products, practices, and perspectives of American Deaf culture. Use of grammar, vocabulary, structures, and spatial orientation to meet functional performance goals and build a foundation for continued language learning. Develop abilities in the intermediate range while abilities emerge in the advanced range. College-level textbook and materials required.
Prerequisite(s): ASL 2111 with a grade of C or higher or demonstrated proficiency in indicated area of study
Instructor Permission Required.
Global Awareness.
Terms Offered: Spring

(NAV) Aviation

AVN 1001 Private Pilot Ground (3)
Contact hours (3 total): 3 lecture
Conduct flight training in a single engine land airplane. Preparation for compute-based private pilot knowledge test. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): Students must have a High School Diploma/GED and be at least 18 years of age
Other Fee: $150.00
Terms Offered: Fall, Spring, Summer
**AVN 1002 Private Pilot Flight Lab (2)**
Contact hours (4 total): 4 lab
Aeronautical knowledge and experience. Develop the flight proficiency necessary to meet the requirements for a private pilot certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): (FAA third class medical certificate required.)
Pre/Corequisite(s): AVN 1001 and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $7765.00
Terms Offered: Fall, Spring, Summer

**AVN 1003 Supervised Flight I (2)**
Contact hours (4 total): 4 lab
Development of cross country flight time requirements for an FAA instrument rating. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 1001, AVN 1002, or Private Pilot Certificate and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $5040.00
Terms Offered: Fall, Spring, Summer

**AVN 1011 Instrument Ground (3)**
Contact hours (3 total): 3 lecture
Instrument flight rules and procedures, advanced flight planning and navigation, Federal Aviation Regulations, controlled airspace procedures, advanced communications. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 1001, AVN 1002, or Private Pilot Certificate
Pre/Corequisite(s): AVN 1003
Other Fee: $150.00
Terms Offered: Fall, Spring

**AVN 1012 Instrument Flight Lab (1.5)**
Contact hours (3 total): 3 lab
Aeronautical knowledge and experience. Develop flight proficiency necessary to meet the requirements for an instrument rating. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 1001, AVN 1002, or Private Pilot Certificate and Students must have a High School Diploma/GED and be at least 18 years of age
Pre/Corequisite(s): AVN 1003
Instructor Permission Required.
Other Fee: $8451.00
Terms Offered: Fall, Spring, Summer

**AVN 1013 Supervised Flight Lab II (2)**
Contact hours (4 total): 4 lab
Flight time requirements for a commercial pilot certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): Private Pilot Certificate, AVN 1003, AVN 1012, and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $5040.00
Terms Offered: Fall, Spring, Summer

**AVN 1014 Supervised Flight Lab III (2)**
Contact hours (4 total): 4 lab
Development of flight time requirements for the commercial pilot certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 1003, AVN 1013, Private Pilot Certificate, and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $5040.00
Terms Offered: Fall, Spring, Summer

**AVN 2001 Commercial Ground (3)**
Contact hours (3 total): 3 lecture
Aeronautical knowledge necessary to conduct commercial pilot operations. Necessary aeronautical knowledge to pass the computer-based commercial pilot knowledge test. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): (Private Pilot Certificate) and AVN 1014 and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $150.00
Terms Offered: Fall, Spring, Summer

**AVN 2002 Commercial Flight Lab (1)**
Contact hours (2 total): 2 lab
Aeronautical knowledge and experience necessary to meet the requirements of the commercial pilot certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 1014, Private Pilot Certificate Instrument Rating, and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $3987.00
Terms Offered: Fall, Spring, Summer

**AVN 2011 Certified Flight Instructor Ground (2.5)**
Contact hours (2.5 total): 2.5 lecture
Aeronautical knowledge required to conduct flight training as a certified flight instructor (CFI). Necessary aeronautical knowledge to pass the computer-based fundamentals of instructing (FOI), and the certified flight instructor knowledge test. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 2002 and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $300.00
Terms Offered: Fall, Spring, Summer

**AVN 2012 Certified Flight Instructor Flight Lab (0.75)**
Contact hours (1.5 total): 1.5 lab
Aeronautical knowledge and experience necessary to meet the requirements of the certified flight instructor rating. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 2002 and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $6503.00
Terms Offered: Fall, Spring, Summer
Course Descriptions

**AVN 2021 Certified Flight Instructor Instrument**

**Ground (2.5)**
Contact hours (2.5 total): 2.5 lecture
Aeronautical knowledge required to conduct flight training as a certified instrument flight instructor (CFII). Aeronautical knowledge to pass the computer-based certified flight instructor instrument knowledge test. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 2022 and Students must have a High School Diploma/GED and be at least 18 years of age
Instructor Permission Required.
Other Fee: $150.00
Terms Offered: Fall, Spring, Summer

**AVN 2022 Certified Flight Instructor Instrument**

**Flight Lab (0.5)**
Contact hours (1 total): 1 lab
Aeronautical skills and experience necessary to meet the requirements of the certified flight instructor instrument rating. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 2021 and Students must have a High School Diploma/GED and be at least 18 years of age
Other Fee: $3665.00
Terms Offered: Fall, Spring, Summer

**AVN 2031 Multi-Engine Ground (2)**
Contact hours (2 total): 2 lecture
Aeronautical knowledge necessary to meet the requirements of the multi-engine commercial rating. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 2002 and Students must have a High School Diploma/GED and be at least 18 years of age
Other Fee: $150.00
Terms Offered: Fall, Spring, Summer

**AVN 2032 Multi-Engine Commercial Flight Lab (0.5)**
Contact hours (1 total): 1 lab
Aeronautical skills and experience necessary to meet the requirements of the multi-engine commercial rating. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): Students must have a High School Diploma/GED and be at least 18 years of age
Pre/Corequisite(s): AVN 2031
Other Fee: $6742.00
Terms Offered: Fall, Summer

**AVN 2042 Multi-Engine Flight Instructor Flight Lab (0.33)**
Contact hours (0.66 total): 0.66 lab
Aeronautical skills and experience necessary to meet the requirements of the multi-engine instructor rating. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): AVN 2022 and Students must have a High School Diploma/GED and be at least 18 years of age
Other Fee: $9216.00
Terms Offered: Fall, Spring, Summer

**AVN 2101 Commercial Pilot Ground PH I (2.5)**
Contact hours (3 total): 3 lecture
Aeronautical knowledge necessary to conduct commercial pilot operations. Necessary aeronautical knowledge to pass the computer-based commercial pilot knowledge test. This is phase one of a two-phase program. You must complete AVN 2103 (Commercial Ground PH II) to earn all required ground instruction for the Commercial Pilot Certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): Private Pilot Certificate, Instrument Rating, and Students must have a High School Diploma/GED and be at least 18 years of age
Other Fee: $0.00
Terms Offered: Fall, Spring, Summer

**AVN 2102 Commercial Pilot Flight Lab PH I (2.5)**
Contact hours (2 total): 2 lab
Aeronautical knowledge and experience necessary to meet the requirements of the Commercial Pilot Certificate. This is phase one of a two-phase program. You must complete AVN 2104 (Commercial Flight Lab PH II) to earn all required flight experience and instruction for the Commercial Pilot Certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): Private Pilot Certificate, Instrument Rating, and Students must have a High School Diploma/GED and be at least 18 years of age
Pre/Corequisite(s): AVN 2101
Instructor Permission Required.
Other Fee: $9265.00
Terms Offered: Summer

**AVN 2103 Commercial Ground PH II (3)**
Contact hours (3 total): 3 lecture
Aeronautical knowledge necessary to conduct commercial pilot operations. Necessary aeronautical knowledge to pass the computer-based commercial pilot knowledge test. This is phase two of a two-phase program. You must complete AVN 2101 (Commercial Ground PH I) to earn all required ground instruction for the Commercial Pilot Certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): Private Pilot Certificate, Instrument Rating, and Students must have a High School Diploma/GED and be at least 18 years of age
Other Fee: $150.00
Terms Offered: Fall

**AVN 2104 Commercial Flight Lab PH II (2)**
Contact hours (2 total): 2 lab
Aeronautical knowledge and experience necessary to meet the requirements of the Commercial Pilot Certificate. This is phase two of a two-phase program. You must complete AVN 2102 (Commercial Flight Lab PH I) to earn all required flight experience and instruction for the Commercial Pilot Certificate. Students must have a High School Diploma/GED and be at least 18 years of age.
Prerequisite(s): Private Pilot Certificate, Instrument Rating, and Students must have a High School Diploma/GED and be at least 18 years of age and AVN 2101 and AVN 2102
(BIO) Biology

BIO 1105 Fundamentals of Anatomy and Physiology (3)
Contact hours (5 total): 3 lecture
Survey of the structure and function of the human body; special emphasis on the major body systems.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

BIO 1110 Basic Human Nutrition (2)
Contact hours (2 total): 2 lecture
Principles of human nutrition with emphasis on nutrient function, digestion, absorption, metabolism, inter-relationships, and requirements. Explores the influence of socioeconomic, cultural, psychological, and environmental factors on food choices. Incorporates assessment of diet patterns, nutritional health risks, and nutrient needs throughout the life cycle.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

BIO 1119 Muscle Anatomy and Biomechanics (3)
Contact hours (5.67 total): 1.67 lecture, 4 lab
Prerequisite(s): PHY 1100, high school physics with C or better in last 5 years, or ATC Pre/Corequisite(s): MST 1105, BIO 2121, ENG 1111, PTA 1112, and PTA 1122
Instructor Permission Required.
Lab Fee: $75.00
Terms Offered: Fall

BIO 1131 Microbiology (3)
Contact hours (4 total): 2 lecture, 2 lab
Study of infectious diseases of the body. Emphasis on the causes and effects of bacteria, fungi, viruses, and parasites to health. Classroom component offered online and onsite.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $100.00
Terms Offered: Fall, Spring, Summer

BIO 1132 Human Development (3)
Contact hours (5 total): 3 lecture, 2 lab
Study of human development from conception to death. Emphasis on growth and development of the nervous system, the brain, and the central nervous system. Emphasis on physical, cognitive, and social development. Emphasis on the brain and central nervous system. Explore the origins and causes of autism spectrum disorders. Classroom component offered online and onsite.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $100.00
Terms Offered: Fall, Spring, Summer

BIO 1140 Fundamentals of Biology (4)
Contact hours (5 total): 3 lecture, 2 lab
Fundamental concepts in biology including: chemistry essential to understanding living organisms, structure and function of cells, basic concepts of energy in living systems, and introduction to human biology.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $60.00
Terms Offered: Fall, Spring

BIO 1142 Global Biology (4)
Contact hours (5 total): 3 lecture, 2 lab
Basic principles in ecology, evolution, and environmental biology including: diversity of living organisms; interactions between living organisms and the interactions of living organisms with their environment; plant biology and photosynthesis; and mechanisms of evolution and biological aspects of current environmental issues.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Lab Fee: $70.00
Terms Offered: Spring

BIO 1410 Fundamentals of Biology (4)
Contact hours (5 total): 3 lecture, 2 lab
Fundamental concepts in biology including: chemistry essential to understanding living organisms, structure and function of cells, basic concepts of energy in living systems, and introduction to human biology.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $60.00
Terms Offered: Fall, Spring

BIO 1420 Global Biology (4)
Contact hours (5 total): 3 lecture, 2 lab
Basic principles in ecology, evolution, and environmental biology including: diversity of living organisms; interactions between living organisms and the interactions of living organisms with their environment; plant biology and photosynthesis; and mechanisms of evolution and biological aspects of current environmental issues.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Lab Fee: $70.00
Terms Offered: Spring

BIO 1510 Biology I (5)
Contact hours (7 total): 4 lecture, 3 lab
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $85.00
Terms Offered: Fall

BIO 1520 Biology II (5)
Contact hours (7 total): 4 lecture, 3 lab
Evolutionary processes relevant to biological diversity. Diversity and classification of living organisms. Structure and function of plants and animals. Ecosystem structure and function. [Consistent with Transfer Assurance Guidelines (TAG) for Biology II (second in a two-semester sequence, intended for students with science majors).]
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0600 or MTH 0650 with a grade of C or higher, and CHM 1150 or high school chemistry
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $85.00
Terms Offered: Spring

Pre/Corequisite(s): AVN 2103
Instructor Permission Required.
Other Fee: $9265.00
Terms Offered: Fall
**BIO 2121 Anatomy and Physiology I (4)**
Contact hours (5 total): 3 lecture, 2 lab
Human cells, tissues, skin, bones, muscles, nervous system cells; central, peripheral, and autonomic nervous systems; special senses; endocrine system. Note: The online sections require that exams be taken at approved proctoring sites.
Prerequisite(s): High school biology and chemistry within 5 years with a C or better, BIO 1410 with a C or better within 5 years, or currently practicing LPN or paramedic
Lab Fee: $35.00
Terms Offered: Fall, Spring, Summer

**BNK 1000 Principles of Banking (3)**
Contact hours (3 total): 3 lecture
An introduction to banking services and financial institutions; examination of the principles of banking transactions and various services of a bank. History of banking, item processing, collection functions, procedures, bookkeeping, loans and investments, and trust operations. Overview of the role of the Federal Reserve.
Terms Offered: Fall

**BNK 1100 Consumer Lending (3)**
Contact hours (3 total): 3 lecture
Comprehend the consumer lending process from developing and taking loan applications to collection and recovery; describe consumer lending laws and regulations; list characteristics, benefits, and disadvantages of direct lending, indirect lending, and open-end credit products; explain how the five C’s of credit are used in credit evaluation and decision making.
Terms Offered: Spring

**BIO 2122 Anatomy and Physiology II (4)**
Contact hours (5 total): 3 lecture, 2 lab
Human circulatory, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Immunity, nutrition and metabolism, fluid and electrolyte balance/acid-base balance, pregnancy, human development, and heredity. Note: The online sections require that exams be taken at approved proctoring sites.
Prerequisite(s): BIO 2121 with a grade of B or higher
Pre/Corequisite(s): BIO 2122
Lab Fee: $50.00
Terms Offered: Fall, Spring

**CAD 1101 Computer-Aided Design I (3)**
Contact hours (4 total): 2 lecture, 2 lab
AutoCAD software to construct two-dimensional mechanical drawings. AutoCAD commands to produce drawings and fully dimension them according to ANSI standards. Drawings plotted at scale as required.
Prerequisite(s): CPE 0200 or ENG 0850 with a grade of A, or ENG 0850 with a grade of C or higher and ENT 1000, FYE 1000, FYE 1100, or ENT 1050
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $20.00
Terms Offered: Fall, Spring

**CAD 2100 Solid Modeling (3)**
Contact hours (4 total): 2 lecture, 2 lab
Two-dimensional drafting (2D) and three-dimensional (3D) solid model assemblies. Generating 2D/3D elements, integrating 2D/3D elements, creating orthographic views from solid models, and parametric modeling. Inventor and AutoCAD used.
Pre/Corequisite(s): ENT 1000 and ENT 1050
Lab Fee: $20.00
Terms Offered: Fall, Spring

CAD 2200 Advanced Solid Modeling (3)
Contact hours (4 total): 2 lecture, 2 lab
Advanced 3-D modeling techniques. Presentation files, animation, model analysis, piping systems, and assembly models.
Prerequisite(s): CAD 2100
Lab Fee: $20.00
Terms Offered: Fall, Spring

CAD 2302 Architecture II (3)
Contact hours (4 total): 2 lecture, 2 lab
Emphasis on architectural drawings, electrical, plumbing, and HVAC plans, building codes, cost estimation, and new building materials.
Prerequisite(s): CAD 1301
Instructor Permission Required.
Lab Fee: $20.00
Terms Offered: Fall

(ChM) Chemistry

CHM 1150 Introduction to General Chemistry (4)
Contact hours (5 total): 3 lecture, 2 lab
Intensive preparation (equivalent to a year of high school chemistry) for General Chemistry (CHM 1210). Introduction to the composition, structure, properties, and transformations of matter, including dimensional analysis, atomic structure, bonding, chemical reactions, states of matter, energy changes, solutions, reaction rates and chemical equilibrium, acids, bases and buffers, introduction to chemical laboratory equipment and methods, including mass and volume measurements, graphing, observing chemical and physical properties, carrying out stoichiometric measurements and titrations, drawing conclusions from experimental data, designing experiments to test hypotheses. (* Indicates objectives pertinent to the laboratory portion of the course as well as lecture.)
Prerequisite(s): CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0600 or CPE 0650 or MTH 0650 or MTH 0750, with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Lab Fee: $65.00
Terms Offered: Fall, Spring, Summer

CHM 1160 Introduction to Organic and Biological Chemistry (4)
Contact hours (5 total): 3 lecture, 2 lab
Introduction to the structures, chemical and physical properties of hydrocarbons, alcohols, phenols, ethers, aldehydes, ketones, carbohydrates, carboxylic acids, esters, lipids, amides, amino acids, and proteins. Introduction to the role of enzymes and vitamins in metabolism, structure and function of nucleic acids, and protein synthesis, reactions of hydrocarbons, alcohols, phenol, ethers, carboxylic acids, esters, properties of lipids, saponification, structures and properties of aspirin and other analgesics, amino acids, peptides and proteins, properties of enzymes. (* Indicates objectives pertinent to the laboratory portion of the course as well as lecture.)
Prerequisite(s): CPE 0600 or MTH 0650 with a grade of C or higher, and CHM 1150 within the last 5 years
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $70.00
Terms Offered: Fall

CHM 1210 General Chemistry I (5)
Contact hours (7 total): 4 lecture, 3 lab
Significant figures; fundamental structures of atoms and molecules, introduction to quantum mechanics, atomic orbitals; principles of ionic, covalent and metallic bonding, including Lewis structures, valence bond and molecular orbital theories of bonding; mole concept, stoichiometry, and the laws of composition; acids and bases, oxidation-reduction chemistry, and solutions; thermochemistry; behavior of gases, classification of elements, including periodicity; nuclear chemistry; applications of chemistry in society; molecular modeling; collection, analysis and reporting of data; problem-solving using algebraic methods. (* Indicates objectives pertinent to the laboratory portion of the course as well as lecture.)
Prerequisite(s): CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0700 or MTH 0750 with a grade of C or higher, and CHM 1150 with a grade of C or higher or one year of high school chemistry with a grade of C or higher
Pre/Corequisite(s): ENG 1111 and MTH 1280
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $85.00
Terms Offered: Fall, Spring

CHM 1220 General Chemistry II (5)
Contact hours (7 total): 4 lecture, 3 lab
Intermolecular forces and phase changes; solutions and colligative properties; chemical kinetics; chemical equilibrium; acid-base equilibria; thermodynamics (including entropy and free energy); electrochemistry; descriptive chemistry, including chemical properties and classification of the elements, periodic patterns of reactivity; introduction to organic and biochemistry; applications of chemistry in society; collection, analysis and reporting of data; problem-solving using algebraic methods. (* Indicates objectives pertinent to the laboratory portion of the course as well as lecture.)
Prerequisite(s): CHM 1210 with grade of C or higher
Pre/Corequisite(s): ENG 1112
Lab Fee: $85.00
Terms Offered: Spring

(COM) Communication

COM 1110 Interpersonal Communication I (3)
Contact hours (3 total): 3 lecture
An introduction to the principles and theories of interpersonal communication; analyzing, changing, and improving oneself within various relationships. The communication process, listening, perception, verbal and nonverbal communication, emotions, self-concept, power, conflict, gender, and intercultural communication.
Prerequisite(s): ENG 1111
Global Awareness.
Terms Offered: Fall, Spring, Summer
COM 1120 Public Speaking I (3)
Contact hours (3 total): 3 lecture
An introduction to public speaking processes designed to assist students in communicating effectively in a variety of speaking situations. Examines developing, organizing, delivering, and analyzing public presentations. Online sections require digital recording equipment and are not recommended for students with high speech anxiety.
Prerequisite(s): ENG 1111
Terms Offered: Fall, Spring, Summer

COM 1130 Introduction to Mass Communication (3)
Contact hours (3 total): 3 lecture
History of mass media in our society, specifically radio, newspapers, magazines, television, governmental regulation, public relations, marketing, advertising, and the Internet. Relationships between mass media, other forms of media, their respective audiences, and philosophical and ethical issues.
Prerequisite(s): ENG 1111
Terms Offered: Fall, Spring, Summer

COM 1150 Introduction to Communication Theory (3)
Contact hours (3 total): 3 lecture
Principles and foundational theories in the study of communication. Examination of various theories that attempt to describe, explain, and/or predict human communication behavior. Specific areas of study include: communication process, listening, conflict, gender, public speaking, mass communication, group communication, and intercultural communication.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
Pre/Corequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall

COM 1170 Small Group Communication (3)
Contact hours (3 total): 3 lecture
An introduction to the basic terms, principles, and theories of small group communication, examining multi-cultural leadership, roles, goal achievement, conflict, decision making, and problem solving. Development of effective group decision making, leadership skills, emphasizing methods of expressing oneself, and understanding others.
Prerequisite(s): ENG 1111
Global Awareness.
Terms Offered: Fall, Spring

COM 2240 Organizational Communication (3)
Contact hours (3 total): 3 lecture
An introduction to organizational communication research and theory with emphasis on communication processes to create a productive work environment, quality communication, and adaptation to an evolving workplace. An analysis of methods organizations use to sustain, how they communicate with their respective audiences, and assess principles for best organizational communication by analyzing successful historical practices and cutting edge beliefs which are driving organizations today.
Prerequisite(s): ENG 1111 and COM 1150
Global Awareness.
Terms Offered: Spring

COM 2700 Communication Internship (3)
Planned, structured, work experience in a professional setting applying a variety of classroom theory and acquiring new skills for a career in communication. May earn between 1-3 credit hours. Participate at the internship placement for a minimum of 10 hours per week per co-op credit earned.
Prerequisite(s): ENG 1112 and 30 semester hours earned
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

(COR) Corrections

COR 1105 Probation and Parole (3)
Contact hours (3 total): 3 lecture
History and philosophy of probation, aftercare, and other community programs for juvenile and adult offenders; function and philosophy of parole, current laws, and case studies.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Spring

COR 1130 Adult/Juvenile Corrections (3)
Contact hours (3 total): 3 lecture
Facilities, programs, and procedures for detention and incarceration.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Spring

COR 2285 Corrections Practicum (3)
Contact hours (2 total): 2 lecture
Field service training (day-time hours). Educational experience through appropriate observation and work assignment in jail and adult correction facilities. 2 hours of lecture/discussion and 7 hours of practicum per week. 105 hours of practicum per semester.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
Terms Offered: Spring

(CPE) College Prep Education

CPE 0700 Intermediate Algebra (3)
Contact hours (3 total): 3 lecture
Selected topics from plane geometry with applications; positive, negative, and fractional exponents; scientific notation; simplifying, rationalizing, and operations with radicals; quadratic equations with applications; introduction to functions and graphing. Institutional credit only.
Prerequisite(s): CPE 0600 with a grade of C or better
Terms Offered: Fall, Spring, Summer

(CRJ) Criminal Justice

CRJ 1100 Introduction to Criminal Justice (3)
Contact hours (3 total): 3 lecture
Overview of the criminal justice system's history, development, and evolution including subsystems of police, courts, and corrections.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Fall, Spring

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CRJ 1115 Victimology (3)
Contact hours (3 total): 3 lecture
Explores victimization's impact upon victims, criminals, criminal justice entities, and the community. Review theories and best practices and identify resources and rights afforded to victim.
Prerequisite(s): (CPE 0100 or ENG 0800 with a grade of C or higher)
Pre/Corequisite(s): (None)
Corequisite(s): (None)
Terms Offered: Fall

CRJ 1116 Systems Approach to Computer Technology (3)
Contact hours (3 total): 3 lecture
Management of police departments through computer applications, using data base, presentation, and other commercial software.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Lab Fee: $75.00
Terms Offered: Fall, Summer

CRJ 1120 Juvenile Procedures (3)
Contact hours (3 total): 3 lecture
Discussion of the juvenile justice system’s parts and subcultures; causative factors of, prevention of, and treatment programs for juvenile delinquency.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Spring, Summer

CRJ 1123 Patrol Operations (3)
Contact hours (3 total): 3 lecture
Comprehensive study of police patrol operations, including vehicle patrol techniques, foot patrol, crimes in progress, prowler calls, building searches, stops and approaches, and traffic crash investigation.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Terms Offered: Spring

CRJ 1283 Basic Law Enforcement I (8)
Contact hours (22 total): 1 lecture, 21 lab
Law enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's office and the Ohio Peace Officer’s Training Council (OPOTC).
Prerequisite(s): High school diploma or GED, CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0400 or ENG 0900 with a grade of C or higher
Instructor Permission Required.
Lab Fee: $1374.00
Terms Offered: Spring, Summer

CRJ 1284 Basic Law Enforcement II (8)
Contact hours (22 total): 1 lecture, 21 lab
Law enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's Office and the Ohio Peace Officer’s Training Council (OPOTC).
Prerequisite(s): CRJ 1283
Instructor Permission Required.
Lab Fee: $1374.00
Terms Offered: Spring, Summer

CRJ 2201 Police Administration (3)
Contact hours (3 total): 3 lecture
Examination of administrative design, including personnel selection, training, advancement, discipline, and utilization of resources.
Prerequisite(s): CRJ 1116 or ITS 1105
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall

CRJ 2216 Community Relations (3)
Contact hours (3 total): 3 lecture
Principles of community policing including youth-focused activities, community-based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision making.
Prerequisite(s): CRJ 1116 or ITS 1105
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall

CRJ 2225 Forensic Science (4)
Contact hours (4 total): 4 lecture
Search for, recognition, and preservation of physical evidence found at crime scenes.
Prerequisite(s): CRJ 1116 or ITS 1105
Pre/Corequisite(s): ENG 1111
Lab Fee: $15.00
Terms Offered: Fall

CRJ 2228 Criminal Investigation (3)
Contact hours (3 total): 3 lecture
Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence including interviewing witnesses and interrogating suspects.
Prerequisite(s): CRJ 1116 or ITS 1105
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall, Summer

CRJ 2235 Social Justice (3)
Contact hours (3 total): 3 lecture
Exploration of job stresses and the social value and ethics of the criminal justice process.
Prerequisite(s): CRJ 1116 or ITS 1105
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring, Summer

CRJ 2240 Criminal Law (3)
Contact hours (3 total): 3 lecture
Criminal procedures, criminal law, common defense, and prosecutorial processes.
Prerequisite(s): CRJ 1116 or ITS 1105
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring, Summer

CRJ 2250 Community Resources (3)
Contact hours (2 total): 2 lecture
Community resources available to police officers, such as homeless shelters, detoxification centers, and food pantries. 2 hours of online lecture/discussion and 7 hours of practicum per week. 105 total practicum hours per semester.
Prerequisite(s): CRJ 1116 or ITS 1105 and ENG 1111
Pre/Corequisite(s): ENG 1112
Terms Offered: Fall

CRJ 2260 Constitutional Law (3)
Contact hours (3 total): 3 lecture
History and philosophy of the American constitution;
theories of constitutional interpretation; judicial review; role of the Supreme Court in shaping government and society; Supreme Court and the bill of rights; landmark cases.
Prerequisite(s): ENG 1111
Pre/Corequisite(s): ENG 1112
Terms Offered: Spring
CRJ 2280 Practicum (3)
Contact hours (2 total): 2 lecture
Supervised work experience in criminal justice agencies. 2 hour of lecture/discussion and 7 hours of practicum per week. Total 105 hours practicum per semester. First day attendance is mandatory. Agencies will require students to submit to a criminal record check prior to the beginning of this course. Students who have a felony conviction or domestic violence conviction will not be accepted by agencies and should therefore not register for this course.
Prerequisite(s): CRJ 1100, CRJ 1120, CRJ 1123, CRJ 2201, CRJ 2216, CRJ 2225, CRJ 2228, CRJ 2250, and CRJ 1116 or ITS 1105
Pre/Corequisite(s): CRJ 2235 and CRJ 2240
Instructor Permission Required.
Terms Offered: Spring

(CSD) Computer Software Development
CSD 1300 Database Management (2)
Contact hours (3 total): 1 lecture, 2 lab
Concepts of database management. Relational databases, database design, normalization. Students must take both CSD 1300 and CSD 1310 to replace the discontinued course CSD 1400.
Prerequisite(s): CPE 0500 or MTH 0500 and CPE 0300 or ENG 0850 with a grade of C or higher
Pre/Corequisite(s): ITS 1105 or ITS 1245
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring
CSD 1310 SQL I (2)
Contact hours (3 total): 1 lecture, 2 lab
Introduction to SQL (Structured Query Language). Create and update tables in a relational database. Use queries to retrieve information from tables. Students must take both CSD 1300 and CSD 1310 to replace the discontinued course CSD 1400.
Prerequisite(s): CPE 0500 or MTH 0500 and CPE 0300 or ENG 0850 with a grade of C or higher
Pre/Corequisite(s): ITS 1105 or ITS 1245
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring
CSD 1510 Programming Fundamentals with Python (3)
Contact hours (5 total): 1 lecture, 4 lab
Fundamental programming constructs and concepts. Designed for students with little or no programming experience. Study of variables, constants, looping, strings, flowcharting basics, programming logic, and data validation techniques. This course replaces CSD 1500.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $20.00
Terms Offered: Fall, Spring
CSD 1600 JavaScript and jQuery (3)
Contact hours (4 total): 2 lecture, 2 lab
Use JavaScript and jQuery to create interactive web sites. This course replaces CSD 2200.
Prerequisite(s): CSD 1500 or CSD 1510 and ITS 1500
Terms Offered: Fall, Spring
CSD 2100 Systems Analysis and Design (3)
Contact hours (4 total): 2 lecture, 2 lab
A structured approach to the analysis and design of computer-based information systems.
Prerequisite(s): CSD 1400 and CSD 1510 or CSD 1500 and CPE 0600 or MTH 0650 with a grade of C or higher
Pre/Corequisite(s): ENG 2211 and ITS 1105
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $20.00
Terms Offered: Fall, Spring
CSD 2310 SQL II (2)
Contact hours (3 total): 1 lecture, 2 lab
Use SQL (Structured Query Language) to manipulate tables and table data in a relational database. Retrieve data from multiple tables. Develop stored programs and applications. Perform database optimization.
Prerequisite(s): CSD 1300 with a grade of C or higher and CSD 1310 with a grade of C or higher and CSD 1510 and (CPE 0600 or MTH 0650)
Terms Offered: Fall
CSD 2521 Java Programming I (3)
Contact hours (4 total): 2 lecture, 2 lab
Programming concepts and techniques including input/output, arithmetic and logic operations, looping, file handling, report generation, data types, and structures. Practical applications written, entered, tested, and debugged using principles of the Java programming language. Introduction of appropriate tools to aid in program development.
Prerequisite(s): CPE 0600 or MTH 0650 with a grade of C or higher, and CSD 1500 or CSD 1510
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall
CSD 2522 Java Programming II (3)
Contact hours (4 total): 2 lecture, 2 lab
Advanced concepts of computer programming. Use of data structures and tools that facilitate programming.
Prerequisite(s): CSD 2521
Terms Offered: Spring
CSD 2531 C# Programming (3)
Contact hours (4 total): 2 lecture, 2 lab
C# program structure, language, syntax, and implementation details. Object-oriented programming language concepts.
Prerequisite(s): CPE 0600 or MTH 0650 with a grade of C or higher, and CSD 1500 or CSD 1510
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Spring
CSD 2541 C++ Programming I (3)
Contact hours (4 total): 2 lecture, 2 lab
C++ program structure, language, syntax, and implementation details. Object-oriented programming language concepts.
Prerequisite(s): CPE 0600 or MTH 0650 with a grade of C or higher, and CSD 1500 or CSD 1510
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Spring

CSD 2610 Mobile Web Application Programming (3)
Contact hours (4 total): 2 lecture, 2 lab
Use HTML and JavaScript to design and create applications for mobile devices.
Prerequisite(s): CSD 1600
Terms Offered: Fall, Spring

CSD 2800 Advanced Topics (3)
Contact hours (4 total): 2 lecture, 2 lab
Integration of programming, database, and web design. Project analysis, design, and solution implementation. Writing a final report. Presentation preparation and delivery. Weekly class attendance is required.
Prerequisite(s): ITS 1500, COM 1120, CSD 1300, CSD 1310, and ITS 1105 and (CSD 2520 or 2521 or 2531 or 2540 or 2541)
Pre/Corequisite(s): ENG 1111
Lab Fee: $20.00
Terms Offered: Fall, Spring

(CSE) CyberSecurity

CSE 1110 Introduction to CyberSecurity (3)
Contact hours (4 total): 2 lecture, 2 lab
Internet security basics, hackers, spyware, phishing, spam, zombies, Trojan horses, worms, viruses, wi-fi security, denial-of-service, web-blocking, firewalls, and proxy servers. Installation and configuration of security tools and utilities.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and ITS 0800
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $75.00
Terms Offered: Spring, Summer

CSE 1120 CyberSecurity - Security + (3)
Contact hours (4 total): 2 lecture, 2 lab
Pre/Corequisite(s): CSE 1110
Lab Fee: $75.00
Terms Offered: Spring, Summer

CSE 2251 CyberSecurity - Security Professional I (3)
Contact hours (4 total): 2 lecture, 2 lab
Information security and risk management, access controls, application security, disaster recovery planning, cryptography, and legal aspects of information security. First course of a two-course sequence covering the ISC2 Computer Information Systems Security Professional (CISSP) certification objectives.
Prerequisite(s): CSE 1120
Lab Fee: $75.00
Terms Offered: Fall

CSE 2252 CyberSecurity - Security Professional II (3)
Contact hours (4 total): 2 lecture, 2 lab
Information systems operations security, physical and environmental security, security architecture and design, and telecommunications and network security. Second of a two-course sequence covering the ISC2 Computer Information Systems Security Professional (CISSP) certification objectives.
Pre/Corequisite(s): CSE 2251
Lab Fee: $75.00
Terms Offered: Fall

CSE 2902 Special Topics (2)
Contact hours (2 total): 2 lecture
Overview of computer security and ethical hacking techniques. Discussion of perimeter defenses, escalation of privileges, intrusion detection, policy creation, social engineering, open source intelligence, incident handling, and log interpretation.
Instructor Permission Required.
Terms Offered: Summer

(DSL) Diesel Technologies

DSL 1100 Hydraulic Theory and Operation (2)
Contact hours (4 total): 1 lecture, 3 lab
Fundamental theory, application, and operation of mobile hydraulic systems. Hydraulic pumps, valves, control systems, cylinders, and accessories.
Lab Fee: $100.00
Terms Offered: Fall, Spring

DSL 1200 Fundamentals of Engines (3)
Contact hours (7 total): 1 lecture, 6 lab
Internal combustion gasoline and diesel engines. Construction of the internal combustion engine, with primary focus on the individual systems. Engine maintenance and service, as well as associated tools, equipment, and procedures.
Pre/Corequisite(s): none
Lab Fee: $100.00
Certification Fee: $35.00
Terms Offered: Fall, Spring

DSL 1300 Preventative Maintenance (2)
Contact hours (4 total): 1 lecture, 3 lab
Preventative maintenance (PM) and standard service procedures of a heavy duty truck. Familiarization with the heavy duty truck market and equipment, shop and material safety, standard shop equipment, basic hand tool usage and care, usage and care of precision measuring instruments, and shop safety precautions. Individual truck systems, their service and preventative maintenance procedures.
Pre/Corequisite(s): ENT 1000
Lab Fee: $100.00
Terms Offered: Fall, Spring

DSL 1500 Heavy Truck Drive Trains (3)
Contact hours (5 total): 1 lecture, 4 lab
Examine construction, operation, application, maintenance, and repair of class 6, 7, and 8 truck drive lines. Multi-speed manual transmissions, single and dual reduction differential assemblies, drive shafts,
Pre/Corequisite(s): none
Lab Fee: $100.00
Terms Offered: Fall, Spring

DSL 1550 Truck Steering and Suspension (2)
Contact hours (4 total): 1 lecture, 3 lab
Highway truck steering systems, suspension systems, and vehicle chassis. Construction, operation, application, service, maintenance, and diagnostics of systems. Laws and regulations governing these areas.
Prerequisite(s): DSL 1300
Lab Fee: $100.00
Terms Offered: Fall, Spring

DSL 1600 Basic Electrical (3)
Contact hours (5 total): 2 lecture, 3 lab
Principles, operation, and applications of heavy duty truck electrical systems. Testing and diagnostics on batteries, starters, and alternators. Electrical circuit troubleshooting.
Prerequisite(s): none
Lab Fee: $100.00
Terms Offered: Fall, Spring, Summer

DSL 1650 Truck Brake Systems (3)
Contact hours (7 total): 1 lecture, 6 lab
Medium and heavy duty truck brake systems. Brake system construction, operation, maintenance, and troubleshooting. Anti-lock braking system (ABS) and anti-snaking system (ATC) technology and troubleshooting.
Prerequisite(s): DSL 1100, DSL 1300, and DSL 1600
Lab Fee: $100.00
Terms Offered: Summer

DSL 2300 Advanced Electrical / Electronics (3)
Contact hours (5 total): 2 lecture, 3 lab
Electrical/electronic systems except power train systems. Heavy duty truck electrical/electronic accessory systems. Operation of individual systems, diagnostics, and troubleshooting.
Prerequisite(s): DSL 1600 and MTH 1115
Pre/Corequisite(s): ITS 1105
Lab Fee: $100.00
Certification Fee: $35.00
Terms Offered: Fall, Spring

DSL 2500 Heavy Truck Automatic Transmissions (2)
Contact hours (4 total): 1 lecture, 3 lab
Medium and heavy duty truck automatic transmissions and torque converters. Planetary gearing, power flow, hydro-mechanical operation, electronic hydro-mechanical operation, terminology, service, testing, and troubleshooting. On-vehicle testing and troubleshooting.
Prerequisite(s): DSL 1100, DSL 1300, DSL 1500, and DSL 1600
Lab Fee: $100.00
Terms Offered: Fall, Spring

DSL 2600 Heavy Truck HVAC (2)
Contact hours (3 total): 1.5 lecture, 1.5 lab
Heavy duty truck heating, venting, and air conditioning systems (HVAC); operation, maintenance, service, and diagnostics. Air conditioning certifications through the Mobile Air Conditioning Society (MACS), the Institute of Mobile Air Conditioning (IMAC) or the National Institute of Automotive Service Excellence (ASE).
Prerequisite(s): DSL 1300 and DSL 1600
Lab Fee: $100.00
Terms Offered: Summer

(EBE) Experience Based Education

EBE 1000 Employability Skills (1)
Contact hours (1 total): 1 lecture
Life, career, and educational goals; resume and cover letter; research organization; interviewing skills, discussion of professional image; follow-up letter; co-op/internship processes.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

EBE 1100 Prior Learning Portfolio Development (2)
Contact hours (2 total): 2 lecture
Development of a portfolio of prior learning experiences to be assessed for credit for college courses. Overview of experiential learning and production of a work/life experience record, goals paper, learning statements, documentation of experiential learning, and a portfolio suitable for assessment. Students enrolled in or having successfully completed EBE 1100 must pay a $60 assessment fee per course-equivalent portfolio.
Prerequisite(s): Approval of coordinator. This course is required if seeking more than 4 hours of experiential credit.
Instructor Permission Required.
Other Fee: $60.00
Terms Offered: Fall, Spring

EBE 2500 Co-op/Internship Seminar (1)
Contact hours (1 total): 1 lecture
Relate classroom theory and practice to the work environment. Discuss work place experiences. Develop possible solutions to work place issues. Taken concurrently with an internship or co-op experience.
Corequisite(s): EBE 2701, EBE 2702, EBE 2703, EBE 2704, EBE 2801, EBE 2802, EBE 2803, or EBE 2804
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2601 Internship - Project Based (1)
Planned, structured, work experience in a professional work setting. Project-based approach to assisting an organization in accomplishing a goal or goals. Apply classroom theory and acquire new knowledge and skills. Learn about, react to, and write about internship organization and internship experience. A minimum of 15 hours (1 hour per week for 15-week term) of on-site, supervised work in addition to a minimum of 2 hours per week of off-site activities required to complete the project.
Prerequisite(s): 6 hours of oral and written communication courses, 15 hours of course work relevant to the planned internship experience, Approved placement, Instructor permission, and EBE 1000
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer
EBE 2602 Internship - Project Based (2)
Planned, structured, work experience in a professional work setting. Project-based approach to assisting an organization in accomplishing a goal or goals. Apply classroom theory and acquire new knowledge and skills. Learn about, react to, and write about internship organization and internship experience. A minimum of 30 hours (2 hours per week for 15-week term) of on-site, supervised work in addition to a minimum of 4 hours per week of off-site activities required to complete the project.
Prerequisite(s): 6 hours of oral and written communication courses, 15 hours of course work relevant to the planned internship experience, Approved placement, Instructor permission, and EBE 1000
Terms Offered: Fall, Spring, Summer

EBE 2603 Internship - Project Based (3)
Planned, structured, work experience in a professional work setting. Project-based approach to assisting an organization in accomplishing a goal or goals. Apply classroom theory and acquire new knowledge and skills. Learn about, react to, and write about internship organization and internship experience. A minimum of 45 hours (3 hours per week for 15-week term) of on-site, supervised work in addition to a minimum of 6 hours per week of off-site activities required to complete the project.
Prerequisite(s): 6 hours of oral and written communication courses, 15 hours of course work relevant to the planned internship experience, Approved placement, Instructor permission, and EBE 1000
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2701 Co-op Education I (1)
Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 150 documented hours (10 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100 and Approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2702 Co-op Education I (2)
Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 300 documented hours (20 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100 and Approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2703 Co-op Education I (3)
Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 450 documented hours (30 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100 and Approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2704 Co-op Education I (4)
Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 600 documented hours (40 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100 and Approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2801 Co-op Education II (1)
Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 150 documented hours (10 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100 and Approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2802 Co-op Education II (2)
Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 300 documented hours (20 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100 and Approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2803 Co-op Education II (3)
Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 450 documented hours (30 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100 and Approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

EBE 2804 Co-op Education II (4)
Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 600 documented hours (40 hours per week for 15-week term).
Prerequisite(s): EBE 1000 or AGR 1100, and approved co-op placement
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

(ECE) Early Childhood Education

ECE 1101 Professional Development for Educators (1)
Contact hours (1 total): 1 lecture
Overview of basic skills and knowledge necessary for individuals planning a career path in education. Focus on course planning, scheduling, professional communication, academic preparation, and individual learning styles. Criminal background check at approximate cost of $60 must be obtained prior to course completion.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of
Course Descriptions

**ECE 1106 Health, Safety, Nutrition (2)**
Contact hours (2 total): 2 lecture
Examination and discussion of content and issues related to the health, safety, and nutrition of young children birth through age 5. Exploration of creating safe learning environments, healthy nutrition, and positive interactions that support optimal growth and development of young children. Ways to engage the family in supporting these practices as well as licensing rules and information about required trainings that students must complete prior to student teaching.
Prerequisite(s): CPE 0100 or ENG 0800 (a grade of C or higher is required)
Corequisite(s): CPE 0200, ENG 0800, or ENG 0850 (CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher and ECE 1102)
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $15.00
Student Liability Fee: $25.00
Terms Offered: Fall

**ECE 1107 Creative and Motor Development in Early Childhood (3)**
Contact hours (3 total): 3 lecture
Creative and motor development birth through eight. Foundational learning theories in physical and creative development through play, visual art, music, and movement. Participation in activities of art, drama, music, and movement to enhance creative expression and development of creative thinking, processing, and problem-solving skills of the young child. Observation and resource portfolio.
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher and ECE 1102
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $40.00
Terms Offered: Fall

**ECE 1103 Early Childhood Development (3)**
Contact hours (3 total): 3 lecture
Focus on applying knowledge of the characteristics and needs of young children prenatal to age eight, to create healthy, respectful, supportive, challenging, and effective learning environments. Multiple and interrelated influences on the development and learning of young children will be examined.
Pre/Corequisite(s): CPE 0200, ENG 0800, or ENG 0850 (ENG 0800 with a grade of an A or B ) and CPE 0300 or ENG 0900 (ENG 0900 with a grade of C or higher.)
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $35.00
Student Liability Fee: $25.00
Terms Offered: Fall

**ECE 1105 Language and Literacy in Education (3)**
Contact hours (3 total): 3 lecture
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and ECE 1102
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $35.00
Terms Offered: Fall

**ECE 1108 Creative and Motor Development in Early Childhood (3)**
Contact hours (3 total): 3 lecture
Creative and motor development birth through five. Focus on applying knowledge of the characteristics and needs of young children birth through five, and their families. Intended for those interested in the field of early childhood education or who are undecided about their teaching aspirations. Overview of the profession of early childhood education, the role of the teacher/caregiver, history of early childhood education, major models and programs, theories and practices, and current issues in the classroom and child care setting.
Pre/Corequisite(s): CPE 0200, ENG 0800, or ENG 0850 (ENG 0800 must be successfully completed with a grade of A or B) and CPE 0300 or ENG 0900 (ENG 0900 with a grade of C or higher)
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
ECE 1115 Observation and Assessment in Early Childhood (3)
Contact hours (3 total): 3 lecture
Observing, recording, assessing, and interpreting behaviors of young children. Emphasis on a variety of assessment tools and appropriate methodologies for collecting data for decision making. Ten hours of observation and field experience required.
Prerequisite(s): ECE 1101, ECE 1102, and CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $40.00
Student Liability Fee: $20.00
Terms Offered: Spring

ECE 1200 Infant Toddler Curriculum (2)
Contact hours (2 total): 2 lecture
Exploration and discussion of high-quality care-giving and developmentally appropriate practices when engaging with infants and toddlers and their families.
Importance of quality environments that support development, language and literacy, family engagement
Pre/Corequisite(s): ECE 1103 and ECE 1104 (or instructor permission)
Lab Fee: $15.00
Student Liability Fee: $25.00
Terms Offered: Spring

ECE 2100 Socioemotional Development in Early Childhood (3)
Contact hours (3 total): 3 lecture
Prerequisite(s): ECE 1102, ECE 1115, and CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $35.00
Terms Offered: Fall

ECE 2120 Leadership, Management, Mentoring in Early Childhood Education (3)
Contact hours (3 total): 3 lecture
Guidelines for leading, staffing, organizing, budgeting, planning, monitoring, and controlling for quality in programs for young children. Examination of leadership styles, teacher development, guiding, and coaching in a variety of settings. Focus on creating culturally responsive and ethical programs through use of anti-bias teaching practices and incorporation of Code of Ethical Conduct in planning and implementation.
Prerequisite(s): ECE 1102, ECE 1115, and ENG 1111
Lab Fee: $25.00
Terms Offered: Spring

ECE 2130 Practicum Field I (1)
Field Experience I, application of theory, planning, and implementing appropriate lessons in all Ohio Department of Education (ODE) Early Learning Content areas, observational and assessment skills, guidance and behavior management skills, professionalism. Completion of all paper work required for entrance into field experience including FBI/BCI fingerprinting, proof of all certifications, personal references, physical exam. 150 hours supervised experiences in approved field site.
Prerequisite(s): ECE 1102, ECE 1105, ECE 1112, ECE 1115, and ECE 1108
Pre/Corequisite(s): ECE 2100
Corequisite(s): ECE 2133
Instructor Permission Required.
Lab Fee: $30.00
Student Liability Fee: $20.00
Terms Offered: Fall

ECE 2133 Early Education Curriculum and Instruction (3)
Contact hours (3 total): 3 lecture
Plan, prepare, and implement appropriate curriculum with emphasis on curriculum models. Ohio Department of Education Content standards, goals, three-part objectives, lesson planning, teaching strategies, National Association for Education of Young Children (NAEYC) best practices, observation, documentation, screening, evaluation processes, review of classroom management principles, learning theories, code of conduct for professionalism, and teaching skills. Begin preparation for Praxis Examination.
Prerequisite(s): ECE 1102, ECE 1105, ECE 1112, ECE 1115, and ECE 1108
Pre/Corequisite(s): ECE 2100
Corequisite(s): ECE 2130
Instructor Permission Required.
Lab Fee: $35.00
Terms Offered: Fall

ECE 2135 Practicum Field II (2)
Field Experience II, application of theory, child development, and skills in planning and implementing appropriate lessons, units of study. Lead day planning for environment, support staff, managing transitions, guiding and managing both small and large group settings. Professional behaviors working with mentor teacher, support teachers, staff, and parents. Completion of observational tools, including case studies, assessment tools, and documentation of learning expected. 210 hours supervised experiences and final evaluation by mentor teacher and Clark State instructor. Final capstone oral presentation and learning summaries of program goals and field experience.
Prerequisite(s): ECE 2130 and ECE 2133
Corequisite(s): ECE 2137
Instructor Permission Required.
Lab Fee: $30.00
Student Liability Fee: $20.00
Terms Offered: Spring

ECE 2137 Seminar II (2)
Contact hours (2 total): 2 lecture
Preparation for field experience II, planning appropriate lessons in all content areas, including creative experiences, use of Ohio Department of Education
Course Descriptions

Terms Offered: Fall, Spring

Lab Fee: $20.00

Student Liability Fee: $25.00

score will satisfy the respective CPE requirement.

An appropriate college placement test, ACT, or SAT grade of A, or ENG 0850 with a grade of C or higher

Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher, CPE 0400 and completion of interviews.

Teaching practice. Requires (4) hours of observation and completion of interviews. Prerequisite(s): ECE 2130 and ECE 2133

Corequisite(s): ECE 2135

Instructor Permission Required.

Lab Fee: $30.00

Terms Offered: Spring

(ODE) Early Learning Content Standards, planning for environment at field site, observations, assessments. Peer and teacher evaluations, small and large group planning, ten lead days, planning for routine, guidance, support staff, and transitions. Analysis of experiences gained in field, preparation of capstone portfolio and final oral evaluation. Completion of all paper work, documentation needed for entering field site. Praxis examination practice.

Prerequisite(s): ECE 2130 and ECE 2133

Corequisite(s): ECE 2135

Instructor Permission Required.

Lab Fee: $30.00

Terms Offered: Spring

(EDU) Education

ECO 1100 General Economics (3)
Contact hours (3 total): 3 lecture
Introduction to basic economic concepts and topics such as resource allocation, costs, supply, demand, public goods, capitalism, market failures, gross domestic product, unemployment, population, inflation, unemployment, taxation, money creation, monetary policy, international trade, and other policy issues. Serves as General Education elective for students whose programs do not require ECO 2210 and ECO 2220.

Prerequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

ECO 2210 Principles of Macroeconomics (3)
Contact hours (3 total): 3 lecture
Fundamentals of economics from a macro perspective including gross domestic product (GDP), level of employment, inflation, monetary and fiscal policies, trends and cycles.

Prerequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

ECO 2220 Principles of Microeconomics (3)
Contact hours (3 total): 3 lecture
Fundamentals of economics from a micro perspective including elasticity, market efficiency, government intervention, consumer choice theory, production cost, market structures, market pricing, externalities, imperfect information, and public goods.

Prerequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

(EDU) Education

EDU 1110 Introduction to Education (3)
Contact hours (3 total): 3 lecture
Purposes, organizations and outcomes of schooling grounded in social foundations of education. Critical inquiry into teaching as a profession, licensure requirements, teacherâ€™s legal rights and responsibilities, and accountability of public schools. Examine historical and philosophical foundations, demographic factors, and issues of culturally responsive teaching practice. Requires (4) hours of observation and completion of interviews.

Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher

An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.

Student Liability Fee: $25.00

Lab Fee: $20.00

Terms Offered: Fall, Spring

EDU 2110 Family, Community, Schools (3)
Contact hours (3 total): 3 lecture
Effect of family and community environment on the learner. Effect of culture, disability, and socioeconomic status on collaboration and interaction with families. Strategies to promote effective collaboration with emphasis on listening, communication, confidentiality, problem solving, stress management, ethics, and role as a team member. Field observation and participation.

Prerequisite(s): none

Pre/Corequisite(s): ECE 1102, ENG 1111, and ENG 1112

Lab Fee: $35.00

Terms Offered: Spring

(EMS) Emergency Medical Services

EMS 1100 EMT Theory & Practice (7)
Contact hours (10 total): 6 lecture, 4 lab
Meets current standards of the State of Ohio Division of Emergency Medical Services (EMS) for the Emergency Medical Technician (EMT). Recognizing nature and seriousness of patient’s condition/extent of injuries; administering appropriate emergency medical care, developing self confidence, communication skills, and accurate record keeping. Clinical/field observations. Successful students eligible to take Ohio’s EMT certification testing.

Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher

Corequisite(s): Criminal background check and EMS 1171

Lab Fee: $150.00

Student Liability Fee: $90.00

Certification Fee: $80.00

Terms Offered: Fall, Spring, Summer

EMS 1112 Paramedic Hospital Practice I (1)
Beginning of the clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.

Corequisite(s): EMS 1131

Instructor Permission Required.

Student Liability Fee: $62.00

Other Fee: $90.00

Terms Offered: Fall
EMS 1112 Paramedic Field Practice I (1)
Continuation of prehospital experience with a paramedic team, observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.
Prerequisite(s): EMS 1122
Corequisite(s): EMS 1133
Instructor Permission Required.
Terms Offered: Spring

EMS 1124 Paramedic Field Practice II (1)
Continuation of prehospital experience with a paramedic team, observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.
Prerequisite(s): EMS 1122
Corequisite(s): EMS 1133
Instructor Permission Required.
Terms Offered: Summer

EMS 1126 Paramedic Field Practice III (1)
Continuation of prehospital experience with a paramedic team, observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.
Prerequisite(s): EMS 1124
Corequisite(s): EMS 1133
Instructor Permission Required.
Terms Offered: Fall

EMS 1128 Paramedic Field Practice IV (1)
Continuation of prehospital experience with a paramedic team, observing the daily responsibilities of the paramedic, giving the student the opportunity to go on EMS calls progressing from an observation role to a participant/leadership role with the Advanced Life Support team.
Pre/Corequisite(s): EMS 1126
Corequisite(s): EMS 1135
Instructor Permission Required.
Student Liability Fee: $62.00
Terms Offered: Fall, Summer

EMS 1131 Paramedic Theory I (6)
Contact hours (6 total): 6 lecture
Introduction to emergency medical services advanced life support following EMT Paramedic National Standard Curriculum. Prehospital environment, overview of roles and responsibilities, EMS systems, medical ethical/legal aspects, therapeutic and professional communications, stress management in emergency services, advanced patient assessment, advanced airway management, IV therapy, introduction to respiratory and cardiac emergencies, emergency pharmacology and medication administration.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, CPE 0400 or ENG 0900 with a grade of C or higher, CPE 0500 or MTH 0500 with a grade of C or higher, Ohio Basic EMT Certification, BIO 1105, and MST 1105 and Ohio Basic EMT Certification, BIO 1105, and MST 1105
Corequisite(s): EMS 1112, EMS 1122, and EMS 1141
Instructor Permission Required.
Terms Offered: Fall

EMS 1133 Paramedic Theory II (6)
Contact hours (6 total): 6 lecture
Application of concepts from Paramedic Theory I. Treatment plans for cardiovascular, neurologic, endocrine, gastroenterologic, renal, urologic, gynecologic, obstetric, and specific neonatal, pediatric, and geriatric disorders, allergies and anaphylaxis, toxic exposure, infectious and communicable diseases, environmentally induced emergencies, behavioral emergencies, trauma, acute deterioration of chronic illness, patients with special challenges, and victims of abuse or assault. Management of emergency scene.
Prerequisite(s): EMS 1131
Corequisite(s): EMS 1114, EMS 1124, and EMS 1143
Instructor Permission Required.
Terms Offered: Spring

EMS 1135 Paramedic Theory III (6)
Contact hours (6 total): 6 lecture
Application of concepts from Paramedic Theory I and II. Treatment plans for cardiovascular, neurologic, endocrine, gastroenterologic, renal, urologic, gynecologic, obstetric, and specific neonatal, pediatric, and geriatric disorders, allergies and anaphylaxis, toxic exposure, infectious and communicable diseases, environmentally induced emergencies, behavioral emergencies, trauma, acute deterioration of chronic illness, patients with special challenges, and victims of abuse or assault. Management of emergency scene.
Prerequisite(s): EMS 1133
Corequisite(s): EMS 1128 and EMS 1145
Instructor Permission Required.
Terms Offered: Fall, Summer

EMS 1141 Paramedic Practical Skills Lab I (1.6)
Contact hours (5 total): 5 lab
Practical skills lab to support course outcomes and learning objectives of EMS 1131.
Corequisite(s): EMS 1131
Instructor Permission Required.
Lab Fee: $200.00
Terms Offered: Fall
EMS 1143 Paramedic Practical Skills Lab II (1.7)  
Contact hours (5 total): 5 lab  
Practical skills lab to support course outcomes and learning objectives of EMS 1133 and previously learned skills.  
Prerequisite(s): EMS 1141  
Corequisite(s): EMS 1133  
Instructor Permission Required.  
Lab Fee: $200.00  
Certification Fee: $150.00  
Terms Offered: Spring

EMS 1145 Paramedic Practical Skills Lab III (1.7)  
Contact hours (5 total): 5 lab  
Practical skills lab to support course outcomes and learning objectives of EMS 1133 and EMS 1135 and previously learned skills.  
Prerequisite(s): EMS 1143  
Corequisite(s): EMS 1135  
Instructor Permission Required.  
Lab Fee: $200.00  
Terms Offered: Fall, Summer

EMS 1171 Basic Life Support: CPR (0.5)  
Contact hours (0.5 total): 0.5 lecture  
Introduction to respiratory and circulatory emergency in infants, children, and adults. Instruction and treatment methods in community and professional cardiopulmonary resuscitation in accordance with the American Heart Association guidelines.  
Lab Fee: $15.00  
Terms Offered: Fall, Spring, Summer

EMS 2210 Community Paramedic (4)  
Contact hours (4 total): 4 lecture  
Survey of the role and function of the Community Paramedic (CP) as a member of the healthcare team functioning in the community under Ohio’s paramedic scope of practice. Role of the CP as an advocate for clients in the community. Mapping of community healthcare services and determining demographic impact on the health of clients. Assessing patient healthcare needs and appraising healthcare conditions. Documentation of patient/client encounters.  
Prerequisite(s): (The Community Paramedic student must have at least two years experience as a certified paramedic and submit a program recommendation from a physician board-certified in Emergency Medicine.)  
Instructor Permission Required.  
Terms Offered: Fall

EMS 2288 Paramedic Theory/RNs (5)  
Contact hours (7 total): 4 lecture, 3 lab  
A complete paramedic curriculum, pre-hospital environment, preparatory, trauma, burns, medical emergencies, OB/GYN neonatal, and behavioral emergencies for the registered nurse with experience in the care of critically ill or injured patients. An emphasis is placed on practical knowledge in the college laboratory, hospital clinical setting, and field internship.  
RNAs are given credit for past experience for their nursing education and experience.  
Prerequisite(s): RN, ACLS, PHTLS, BTLS, PALS, min 2 yrs critical care, TNCC, Ohio EMT-Basic Certification  
Instructor Permission Required.  
Lab Fee: $150.00  
Student Liability Fee: $62.00

Certification Fee: $150.00  
Terms Offered: Spring

EMS 2900 Special Topics EMT Theory & Practice I (3.5)  
Contact hours (5 total): 3 lecture, 2 lab  
Meets current standards of the State of Ohio Division of Emergency Medical Services (EMS) for the Emergency Medical Technician (EMT). Recognizing nature and seriousness of patient’s condition/extent of injuries; administering appropriate emergency medical care, developing self confidence, communication skills, and accurate record keeping. Clinical/field observations.  
Successful students eligible to take Ohio’s EMT certification testing.  
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher  
Corequisite(s): Criminal background check and EMS 1171  
Instructor Permission Required.  
Lab Fee: $75.00  
Terms Offered: Fall, Spring, Summer

EMS 2901 Special Topics EMT Theory & Practice II (3.5)  
Contact hours (5 total): 3 lecture, 2 lab  
Meets current standards of the State of Ohio Division of Emergency Medical Services (EMS) for the Emergency Medical Technician (EMT). Recognizing nature and seriousness of patient’s condition/extent of injuries; administering appropriate emergency medical care, developing self confidence, communication skills, and accurate record keeping. Clinical/field observations.  
Successful students eligible to take Ohio’s EMT certification testing.  
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher and EMS 2900  
Corequisite(s): Criminal background check and EMS 1171  
Instructor Permission Required.  
Lab Fee: $75.00  
Student Liability Fee: $62.00  
Terms Offered: Fall, Spring, Summer

(ENG) English

ENG 0800 College Reading Comprehension I (3)  
College reading skills at the fundamental to intermediate level. General reading comprehension skills, vocabulary development, and study skill strategies needed for college-level courses. Institutional credit only.  
Prerequisite(s): (Appropriate placement score)  
Corequisite(s): FYE 1000, FYE 1100, AGR 1100, ENT 1000, or MGT 1000  
Terms Offered: Fall, Spring, Summer

ENG 0850 College Reading Comprehension II (3)  
Contact hours (3 total): 3 lecture  
College reading skills at the intermediate level, displaying competency in reading college level texts. General reading comprehension skills, vocabulary development, and study skill strategies needed for college-level courses. Institutional credit only.  
Prerequisite(s): ENG 0800 (with a grade of B or C, or
appropriate placement score )
Corequisite(s): FYE 1000, FYE 1100, AGR 1100, ENT 1000, or MGT 1000
Terms Offered: Fall, Spring, Summer

ENG 0900 College Writing Essentials (3)
Prepares students for English 1111. Builds reading and writing skills, introduces students to MLA guidelines and the college's library. Institutional credit only.
Prerequisite(s): (Appropriate placement score)
Pre/Corequisite(s): FYE 1000, FYE 1100, AGR 1100, ENT 1000, or MGT 1000
Corequisite(s): ENG 1111
Terms Offered: Fall, Spring, Summer

ENG 0950 College Writing Workshop (1)
Contact hours (1 total): 1 lecture
Supports students in English 1111. Continues to build reading and writing skills, emphasis on revising, editing, reflecting, and individualized goal setting. Institutional credit only.
Prerequisite(s): ENG 0900 with a grade of C or repeating ENG 1111
Pre/Corequisite(s): FYE 1000, FYE 1100, AGR 1100, ENT 1000, or MGT 1000
Corequisite(s): ENG 1111
Terms Offered: Fall, Spring, Summer

ENG 1111 English I (3)
Contact hours (3 total): 3 lecture
Writing and revising process, academic and argumentative essays; literary examples of descriptive, narrative, expository, and persuasive modes; language issues and library skills. Writing intensive. Primary focus on formal, written work, composed for a variety of audiences. (Note: If repeating ENG 1111, must also register for ENG 0950)
Prerequisite(s): [CPE 0100 or ENG 0800 with a grade of C or higher] and [CPE 0300 with a grade of B or higher, CPE 0400 with a grade of C or higher, or ENG 0900 with a grade of C or higher]
Pre/Corequisite(s): CPE 0200, ENG 0800 with a grade of A, or ENG 0850
Terms Offered: Fall, Spring, Summer

ENG 1112 English II (3)
Contact hours (3 total): 3 lecture
Critical thinking. Critical thinking, persuasive writing, research skills, and literary analysis. Writing intensive. Writing a variety of texts, including the researched essay. Opportunities for revision. Minimum of 5000 total words (20 pages). Electronic or other projects of academic rigor and substance considered. Primary focus on formal, written work.
Prerequisite(s): ENG 1111 with a grade of C or higher
Terms Offered: Fall, Spring, Summer

ENG 1600 Introduction to Literature (3)
Contact hours (3 total): 3 lecture
Critical readings, discussion and analysis of poetry, fiction, and drama.
Prerequisite(s): ENG 1111
Terms Offered: Fall, Spring, Summer

ENG 2211 Business Communication (3)
Contact hours (3 total): 3 lecture
Preparing and analyzing business documents using fundamental business communication principles and standards, technology, critical thinking skills, and research techniques in preparation for the workplace. Substantial focus on customs and traditions of a non-English-speaking country and the impact of those customs and traditions on expanding American business to that country. Development of oral communication skills using appropriate technology, strategy, and methods. Use of digital recording and PowerPoint slide projection equipment in online sections.
Prerequisite(s): ENG 1111 or OAD 1105
Terms Offered: Fall, Spring, Summer

ENG 2230 Technical Report Writing (3)
Contact hours (3 total): 3 lecture
Technical communications encountered on the job, including memos, technical definitions, descriptions, instructions and procedures, proposals, progress reports, analytical reports, oral presentations, and e-mail.
Prerequisite(s): ENG 1111
Terms Offered: Summer

ENG 2250 Creative Writing (3)
Contact hours (3 total): 3 lecture
Introduction and discussion of three major literary genres: fiction, poetry, and drama. Writing a collection of poems, short and long fiction, a one-act script, a screen play or play, and a literary analysis.
Prerequisite(s): ENG 1111
Pre/Corequisite(s): ENG 1112
Terms Offered: Fall

ENG 2300 Great Books: World Literature (3)
Contact hours (3 total): 3 lecture
Chronological selection of the major works, genres, and periods of world literature beginning with the ancients and progressing through modern times.
Prerequisite(s): ENG 1111
Pre/Corequisite(s): ENG 1112
Terms Offered: Summer

ENG 2500 American Literature (3)
Contact hours (3 total): 3 lecture
Themes, ideas, and periods in American literature from its beginning through modern times.
Prerequisite(s): ENG 1111
Pre/Corequisite(s): ENG 1112
Terms Offered: Fall

ENG 2610 British Literature to 1800 (3)
Contact hours (3 total): 3 lecture
Survey of the major works and periods of British literature from 700 to 1800.
Prerequisite(s): ENG 1111
Pre/Corequisite(s): ENG 1112
Terms Offered: Fall

ENG 2620 British Literature from 1800 to the Present (3)
Contact hours (3 total): 3 lecture
Survey of major works, themes ideas, and periods of British literature from 1800 to the present time.
Prerequisite(s): ENG 1111 and ENG 1112
Terms Offered: Spring
Course Descriptions

ENTE 1000 Introduction to Industrial and Engineering Technology (3)
Contact hours (4 total): 2 lecture, 2 lab
Exploration of industrial and engineering technology careers. Introduction to sketching, critical thinking, design, and project management skills. Introduction to campus resources and computer services. Time management, study skills, communication skills. Using electronic media for information gathering, presentations, communication and data management.
Prerequisite(s): Must have a NextGen Accuplacer score of Reading 220+, Writing 2+, Pre-Algebra/Math 220+
Lab Fee: $25.00
Terms Offered: Fall, Spring, Summer

ENTE 1050 Manufacturing Foundations (4)
Contact hours (6 total): 2 lecture, 4 lab
Instruction in print reading and part visualization from drawings, including sketching multi-view drawings and three-dimensional models, location of key features and dimensioning specifications. Beginning concepts in geometric dimensioning and tolerancing. Instruction in using precision measurement tools including, but not limited to: scales, calipers, micrometers, dial indicators, coordinate measurement machines. The use of computer interfaces in metrology and basic statistical process control. Topics in lean manufacturing.
Pre/Corequisite(s): ENT 1000 and Must have a NextGen Accuplacer score of Reading 220+, Writing 2+, Pre-Algebra/Math 220+
Lab Fee: $25.00
Terms Offered: Fall, Spring

ENTE 1300 Dimensional Metrology (3)
Contact hours (4 total): 2 lecture, 2 lab
Use of tools and precision measuring equipment to maintain, install, and align mechanical equipment (bearings, couplings, flexible drives, gearing, and gear reducers). Precision measurement tools including scales, calipers, micrometers, dial indicators, and others. Computer interfaces in metrology. Statistical process control including control charts, cause and effect diagrams, and Pareto diagrams. Instruction in part visualization from drawings, including location of key features, drawing dimensioning specifications. Beginning concepts in geometric dimensioning and tolerancing.
Prerequisite(s): ITS 0800 and CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $15.00
Terms Offered: Fall, Spring, Summer

ENTE 1310 Computer Numerical Control (CNC) Machine Operator - Milling (3)
Contact hours (4 total): 2 lecture, 2 lab
Focuses on the Computer Numerical Control (CNC) milling machine operator, including such tasks as maintaining machines, recording Statistical Process Control (SPC) data, tool identification and set-up, machining processes and quality inspection.
Pre/Corequisite(s): ENT 1000 and ENT 1050
Lab Fee: $100.00
Terms Offered: Fall, Spring

ENTE 1310 Computer Numerical Control (CNC) Machine Operator - Turning (3)
Contact hours (4 total): 2 lecture, 2 lab
Focuses on the Computer Numerical Control (CNC) lathe machine operator, including such tasks as maintaining machines, recording Statistical Process Control (SPC) data, tool identification and set-up, machining processes and quality inspection.
Pre/Corequisite(s): ENT 1000 and ENT 1050
Lab Fee: $100.00
Terms Offered: Fall, Spring

ENTE 1320 Computer Numerical Control (CNC) Machine Control (CNC) (3)
Contact hours (4 total): 2 lecture, 2 lab
An introduction to G and M codes necessary to program Computer Numerical Controlled (CNC) machines with an emphasis on programming and operations of machining and turning centers. Emphasis on tool geometry, tool selection, and the tool library. Instruction in Computer-Aided Manufacturing (CAM) software.
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $50.00
Terms Offered: Fall, Spring

ENTE 1330 Fundamentals of Computer Numerical Control (CNC) (3)
Contact hours (4 total): 2 lecture, 2 lab
An introduction to G and M codes necessary to program Computer Numerical Controlled (CNC) machines with an emphasis on programming and operations of machining and turning centers. Emphasis on tool geometry, tool selection, and the tool library. Instruction in Computer-Aided Manufacturing (CAM) software.
Pre/Corequisite(s): ENT 1000 and ENT 1050
Lab Fee: $100.00
Terms Offered: Fall, Spring, Summer

ENTE 1400 Circuit Analysis (3)
Contact hours (4 total): 2 lecture, 2 lab
Principals and concepts of electricity, current flow; energy, power, work, transient effects, AC and DC circuit analysis, and analysis by computer simulation.
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $25.00
Terms Offered: Fall

ENTE 1410 Introduction to Additive Manufacturing (3)
Contact hours (4 total): 2 lecture, 2 lab
Principles of the applications of Additive Manufacturing. Advantages of using Additive Manufacturing over traditional Subtractive Manufacturing processes. An overview of the most widely used technologies, materials and applications. Create files, select appropriate technology, build settings and parameters, and print complex three-dimensional parts.
Pre/Corequisite(s): CAD 2100
Lab Fee: $100.00
Terms Offered: Fall, Spring, Summer

ENTE 1420 Rapid Prototyping Model Design and Fabrication (3)
Contact hours (4 total): 2 lecture, 2 lab
Examines the key elements of product development from the concept through design to production. Provides knowledge of the theory of Rapid Prototyping and enables critical thinking in new product development, process building, sustainability, and innovation theories. Engineering parts inspection and reverse engineering processes employing 3 Dimensional (3D) printing, scanning, and Coordinate Measuring.
Pre/Corequisite(s): ENT 1410
Lab Fee: $100.00
Terms Offered: Fall, Spring
ENT 1450 Direct Current (DC) Circuits (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Examine series, parallel, and series-parallel circuits.  
Apply circuits laws and theorems including Kirchhoff’s  
Law, Thevenin’s Theorem, Norton’s Theorem, and  
superposition theorem. Analyze electrical components  
and determine their role in an electrical circuit.  
Discussion of capacitors and inductance.  
Pre/Corequisite(s): MTH 1280 and ENT 1000  
Lab Fee: $25.00  
Terms Offered: Fall, Spring

ENT 1460 Alternating Current (AC) Circuits (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Examine Alternating Current (AC) fundamentals  
including complex numbers, impedance concepts,  
resonance, transformers, superposition theorem,  
Thevenin’s Theorem, Norton’s Theorem, and  
power transfer theorems.  
Prerequisite(s): ENT 1450 and MTH 1340  
Lab Fee: $25.00  
Terms Offered: Fall, Spring

ENT 1500 Engineering Materials (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Structural and mechanical properties of ferrous (iron)  
and non-ferrous (aluminum, copper, nickel, etc.)  
materials and alloys. Non-metallic materials such as  
glass, ceramics, concrete, wood, and electromagnetic  
and semi-conductor materials.  
Prerequisite(s): ENT 1450 and ENT 1050  
Lab Fee: $20.00  
Terms Offered: Fall, Spring

ENT 1510 Fundamentals of Metals (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Structural and mechanical ferrous and non-ferrous  
materials and alloys and how they compare to other  
industrial materials.  
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of  
C or higher, and CPE 0500 or MTH 0500 with a grade  
of C or higher  
An appropriate college placement test, ACT, or SAT  
score will satisfy the respective CPE requirement.  
Instructor Permission Required.  
Lab Fee: $20.00  
Terms Offered: Fall, Spring

ENT 1600 Introduction to Robotics (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Investigating the history and evolution of robotics.  
Classification and characteristics of robots, robotic  
applications, and safety protocols. Introduction of  
various industrial robotic teach pendants and robotic  
movement. Introduction to robotic programming.  
Pre/Corequisite(s): ENT 1000 and ENT 1050  
Lab Fee: $30.00  
Terms Offered: Fall, Spring

ENT 1650 Robotic Applications (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Program and operate FANUC and Motoman robots.  
Develop programming skills for material handling,  
including the integration of vision systems and  
conveyors.  
Prerequisite(s): ENT 1600  
Lab Fee: $30.00  
Terms Offered: Fall, Spring

ENT 1700 Robot Maintenance (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Robot maintenance procedures, preventive  
maintenance, and troubleshooting techniques. Hands-  
on maintenance and troubleshooting.  
Prerequisite(s): ENT 1600  
Lab Fee: $30.00  
Terms Offered: Fall, Spring

ENT 1750 Robotic Welding (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Program and operate a FANUC robotic weld cell.  
Introduction to Gas Metal Arc Welding (GMAW),  
including safety, joint designs, and troubleshooting.  
Prerequisite(s): ENT 1600  
Lab Fee: $100.00  
Terms Offered: Fall, Spring

ENT 2100 Manufacturing Processes (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Overview of manufacturing process, including machine  
tool operations, metal forming, welding processes, and  
casting. Setup and operation of metal lathe, mill, drill  
press, band saw, and grinder for the completion of lathe  
and milling projects.  
Prerequisite(s): ENT 1000 and ENT 1050  
Lab Fee: $50.00  
Terms Offered: Fall, Spring

ENT 2200 Statics (3)  
Contact hours (4 total): 2 lecture, 2 lab  
The force analysis of rigid bodies at rest: vectors, forces,  
moments, centroids, equilibrium conditions, analysis  
of trusses and frames, friction, moments of inertia, and  
applications.  
Prerequisite(s): ENT 1000 and MTH 1340  
Pre/Corequisite(s): PHY 1501  
Lab Fee: $10.00  
Terms Offered: Fall, Spring

ENT 2300 Strength of Materials (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Equilibrium, stress and strain, review of centroids and  
moments of inertia, torsion, stresses and deflections in  
beams, combined loading, compression members, and  
Mohr’s Circle Method.  
Prerequisite(s): ENT 2200  
Lab Fee: $15.00  
Terms Offered: Fall, Spring

ENT 2400 Computer Numerical Control (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Theory and practice of numerical control (NC)  
and computer numerical control (CNC) machining  
with actual programming applications. Converting  
engineering drawings into programs using computer  
simulation to test programs and produce programmed  
parts.  
Prerequisite(s): ENT 1100  
Pre/Corequisite(s): ENT 2100  
Lab Fee: $15.00  
Terms Offered: Fall, Spring

ENT 2500 Digital Switching (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Principles and applications of digital systems.  
Combinational and sequential logic from a systems  
approach. Integrated circuits, digital timing diagrams,
and waveforms. Programmable logic devices.  
Prerequisite(s): ENT 1100 and INT 1500 
Pre/Corequisite(s): MTH 1340 
Lab Fee: $15.00 
Terms Offered: Spring  

**ENT 2600 Engineering Design (3)**  
Contact hours (4 total): 2 lecture, 2 lab  
Analysis of machine design. Design and development of engineering drawings for machine components. Converting engineering drawings into working prototypes. Computer simulations and destructive testing on designs.  
Prerequisite(s): ENT 1000 or ENT 1100 and ENT 1050 or ENT 1300 
Pre/Corequisite(s): ENT 2100 
Lab Fee: $20.00 
Terms Offered: Fall, Spring  

**ENT 2700 Engineering Technology Project (3)**  
Contact hours (4 total): 2 lecture, 2 lab  
Capstone class. Application of industrial and engineering technology skills to design, fabricate, install, document and debug a class-designed project of a scale and type normally done in-house by local plants in the areas of engineering and design.  
Prerequisite(s): ENT 2600, ENT 2100, and ENG 1112 
Lab Fee: $20.00 
Terms Offered: Spring  

**FFC Fire Fighter Certificate**  

**FFC 1010 Volunteer Firefighter (1)**  
Contact hours (2.70 total): 0.20 lecture, 2.5 lab  
Basic firefighter course used by volunteer fire departments. Minimum training, State of Ohio defined as Awareness level only. (SCBA) self contained breathing apparatus, hose streams, fire behavior.  
(Financial aid is not available for this course.)  
Prerequisite(s): NIMS 100, 700 and CPE 0100 or ENG 0800 with a grade of C or higher  
Lab Fee: $155.00  
Terms Offered: Fall, Spring, Summer  

**FFC 1020 Firefighter I Transition (5)**  
Contact hours (8 total): 3.5 lecture, 4.5 lab  
Bridge course to expand a 36-hour volunteer firefighter to a level I firefighter. Permits a firefighter to enter and operate at a fire from the interior of a building.  
(Financial aid is not available for this course.)  
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher and FFC 1010 (valid 36-hour volunteer certification) and NIMS 100, 700  
Instructor Permission Required.  
Lab Fee: $254.00  
Terms Offered: Fall, Spring, Summer  

**FFC 1070 Firefighter I (7)**  
Contact hours (11 total): 3 lecture, 8 lab  
Expanded initial firefighter training. Basic and intermediate level training in all aspects of firefighting for those beginning a career path as a firefighter.  
(Financial aid not available for this course.)  
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher and NIMS 100, 700  
Instructor Permission Required.  
Lab Fee: $125.00  
Terms Offered: Fall, Spring, Summer  

**FFC 2020 Firefighter II (4)**  
Contact hours (7 total): 1 lecture, 6 lab  
Instruction in advanced techniques of fire behavior, hazardous material, and rescue. This course meets the National Fire Protection Association (NFPA) 1001 standard for career firefighter with instruction in advanced techniques.  
(Financial aid not available for this course.)  
Prerequisite(s): FFC 1060 or FFC 1070  
Instructor Permission Required.  
Lab Fee: $475.00  
Terms Offered: Fall, Spring, Summer  

**FFC 2050 Firefighter I & II (11)**  
Contact hours (17.5 total): 4.5 lecture, 13 lab  
Firefighter training program. 260-hour course encompasses all aspects of fire, rescue, hazardous materials, and extrication. Meets all NFPA 1001 standards.  
(Financial aid is not available for this course.)  
Prerequisite(s): FCE 0100 or ENG 0800 with a grade of C or higher and NIMS 100, 700  
Instructor Permission Required.  
Lab Fee: $325.00  
Terms Offered: Fall, Spring, Summer  

**FFC 2070 PSI (Public Safety Instructor) (3)**  
Contact hours (5 total): 2 lecture, 3 lab  
Meets the State of Ohio and (NFPA) National Fire Protection Association 1041 standard for fire service instructor I and II.  
Basic instructional knowledge to develop skills for preparing and presenting training for fire and emergency services personnel.  
(Financial aid is not available for this course.)  
Prerequisite(s): State of Ohio Level II Firefighter Card  
Instructor Permission Required.  
Terms Offered: Fall, Spring  

**FFC 2080 FSI (Fire Safety Inspector) (3)**  
Contact hours (5 total): 2 lecture, 3 lab  
Meets the requirements for the fire safety inspector as required by H.B. 590 and (NFPA) National Fire Protection Association 1031. Fundamental knowledge and skills necessary to conduct fire safety inspections. Various codes needed to develop a working knowledge of the inspection process.  
(Financial aid is not available for this course.)  
Prerequisite(s): Firefighter certification and Other  
Terms Offered: Fall, Spring  

**FRN French**  

**FRN 1111 French I (3)**  
Contact hours (3 total): 3 lecture  
Beginning-level vocabulary and structures of French. Practice speaking, reading, writing, and listening in the target language. Introduction to indicative mood of regular and irregular verbs; preterit and imperfect. Not for credit if successfully completed equivalent course at any other accredited institution.  
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher  
Terms Offered: Fall, Spring, Summer
Pre/Corequisite(s): ENG 1111
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.

FRN 1112 French II (3)
Contact hours (3 total): 3 lecture
Further study of the vocabulary and structure of the French language; practice in speaking, reading, listening comprehension, and writing. Introduction to commands, present and imperfect subjunctive moods, future, and conditional. Not for credit if successfully completed equivalent course at any other accredited institution.
Prerequisite(s): FRN 1111 with a C or higher (or equivalent course at accredited institution or instructor permission)
Global Awareness.

FRN 2111 FRENCH III (3)
Grammar review. Reading and discussion of selected texts with practice in speaking and writing the language.
Prerequisite(s): FRN 1112 with a C or higher, equivalent course at accredited institution, or instructor permission

(FST) Food Science Technologies

FST 1100 Introduction to Food Science (3)
Contact hours (4 total): 2 lecture, 2 lab
Fundamental concepts in food science including food processing, food chemistry, human nutrition, food safety, and sanitation. Students will be handling and processing food.
Prerequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $50.00
Terms Offered: Fall

FST 1200 Introduction to Food Processing (3)
Contact hours (4 total): 2 lecture, 2 lab
Fundamental concepts in food processing, including unit operations, food formulations, identification of major processing equipment, and basic quality assurance techniques.
Prerequisite(s): FST 1100
Pre/Corequisite(s): AGR 1100 and ENG 1111
Lab Fee: $50.00
Certification Fee: $90.00
Terms Offered: Spring

FST 2000 Food Marketing (3)
Contact hours (4 total): 2 lecture, 2 lab
Management of marketing functions in food industry, focusing on stages of research processes including planning, gathering, analyzing, and interpreting data related to food marketing management.
Prerequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall

FST 2300 Hazard Analysis and Critical Control Points (HACCP) (3)
Contact hours (4 total): 2 lecture, 2 lab
Introduction to relationship of Good Manufacturing Practices (GMPs), Sanitation Standard Operating Procedures (SSOPs), the seven principles of Hazard Analysis and Critical Control Points (HACCP), and proper control of physical, chemical, and biological hazards.
Prerequisite(s): FST 1200
Lab Fee: $50.00
Certification Fee: $65.00
Terms Offered: Fall

FST 2400 Food Laws and Regulations (3)
Contact hours (3 total): 3 lecture
Introduction to laws, regulations, history, and policies that govern food regulation in the United States.
Prerequisite(s): FST 2300
Terms Offered: Spring

FST 2700 Advanced Topics in Food Science (4)
Contact hours (6 total): 2 lecture, 4 lab
Development of strategy and policy, industry analysis of product development, and process implementation. Coordination of food science, food processing, marketing, Hazard Analysis and Critical Control Points (HACCP), and food law and regulation.
Prerequisite(s): FST 2000 and FST 2300
Corequisite(s): FST 2400
Lab Fee: $50.00
Terms Offered: Spring

(FYE) First Year Experience

FYE 1100 College Success (1)
Contact hours (1 total): 1 lecture
Demonstrate effective studying, note-taking, and test-taking techniques; apply critical thinking skills to coursework and college and career planning; and examine college culture and resources and personal skills and behaviors related to successful academic performance.
Terms Offered: Fall, Spring, Summer

(GEO) Geography

GEO 1000 Introduction to Cartography with GIS (3)
Contact hours (4 total): 2 lecture, 2 lab
Geographic Information Systems (GIS), their capabilities, uses, and limitations. Basic cartographic concepts including manipulation, analysis, and graphic representation of spatial information. Emphasis on technology of map design principles with GIS and desktop mapping programs.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Lab Fee: $50.00
Terms Offered: Fall, Spring, Summer
GEO 1100 Human Geography (3)
Contact hours (3 total): 3 lecture
Survey of the distribution of culture, language, religion, and economic and political activities across the world; the role of ethnicity and the occurrence of ethnic conflict; map of the distribution of human activities, links between culture and politics, culture and religion, economic development, and natural resources; rural and urban settlements and patterns of population growth.
Pre/Corequisite(s): ENG 1111
Global Awareness.
Terms Offered: Fall, Spring

GEO 1400 Introduction to Physical Geography (3)
Contact hours (3 total): 3 lecture
Earth-Sun relationships and their connection to latitude and longitude; the processes responsible for the evolution of surface landscapes; general weather patterns; general climate zones and soil profiles; how climate variations relate to global distributions of plants and animals; glacial, fluvial, coastal landscapes, and the processes associated with them; components associated with weather and atmospheric processes such as cloud types, precipitation, pressure, and wind; global environmental change and factors responsible for it.
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall, Spring

GEO 2200 World Regional Geography (3)
Contact hours (3 total): 3 lecture
Human interaction with the physical environment across regions; cultural practices, religious practices, and political practices and their interaction with the natural surroundings; human impact on the environment and the impact of the environment on human activities; mapping the distribution of these activities across the globe; comparing and contrasting major world regions.
Pre/Corequisite(s): ENG 1111
Global Awareness.
Terms Offered: Fall, Spring, Summer

(GLG) Geology

GLG 1130 Earth and Space Science (4)
Contact hours (5 total): 3 lecture, 2 lab
Introduction to the earth sciences. Concepts developed in astronomy, geology, oceanography, and meteorology. Laboratory experience in rock and mineral identification, weather map reading and interpretation, and problems in oceanography and astronomy. This course contains a lab and is for transfer.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $45.00
Terms Offered: Fall, Spring, Summer

GLG 1131 Physical Geology (4)
Contact hours (5 total): 3 lecture, 2 lab
Study of the materials of which the world is composed. Examination of ongoing surface processes such as the movement of water and ices, formation of the land shape about us, and the chemical and mechanical breakdown of earth materials. Processes leading to mountain building, alteration of deep and near surface rocks, and earthquakes.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $45.00
Terms Offered: Fall, Summer

GLG 1132 Historical Geology (4)
Contact hours (5 total): 3 lecture, 2 lab
Study of earth in space; physical evolution of oceans, atmosphere, and continents; origins of life and biological evolution; physical and biological development of the North American continent.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $45.00
Terms Offered: Spring, Summer

GLG 1133 Environmental Geology (4)
Contact hours (5 total): 3 lecture, 2 lab
Study of ongoing surface processes such as the movement of water and ices, formation of the land shape about us, and the chemical and mechanical breakdown of earth materials. Processes leading to mountain building, alteration of deep and near surface rocks, and earthquakes.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $45.00
Terms Offered: Spring, Summer

(GLG) Graphic Design

GPH 1000 Intro to Graphic Design (4)
Contact hours (5 total): 3 lecture, 2 lab
Survey of graphic design as a profession, theory and practice, basic principles, fundamentals, and public perception. Introduction to the Macintosh (Mac) as an artistic tool. Introduction to Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.
Lab Fee: $85.00
Terms Offered: Fall

GPH 1001 Introduction to Graphic Design (3)
Contact hours (4 total): 2 lecture, 2 lab
Survey of graphic design as a profession, theory and practice, basic principles, fundamentals, and public perception. Introduction to the Macintosh (Mac) as an artistic tool. Introduction to Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $85.00
Terms Offered: Fall

GPH 1110 Digital Illustration I (3)
Contact hours (4 total): 2 lecture, 2 lab
Use of Adobe Illustrator for technical illustration. Generating professional quality technical drawings and information graphics.
Prerequisite(s): GPH 1000 or GPH 1001 and ART 1111
Lab Fee: $85.00
Terms Offered: Spring
**GPH 1112 Typography (3)**
Contact hours (4 total): 2 lecture, 2 lab
The study of type characteristics. Practical application of basic and intermediate typographic principles within the design process. Use of QuarkXPress and InDesign.
Prerequisite(s): GPH 1000 or GPH 1001
Lab Fee: $85.00
Terms Offered: Spring

**GPH 1201 Electronic Imagery I (3)**
Contact hours (4 total): 2 lecture, 2 lab
Basic to intermediate image editing, including: scanning, retouching, selections, layers, type, and composite imagery. Adobe Photoshop utilized.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $85.00
Terms Offered: Fall, Spring

**GPH 2011 Computer Layout I (3)**
Contact hours (4 total): 2 lecture, 2 lab
Layout and design using a variety of layout formats in black and white and/or color. Creative problem solving through the use of thumbnails and computer refined comprehensives. Software: QuarkXPress/InDesign and Adobe Photoshop.
Prerequisite(s): GPH 1112 and GPH 1201
Lab Fee: $85.00
Terms Offered: Fall

**GPH 2012 Computer Layout II (3)**
Contact hours (4 total): 2 lecture, 2 lab
Advanced layout and design using a variety of layout formats in black and white and/or color. Creative problem solving through the use of thumbnails and computer refined comprehensives. Software: QuarkXPress, Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.
Prerequisite(s): GPH 2011
Lab Fee: $85.00
Terms Offered: Spring

**GPH 2051 Professional Development (3)**
Contact hours (4 total): 2 lecture, 2 lab
Life, career, and educational goals; resume and cover letter; research organization; interviewing skills, discussion of professional image; follow-up letter. Development of an individual portfolio from course work within the graphic design curriculum. Methods of self-promotion for the purpose of seeking employment and free-lance work included. Software: QuarkXPress, Adobe Photoshop, Adobe Illustrator, Adobe InDesign.
Prerequisite(s): GPH 2011, GPH 2111, GPH 2202, and GPH 2120
Lab Fee: $165.00
Terms Offered: Spring

**GPH 2085 Service Learning Capstone (3)**
Contact hours (4 total): 2 lecture, 2 lab
Assemble a design studio, creating work for “real-world” clients. Application of principles, theories, and experiences, establishing learning outcomes, preparing related reports.
Prerequisite(s): GPH 2011, GPH 2111, GPH 2202, and GPH 2120
Lab Fee: $85.00
Terms Offered: Spring

**GPH 2111 Digital Illustration II (3)**
Contact hours (4 total): 2 lecture, 2 lab
Advanced study in developing illustrations. Special emphasis placed on using Adobe Illustrator and Adobe Photoshop to produce professional quality illustrations and information graphics.
Prerequisite(s): GPH 1110
Lab Fee: $85.00
Terms Offered: Fall

**GPH 2120 Logo, Symbol, Corporate I.D. (3)**
Contact hours (4 total): 2 lecture, 2 lab
Application and study of type, logo/trademark, and symbols for the creation of identification systems.
Software: Adobe Illustrator.
Prerequisite(s): GPH 1110 and GPH 1112
Lab Fee: $85.00
Terms Offered: Fall

**GPH 2202 Electronic Imagery II (3)**
Contact hours (4 total): 2 lecture, 2 lab
Advanced image editing from scanning and retouching images to working with selections, layers, type, and composite imagery. Adobe Photoshop utilized.
Prerequisite(s): GPH 1201
Lab Fee: $85.00
Terms Offered: Fall

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**GST 1000 Geospatial Program Orientation (1)**
Contact hours (1.5 total): 0.5 lecture, 1 lab
Overview of the Geospatial Technologies Program. Introduction to campus resources and time-management, study, and communication skills.
Prerequisite(s): CPE 0200 or ENG 0850 with a grade of A or ENG 0850 with a grade of C or higher and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall

**GST 1300 Introduction to UAS (3)**
Contact hours (3 total): 3 lecture
Introduction to Unmanned Aerial Systems (UAS) platforms, their history, commercial applications. Special emphasis in precision agriculture, Federal Aviation Administration (FAA) regulatory framework, data collection, privacy issues, and navigation concepts.
Prerequisite(s): CPE 0200 or ENG 0850 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $25.00
Terms Offered: Fall, Spring

**GST 1400 Mapping and Georeferencing with GIS (3)**
Contact hours (4 total): 2 lecture, 2 lab
Processing, editing, and mapping spatial data in the context of solving geospatial problems. Creation and use of locational data using both continuous and discrete georeferencing methods. Translating vector and raster data into correct cartographic formats. Creation and editing of metadata.
Prerequisite(s): GEO 1000, ITS 1105, and CPE 0700 or MTH 0750 with a grade of C or higher.
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $50.00
Terms Offered: Spring

**GST 1500 Remote Sensing (3)**
Contact hours (4 total): 2 lecture, 2 lab
Prerequisite(s): GEO 1000 and CPE 0500 or MTH 0500 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $100.00
Terms Offered: Fall, Spring

**GST 2100 Intermediate GIS Analysis and Data Management (3)**
Contact hours (4 total): 2 lecture, 2 lab
Creation and management of geographic information within a Geographic Information System (GIS). Higher-level applications of and decision making with ArcGIS software. Advanced analysis tools and techniques for visualizing, creating, and managing geographic data within a geographic information system (GIS). Conceptual models and query languages.
Prerequisite(s): GST 1400
Pre/Corequisite(s): CSD 1300, CSD 1310, and STT 2640
Lab Fee: $50.00
Terms Offered: Fall

**GST 2700 Advanced Topics in Geospatial Technology and GIS (4)**
Contact hours (6 total): 2 lecture, 4 lab
Prerequisite(s): CSD 1300, CSD 1310, and GST 2100
Lab Fee: $25.00
Terms Offered: Spring

**(HRM) Human Resource Management**

**HRM 1725 Human Resource Management (3)**
Contact hours (3 total): 3 lecture
Examination of the human resource functions in the business organization. Ethical and legal considerations, job analysis, recruitment, selection, training and development, performance management, compensation, safety and health, employee and labor relations, and global human resources. Psychological forces motivating workers, discipline, and morale.
Pre/Corequisite(s): MGT 1060 or MGT 1120
Terms Offered: Fall, Spring, Summer

**HRM 2300 Training and Development (3)**
Contact hours (3 total): 3 lecture
Comprehensive study of training and organization development. Includes needs assessment, learning theories, training methods, and evaluation. Application through training program creation and presentation.
Pre/Corequisite(s): HRM 1725
Terms Offered: Fall

**HRM 2350 Employment Law (3)**
Contact hours (3 total): 3 lecture
Thorough examination of laws regulating employment relationship, discrimination, and employment environment. Includes legal concepts and forums, laws pertaining to employment benefits, and employment discrimination.
Pre/Corequisite(s): HRM 1725
Terms Offered: Fall, Spring

**HRM 2400 Staffing (3)**
Contact hours (3 total): 3 lecture
Staffing models, recruitment strategies, legal compliance, equal opportunity laws, assessment methods, selection process, and staffing management.
Prerequisite(s): HRM 1725
Terms Offered: Fall, Spring

**HRM 2450 Compensation and Benefits (3)**
Contact hours (3 total): 3 lecture
Broad study of organizational compensation systems, including legal issues, bases for pay, pay structures, executive compensation, and required and discretionary benefits.
Prerequisite(s): HRM 1725
Terms Offered: Spring

**(HST) History**

**HST 1110 Western Civilization to 1600 (3)**
Contact hours (3 total): 3 lecture
The history of Western Civilization from early man to 1600. Focus on the social, economic, political, religious, and cultural development of the ancient, medieval, and early modern worlds.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Pre/Corequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Global Awareness.
Terms Offered: Fall, Spring, Summer

**HST 1120 Western Civilization Since 1600 (3)**
Contact hours (3 total): 3 lecture
The history of Western Civilization from 1600 to the present. Focus on the social, economic, political, religious, and cultural evolution of the Western world from the age of reason to the Twenty-First Century.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Pre/Corequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Global Awareness.
Terms Offered: Fall, Spring, Summer

**HST 1210 American History to 1865 (3)**
Contact hours (3 total): 3 lecture
American history from before colonization to the Civil War. Focus is on the political, social, economic, and cultural developments that shaped colonial, early
national, and antebellum United States.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Pre/Corequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

HST 1220 American History Since 1865 (3)
Contact hours (3 total): 3 lecture
American history from the end of the Civil War to the present day. Focus is on political, social, cultural, and economic events that shaped current United States history.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Pre/Corequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Terms Offered: Fall, Spring, Summer

(HUM) Humanities

HUM 1110 Introduction to the Humanities (3)
Contact hours (3 total): 3 lecture
Cross-cultural analysis of the humanities focusing on human forms of expression in the western and non-western world; examines the role of the humanities in contextualizing the values of diverse cultures from the prehistoric age through post-modernism.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Pre/Corequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Terms Offered: Fall, Spring, Summer

HUM 2899 Capstone Seminar (3)
Contact hours (3 total): 3 lecture
Interdisciplinary approach to the study of the human condition, including readings from the natural and social sciences, literature, history, religion, and philosophy; course content will vary.
Prerequisite(s): ENG 1112 and 40 credit hours earned Global Awareness.
Terms Offered: Fall, Spring, Summer

(HVC) Heating, Ventilation, and Cooling

HVC 1015 HVAC-R Fundamentals and Practices (3)
Contact hours (7 total): 1 lecture, 6 lab
Refrigeration process, changes in state, pressure, temperature, and heat content. Mechanical cycle, absorption refrigeration cycle, systems components, proper selection and use of Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) tools and accessories, proper use and testing of electrical components circuits and various electronic instruments. Brazing, soldering, and welding principles including safety, testing brazed joints, oxyacetylene torches, electrical resistance soldering, torch soldering, resistance welding, and plastic fusion welding. Principles of piping and tubing, refrigerant piping materials, copper tubing, and tube sizes for different HVAC-R application.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $100.00
Terms Offered: Fall, Spring

HVC 1100 Basic Electricity and Motors for HVAC-R (4)
Contact hours (8 total): 2 lecture, 6 lab
Static electricity, current electricity, direct current, alternating current, power formula, power sources, loads, electrical circuits, control devices and switches, phase shift, power distribution, electric meters, AC induction motors, induction motor principles, capacitor principles, single phase motors, three phase motors, motor protection, start relays, and principles of motor operation. Design and operation of Electronically Commutated Motors (ECM). Electrical HVAC Excellance Certificate preparation.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $25.00
Certification Fee: $25.00
Terms Offered: Fall, Spring

HVC 1215 EPA Certifications (2)
Contact hours (3 total): 1 lecture, 2 lab
EPA mandated educational material in preparation for the EPA 608 and EPA refrigerant exam.
Lab Fee: $85.00
Certification Fee: $25.00
Terms Offered: Fall, Spring

HVC 1315 Commercial Refrigeration (2)
Contact hours (2.5 total): 1.5 lecture, 1 lab
Commercial refrigeration evaporators, condensers, expansion devices, and compressors. Describe special refrigeration components, applications of refrigerant systems. Describe the operation of a commercial ice machine. State special refrigeration applications.
Prerequisite(s): HVC 1015
Lab Fee: $50.00
Terms Offered: Fall, Summer
HVC 1600 Air Conditioning and Refrigeration Systems  
(1)  
Contact hours (3 total): 3 lab  
Air conditioning and refrigeration systems, compressors, evaporators, condensers, metering devices, and refrigerant piping.  
Pre/Corequisite(s): HVC 1400  
Lab Fee: $110.00  
Terms Offered: Spring  

HVC 2010 Residential Gas Heating (4)  
Contact hours (8 total): 2 lecture, 6 lab  
Prerequisite(s): HVC 1100  
Lab Fee: $30.00  
Certification Fee: $25.00  
Terms Offered: Fall, Spring  

HVC 2030 Heat Pump Systems (2)  
Contact hours (3 total): 3 lab  
History of heat pumps, heat pump cycles, air source systems, water source systems, air-to-water systems, and heat pump efficiency ratings. Troubleshooting of air system problems, refrigeration system problems, problem analysis.  
Prerequisite(s): HVC 1015, HVC 1100, and HVC 1315  
Lab Fee: $25.00  
Terms Offered: Spring, Summer  

HVC 2040 Oil and Hydronic Heat (2)  
Contact hours (2.5 total): 1.5 lecture, 1 lab  
Oil-fired forced air systems. Types of furnaces, ratings and efficiencies. Oil storage. Primary oil burner controls and oil valves. Oil service: startup, sequence operation, efficiency testing, over-fire draft, smoke testing, efficiency calculations, routine maintenance, and soot management. Troubleshooting oil heating systems. Air handling units, water chillers used in the Heating, Ventilation, Air Conditioning, Refrigeration (HVAC-R) industry, hydronic heating, boilers and cooling towers.  
Prerequisite(s): HVC 1015 and HVC 1100  
Lab Fee: $25.00  
Terms Offered: Fall, Spring  

HVC 2220 Residential Electric Heating (1)  
Contact hours (3 total): 3 lab  
Electric furnaces: applications, air handling units, duct heaters, system components, safety, and heating elements. Troubleshooting components of an electric furnace.  
Prerequisite(s): HVC 1015 and HVC 1100  
Lab Fee: $25.00  
Terms Offered: Fall, Spring  

HVC 2230 Residential Heat Pump Systems (1)  
Contact hours (3 total): 3 lab  
History of heat pumps, heat pump cycles, air source systems, water source systems, air-to-water systems, and heat pump efficiency ratings. Troubleshooting of air system problems, refrigeration system problems, problem analysis.  
Prerequisite(s): HVC 1000, HVC 1200, HVC 1300, and HVC 1700  
Lab Fee: $25.00  
Terms Offered: Fall  

HVC 2315 Air Conditioning (2)  
Contact hours (4 total): 1 lecture, 3 lab  
Air conditioning systems: types of unitary equipment, room air conditioners, construction and installation, performance and operation, controls, dehumidifier units, single package conditioners, horizontal conditioners, vertical conditioners, rooftop conditioners, and desiccant cooling systems. Air handling units: types of air handling units, fan coil units, and central station air handling units. Package unit electrical systems: mixing dampers, mixed air control, face and bypass control, variable air volume control system, multi-zone unit and fans and motors. Central air conditioning: adjusting airflow, determining system capacity, split system conditioners, add-on coils, air cooled condensing units, outdoor installation, refrigerant piping, condensing units and evaporators. Troubleshooting air conditioning systems. Heating, Ventilation, Air Conditioning (HVAC) Excellence certification preparation.  
Prerequisite(s): HVC 1015 and HVC 1315  
Lab Fee: $150.00  
Certification Fee: $25.00  
Terms Offered: Summer  

HVC 2415 Indoor Air Quality and Distribution (3)  
Contact hours (3 total): 3 lecture  
Prerequisite(s): HVC 1015 and HVC 1100  
Lab Fee: $10.00  
Terms Offered: Summer  

HVC 2700 HVAC-R Job Skills (2)  
Contact hours (4 total): 4 lab  
Advanced installation techniques; codes, ordinances, and standards; International residential code; equipment placement; refrigerant charging; oil charging. Customer service and planned maintenance.  
Pre/Corequisite(s): HVC 1015, HVC 1100, and HVC 2010  
Terms Offered: Fall, Summer  

(INS) Insurance  
INS 1050 Property and Liability Insurance Principles (3)  
Contact hours (4 total): 2 lecture, 2 lab  
Insurance characteristics and purposes. Types of insurance. Underwriting, determining rates, marketing. Insurance company financial performance, risk management, loss exposure, and insurance contracts.  
Prerequisite(s): ITS 0800 and CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher  
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.  
Terms Offered: Fall, Spring
INS 1100 Insurance Claims Handling Principles/Practices (3)
Contact hours (4 total): 2 lecture, 2 lab
Develop and enhance professionalism and skills in handling property-casualty insurance claims. Investigate cause of loss, liability, and damages. Negotiation and litigation techniques in claim settlements. Ability to recognize insurance fraud and ethical situations.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher
Pre/Corequisite(s): INS 1050
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $0.00
Terms Offered: Fall, Spring

INS 1115 Customer Service for the Insurance Industry (2)
Contact hours (2 total): 2 lecture
Develop and enhance professionalism and skills in handling insurance claims. Provide proper customer service to clients and claimants.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

INS 1200 Software for the Insurance Claims Industry (1)
Contact hours (1 total): 1 lecture
Review of computer fundamentals. Use of specialized software for the insurance-claims industry.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

INS 1201 Hydraulics and Pneumatics I (3)
Contact hours (5 total): 2 lecture, 3 lab
Components and principles utilized in basic industrial hydraulic and pneumatic circuits. Schematics for fluid systems, component operation, troubleshooting techniques, and basic calculations for the design and troubleshooting of systems.
Prerequisite(s): AGR 1100 or ENT 1000
Lab Fee: $10.00
Terms Offered: Fall, Spring, Summer

INS 1202 Hydraulics and Pneumatics II (3)
Contact hours (5 total): 2 lecture, 3 lab
Prerequisite(s): INT 1201
Lab Fee: $75.00
Terms Offered: Fall, Spring, Summer

INS 1325 Property Coverages (3)
Contact hours (3 total): 3 lecture
Property loss exposure and coverages. Specialized property coverages. Commercial property and business income insurance. Commercial crime and equipment breakdown insurance. Inland, ocean marine, farm, and other specialty coverages.
Prerequisite(s): CPE 0200 and ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
Pre/Corequisite(s): INS 1050
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

INS 1300 Electrical Systems (3)
Contact hours (5 total): 2 lecture, 3 lab
Components and operation of common alternating and direct current circuits. Use of test equipment for electrical circuits. Calculations involved in troubleshooting circuits. Series and parallel circuits. Basic logic circuits, control circuits, and the use of

INT 1000 OSHA 10-Hour General Safety (1)
Contact hours (1 total): 1 lecture
Training program for general industry. Provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplace settings. (10-Hour General Industry Certificate)
Certification Fee: $25.00
Terms Offered: Fall, Spring, Summer

INT 1050 Blueprint Reading and Schematics (3)
Contact hours (5 total): 2 lecture, 3 lab
Part visualization from drawings, location of key features, drawing dimensioning methods, geometric dimensioning and tolerancing symbols. Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R), pneumatic and hydraulic, and wiring schematics, symbols, and diagrams. Interpretation of drawing specifications.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $10.00
Terms Offered: Fall, Spring, Summer

INT 1115 Customer Service for the Insurance Industry (2)
Contact hours (2 total): 2 lecture
Develop and enhance professionalism and skills in handling insurance claims. Provide proper customer service to clients and claimants.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

INS 1400 Property Loss Adjusting (5)
Contact hours (5 total): 5 lecture
Property loss adjusting with special emphasis on persons/property insurance coverage, causes of loss, loss adjusting process and procedures, fraud, residential construction, preparing estimates (cost estimating software), merchandise/time element loss, auto physical damage, and contractor equipment.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher, and CPE 0500 with a grade of C or higher
Pre/Corequisite(s): INS 1050
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $0.00
Terms Offered: Spring

(INT) Industrial Technology
circuits to control mechanical processes, electrical wiring techniques, and system installation.
Pre/Corequisite(s): ENT 1000, ENT 1050, or AGR 1100
Lab Fee: $80.00
Terms Offered: Fall, Spring, Summer

INT 1350 Motor and Motor Controls (3)
Contact hours (5 total): 2 lecture, 3 lab
Direct and alternating current motors including their performance characteristics and application. Motor control concepts and selection of motors for specific applications. Speed, torque, and power and their effects on motor performance. Industrial mechanical power transmission devices.
Prerequisite(s): INT 1300
Lab Fee: $80.00
Terms Offered: Fall, Spring, Summer

INT 1400 Mechanical Maintenance (3)
Contact hours (5 total): 2 lecture, 3 lab
Troubleshooting and maintenance of mechanical power transmission equipment. Lubrication, bearings, couplings, flexible drives, valves, centrifugal pumps, gearing, gear reducers, V-belts, brakes, and clutch assemblies.
Prerequisite(s): ENT 1000 and ENT 1050
Lab Fee: $75.00
Terms Offered: Fall, Spring, Summer

INT 2200 Hydraulic and Pneumatic Troubleshooting (3)
Contact hours (7 total): 1 lecture, 6 lab
Location, identification, and correction of various inserted faults in industrial quality electro-hydraulic and electro-pneumatic systems.
Prerequisite(s): INT 1201
Lab Fee: $80.00
Terms Offered: Fall, Spring, Summer

INT 2300 Electrical Troubleshooting (3)
Contact hours (5 total): 2 lecture, 3 lab
Maintenance and troubleshooting of motors, solenoids, electrical controls, electrical circuitry, and sensors using common testing equipment. Diagnose problems at the component, machine, and inter-machine levels. Introduction and operation of the Computer Integrated Manufacturing System (CIMS).
Prerequisite(s): INT 1350
Lab Fee: $75.00
Terms Offered: Fall, Spring, Summer

INT 2325 Alternating Current/ Direct Current (AC/DC) Servos (3)
Contact hours (5 total): 2 lecture, 3 lab
Examine Alternating Current (AC) and Direct Current (DC) servomotor drives including silicon controlled rectifier, spindle drives, modulation drives, and vector drives. Troubleshoot AC and DC motors.
Prerequisite(s): INT 1350
Lab Fee: $25.00
Terms Offered: Fall, Spring, Summer

INT 2350 Electrical Distribution (3)
Contact hours (5 total): 2 lecture, 3 lab
Transformers, AC power distribution, power factor correction, voltage regulation, and DC power supplies. Circuit protection using circuit breakers, fuses, and ground fault interrupters.
Prerequisite(s): INT 1350
Lab Fee: $40.00
Terms Offered: Fall, Spring, Summer

INT 2400 Industrial Machine Maintenance (3)
Contact hours (5 total): 2 lecture, 3 lab
Skills to troubleshoot machines and system levels. Manufacturer’s documentation and maintenance logs. Introduction to planned and predictive maintenance. Troubleshooting charts and efficient sequence for failure analysis. Operation of the Clark State CIM System.
Prerequisite(s): INT 1350 and INT 1400
Lab Fee: $75.00
Terms Offered: Fall, Spring, Summer

INT 2500 Programmable Logic Control (3)
Contact hours (5 total): 2 lecture, 3 lab
Programmable Logic Controllers (PLCs). Programming, connecting, and testing PLCs for control of industrial/commercial processes. Interfacing with sensors, using PLCs in a variety of process applications.
Prerequisite(s): INT 1300
Lab Fee: $40.00
Terms Offered: Fall, Spring, Summer

INT 2510 Process Control (3)
Contact hours (5 total): 2 lecture, 3 lab
Principles utilized in process control systems. Systems control of liquid variables such as flow rate, pressure, temperature, liquid level, density, and pH. Calibrate, adjust, install, operate, and connect process control systems in industrial applications.
Prerequisite(s): INT 2500
Lab Fee: $30.00
Terms Offered: Fall, Spring, Summer

INT 2520 Supervisory Control and Data Acquisition (SCADA) (3)
Contact hours (5 total): 2 lecture, 3 lab
Monitor and control process applications using sensors networked to equipment on the plant floor. Introduction to process visualization, universal digital controller (UDC) configuration, process visualization system operation, application editing, project screens, input and output objects, two-state output objects, symbolic input/output field output objects, and alarms.
Prerequisite(s): INT 2510
Lab Fee: $30.00
Terms Offered: Fall, Spring, Summer

INT 2550 Automated Systems (3)
Contact hours (5 total): 2 lecture, 3 lab
Prerequisite(s): INT 2500
Lab Fee: $40.00
Terms Offered: Fall, Spring, Summer
INT 2800 Industrial Technology Projects (3)
Contact hours (5 total): 2 lecture, 3 lab
Capstone class to apply skills to design, fabricate, install, document, and debug an assigned project of a scale and type normally done in-house by local plants’ engineering and maintenance personnel.
Prerequisite(s): INT 2300
Pre/Corequisite(s): ENG 2211 or ENG 1112
Lab Fee: $40.00
Terms Offered: Fall, Spring, Summer

(ITS) Information Technology Systems

ITS 0800 Computer Fundamentals (1)
Contact hours (2 total): 2 lab
Concepts of computers, operating systems, and network usage. Preparatory course for students with little or no computer background. Graded on an S or U (satisfactory or unsatisfactory) basis.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

ITS 0810 Keyboarding (1)
Contact hours (2 total): 2 lab
Keyboarding techniques, Fingering techniques, development of speed and accuracy on the keyboard. Office ergonomics and basic electronic file management.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

ITS 1105 Computer Concepts and Software

Applications (3)
Contact hours (4 total): 2 lecture, 2 lab
Overview of basic computer concepts, basic word processing, spreadsheets, databases, and presentation graphics using Microsoft Office 2016.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

ITS 1110 Software Applications II (1)
Contact hours (2 total): 2 lab
Prerequisite(s): ITS 1105
Terms Offered: Fall, Spring

ITS 1205 Windows Concepts (1)
Contact hours (2 total): 0 lecture, 2 lab
Familiarization with the mouse and a Graphical User Interface (GUI) operating environment. Major aspects of Microsoft Windows 10 and usage of WordPad and NotePad. Knowledge of a personal computer keyboard strongly recommended.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

ITS 1210 Keyboarding/Word Processing (2)
Contact hours (3 total): 1 lecture, 2 lab
Keyboarding techniques. Development of speed and accuracy. Creating and editing documents using packaged word processing software (Word 2016). Strongly recommended for students who have few or no keyboarding skills. Can be used as a substitute for ITS 1215.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

ITS 1235 Beginning Spreadsheet (1)
Contact hours (2 total): 2 lab
Creation and manipulation of data within an electronic spreadsheet including planning and creating workbooks, using formulas and functions, creating charts, and formatting spreadsheet objects using Microsoft Office 2016. Students with minimal computer skills will take longer in completing the assigned tasks.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

ITS 1236 Intermediate Spreadsheet (2)
Contact hours (3 total): 1 lecture, 2 lab
Spreadsheet manipulation techniques using packaged Excel 2016 software managing files and memory, graphing, database functions, functions, programming, and formulas.
Prerequisite(s): ITS 1100 or ITS 1235
Terms Offered: Fall

ITS 1245 Beginning Database (1)
Contact hours (2 total): 2 lab
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer
ITS 1300 Introduction to Computers and Networks (2)
Contact hours (3 total): 1 lecture, 2 lab
Computer and Internet basics. Overview of computer hardware, software, and networks.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0400 or ENG 900 with a grade of C or higher
Pre/Corequisite(s): ENG 1111
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

ITS 1500 HTML and CSS (3)
Contact hours (4 total): 2 lecture, 2 lab
Use HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) to develop websites without the aid of web page composition software.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $20.00
Terms Offered: Fall, Spring

(JCR) Judicial Court Reporting

JCR 1001 Realtime Theory I (3)
Contact hours (5 total): 2 lecture, 3 lab
Writing, reading, and translating the written and spoken word by means of a National Court Reporters Association (NCRA) approved, conflict-free realtime theory. Emphasis on mastery of beginning machine shorthand principles, speed development of 40 words per minute (wpm) on dictation of unfamiliar material, and rapid and accurate reading of steno notes. Introduction to realtime career opportunities, professional organizations, ethics of the realtime profession, the National Court Reporters Association (NCRA) code of Professional Ethics, certifications, and life-long learning.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Instructor Permission Required.
Lab Fee: $80.00
Terms Offered: Fall, Spring

JCR 1003 Realtime Theory Applications (3)
Contact hours (7 total): 1 lecture, 6 lab
Application of realtime theory foundation. Emphasis on mastery of brief forms, phrases, basic realtime editing functions, speed development of 60 words per minute (wpm) on dictation of unfamiliar material, and rapid and accurate reading of steno notes.
Prerequisite(s): JCR 1002 or RCR 1201 or (IRT 121 and IRT 122)
Instructor Permission Required.
Lab Fee: $100.00
Terms Offered: Spring, Summer

JCR 1101 Skill Building I (3)
Contact hours (7 total): 1 lecture, 6 lab
Development of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Dictation in literary, jury charge, and testimony material for development of skill and accuracy in speeds ranging from 50-100 words per minute (wpm). Monitored realtime transcription of speed dictation tests in each of the areas of dictation completed within 70 minutes immediately following recorded dictation. Student analysis of vocabulary, grammar, spelling, and punctuation. Use of online, computer-aided transcription technology with teacher interaction. Designed for competency-based modular instruction.
Prerequisite(s): JCR 1003, RCR 1201, or (IRT 121 and IRT 122)
Instructor Permission Required.
Lab Fee: $100.00
Terms Offered: Fall, Spring

JCR 131S Legal Terminology (SS) (3)
Contact hours (4 total): 2 lecture, 2 lab
Instruction in legal terminology in civil law; criminal law; and the discovery, trial, and appellate processes. Upon completion, the student should be able to comprehend, appreciate, and use legal terms.
Instructor Permission Required.
Lab Fee: $100.00
Terms Offered: Fall, Summer

JCR 2103 Skill Building III (3)
Contact hours (7 total): 1 lecture, 6 lab
Application of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Dictation in literary, jury charge, and two-voice testimony material for development of skill and accuracy in speeds ranging from 90-160 words per minute (wpm). Development of writing skill in multivoice dictation and use of speaker IDs. Application of computer-integrated courtroom setup knowledge. Monitored transcription of speed dictation tests in each of the areas of dictation concentration completed within 70 minutes immediately following recorded dictation. Student analysis of vocabulary, grammar, spelling, and punctuation. Production of two-page unedited realtime transcript of unfamiliar material with accuracy rate of 96 percent. Use of online, computer-aided transcription technology with teacher interaction. Designed for competency-based modular instruction.
Instructor Permission Required.
Lab Fee: $100.00
Terms Offered: Fall, Summer

JCR 2105 Skill Building V (3)
Contact hours (7 total): 1 lecture, 6 lab
Implementation of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Dictation in literary, jury charge, and two-voice testimony material for development of skill and accuracy in speeds ranging from 130-200 words per minute (wpm). Development of writing skill in medical terminology. Execution of writing skill in multivoice dictation and use of speaker IDs. Application of current events tools. Monitored transcription of speed dictation tests in each of the areas of dictation concentration completed within 70 minutes immediately following recorded dictation. Student analysis of vocabulary, grammar, spelling, and punctuation. Production of four-page unedited realtime transcript of unfamiliar material with accuracy rate of 96 percent. Use of online, computer-aided transcription technology with teacher interaction. Designed for competency-based modular instruction.
Prerequisite(s): JCR 2104S, RCR 2201, or IRT 130S
Instructor Permission Required.
Lab Fee: $100.00
Terms Offered: Fall, Spring

**JCR 2200 Realtime Business Procedures (3)**
Contact hours (5 total): 1 lecture, 4 lab
Role of the realtime court reporter in trials, depositions, and administrative hearings with application of the National Court Reporters Association (NCRA) Guidelines for Professional Practice for Court Reporters; overview of transcript preparation and production; development of office management skills; overview of broadcast captioning and Communication Access Realtime Translation (CART) including the psychology of on-air captions, Federal Communications Commission (FCC) regulations, broadcast news production, pre-scripting, the NCRA CART Provider’s Manual, NCRA Guidelines for Professional Practice for Captioners and CART Providers, and the Americans with Disabilities Act (ADA); overview of interview process; professional development in dress and conduct; involvement in professional associations and appreciation of continuing education.
Prerequisite(s): JCR 1102S, RCR 1203, IRT 129S, or MTH 1060
Instructor Permission Required.
Terms Offered: Fall

**JCR 2300 CAT Transcript Production (2)**
Contact hours (4 total): 1 lecture, 3 lab
Application of principles of transcript editing and production techniques using computer-aided transcription (CAT) software with a focus on CAT terminology, proper scoping and proofreading skills, applying correct grammar rules, dictionary management, parenthetical creation and application, and template file usage in preparation for employment.
Prerequisite(s): JCR 2200 and JCR 2103; or RCR 2245 and RCR 2201; or IRT 231 and IRT 130
Instructor Permission Required.
Terms Offered: Spring

**JCR 2450 Introduction to Captioning (1)**
Contact hours (2 total): 2 lab
Requirements of and opportunities in the field of captioning, including the skills and knowledge required, professional organizations, and the ethics of captioning.
Terms Offered: Fall, Summer

**JCR 2500 Deaf Culture for Captioners (3)**
Contact hours (3 total): 2 lecture, 1 lab
Prerequisite(s): JCR 2400S or a court reporting degree from an institution of higher learning and an appropriate placement score, ACT, or SAT score. and an appropriate placement score, ACT, or SAT score.
Terms Offered: Fall, Summer

**JCR 2501 Basic Captioning/CART (3)**
Contact hours (3 total): 1 lecture, 2 lab
Introduction to captioning/Communication Access Realtime Translation (CART) skills, including a broad-based vocabulary content specific to the captioning/CART environments and the National Court Reporters Association’s (NCRA) Code of Professional Ethics, Guidelines for Professional Practice for Broadcast Captioners, Guidelines for Professional CART Providers, CART Providerâ€™s Manual, and Recommended Style and Format Guidelines. Setup and maintenance of equipment and application of Computer-aided Transcription (CAT) functions for captioning/CART technologies, including on-site, remote, and legal software applications for text transmission and audio acquisition; obtaining software and system support; use and editing of phonetic translator; guidelines to display captions for broadcast captioning and CART captioning; building, managing, and loading dictionaries for proper translation; pre-scripting to include text preparation, format, and software functions; on-air captioning and finger spelling; necessary prefixes, suffixes, environmental and sound descriptors, number translation, and web site and Internet addresses; and screen setup and display. Build captioning/CART-specific writing endurance.
Prerequisite(s): JCR 2400S or a court reporting degree from an institution of higher learning.
Instructor Permission Required.
Lab Fee: $100.00
Terms Offered: Fall, Summer

**LPN Practical Nursing**

**LPN 1101 Nursing Fundamentals (9)**
Contact hours (17 total): 5 lecture, 5 lab, 7 clinical
Practical nurse’s role and scope of practice, ethical and legal issues. Health maintenance and promotion. Biological and social sciences. Data collection techniques, nursing process, and medical/surgical asepsis. Basic practical nursing skills and safe medication administration. Introduction to IV therapy.
Prerequisite(s): ENG 1111, BIO 1105, and MST 1105
Pre/Corequisite(s): PSY 1111, LPN 1201, and LPN 1301
Instructor Permission Required.
Lab Fee: $473.00
Student Liability Fee: $20.00
Terms Offered: Fall, Summer

**LPN 1201 Disease Process and Diet Therapy (4)**
Contact hours (4 total): 4 lecture
Basic principles of microbiology, signs and symptoms of common disease/disorders of body systems, diagnostic tests, treatment and principles of nursing care, and dietary treatment.
Prerequisite(s): BIO 1105, ENG 1111, and MST 1105
Instructor Permission Required.
Lab Fee: $180.00
Terms Offered: Fall, Spring

**LPN 1301 Pharmacology (3)**
Contact hours (3 total): 3 lecture
Prerequisite(s): BIO 1105, ENG 1111, MST 1105, and CPE 0600 or MTH 0650 with a grade of C or higher
Pre/Corequisite(s): LPN 1201
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Instructor Permission Required.
Lab Fee: $180.00
Terms Offered: Fall, Spring

**LPN 1401 Nursing Care of Adults (9)**
Contact hours (17 total): 5 lecture, 1 lab, 11 clinical
Application of skill competencies from LPN 1101.
Prerequisite(s): LPN 1101, LPN 1201, LPN 1301, and PSY 1111
Pre/Corequisite(s): PSY 2223 and LPN 1501
Lab Fee: $387.00
Student Liability Fee: $20.00
Terms Offered: Fall, Spring

**LPN 1501 Nursing Care of Women, Infants & Children (5)**
Contact hours (7 total): 4 lecture, 2 lab, 1 clinical
Holistic approach to women’s healthcare and its relationship to the childbearing female. Female anatomy and physiology, male reproductive system, fetal growth and development, normal changes of pregnancy, labor and delivery, postpartum, care of the newborn with emphasis on preventing complications. Impact of childbirth and newborn on family unit and current trends in women’s health. Family-centered approach to meeting needs of pediatric clients. Application of the nursing process and role of the nurse in the care of the infant/child/adolescent with common diseases, illnesses, and conditions.
Prerequisite(s): PSY 1111, LPN 1101, LPN 1301, and LPN 1201
Pre/Corequisite(s): PSY 2223
Lab Fee: $416.00
Terms Offered: Fall, Spring, Summer

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**LSC) Logistics and Supply Chain Management**

**LSC 1100 Introduction to Supply Chain Management (3)**
Contact hours (3 total): 3 lecture
Basic concepts of logistics, warehousing, transportation, purchasing, inventory management, supplier relationships, strategic sourcing, quality process management, globalization, and customer relationship management
Terms Offered: Fall, Spring

**LSC 2100 Purchasing and Supply Management (3)**
Contact hours (3 total): 3 lecture
Purchasing, materials management, supply chain management, and sourcing management perspectives on the core tasks and challenges required to manage the purchasing function within the context of an integrated supply chain.
Prerequisite(s): MGT 1060 or MGT 1105 or MGT 1120
Terms Offered: Spring

**LSC 2220 Logistics and Physical Distribution (3)**
Contact hours (3 total): 3 lecture
Design and management of a logistical process of coordinating the flow of goods, services, and information among members of a supply chain with a focus on the area of physical distribution management, including warehouse management and layout, transportation, and customer service.
Prerequisite(s): MGT 1060 or MGT 1105 or MGT 1120
Terms Offered: Fall

**LSC 2270 Operations Management (3)**
Contact hours (3 total): 3 lecture
Design and management of the models and methods used in operations management including forecasting, system design, quality, supply chain management, project management, and inventory management and scheduling.
Prerequisite(s): MGT 1120 and MTH 1060
Terms Offered: Spring, Summer

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**MAS) Medical Assisting**

**MAS 1103 Medical Administrative Office I (2)**
Contact hours (4 total): 1 lecture, 3 lab
Front office administrative duties required of the medical assistant. Telephone and other electronic communication devices, appointment scheduling, the medical record, written communication, filing systems, and basic office management. Ethical and legal issues relevant to the medical office employee.
Prerequisite(s): Acceptance to the Medical Assisting Program
Pre/Corequisite(s): BIO 1105, ENG 1111, MST 1105, and MST 1101
Instructor Permission Required.
Lab Fee: $40.00
Terms Offered: Fall, Spring

**MAS 1104 Exam Room Procedures I (2)**
Contact hours (4 total): 1 lecture, 3 lab
Clinical knowledge, skills, and behaviors expected of medical assistant including therapeutic and professional communication, patient history and exam,
anthropometric measures and vital signs, infection control, medical and surgical asepsis, safety and emergency practices, and coping skills. Specialties of pediatrics, otolaryngology, ophthalmology, orthopedics, and dermatology.

Prerequisite(s): Acceptance to Medical Assisting Program
Pre/Corequisite(s): BIO 1105, ENG 1111, MST 1105, and MST 1101
Instructor Permission Required.
Lab Fee: $75.00
Terms Offered: Fall, Spring

MAS 1105 Medical Administrative Office II (3)
Contact hours (5 total): 2 lecture, 3 lab
Financial aspects of the office, ICD-10 and CPT coding, managed care, medical insurance, reimbursement procedures, and managing patient accounts.
Professional etiquette and job search skills.
Prerequisite(s): MAS 1103, ENG 1111, BIO 1105, MST 1101, and MST 1105
Instructor Permission Required.
Lab Fee: $40.00
Terms Offered: Spring, Summer

MAS 1106 Exam Room Procedures II (3)
Contact hours (5 total): 2 lecture, 3 lab
Medication administration and medical office emergencies. Review ECG skills. Specialties of pediatrics, obstetrics and gynecology, otolaryngology, ophthalmology, orthopedics, cardiology, pulmonary medicine, urology, gastroenterology, and dermatology.
Prerequisite(s): MAS 1104, BIO 1105, MST 1101, MST 1105, and CPE 0500 or MTH 0500 with a grade of C or higher
Pre/Corequisite(s): MAS 1112
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Instructor Permission Required.
Lab Fee: $75.00
Terms Offered: Fall, Spring

MAS 1107 Medical Assisting Directed Practice (2)
Integration of content and competencies covered in the Medical Assisting certificate program. Two hundred (200) unpaid, supervised clinical hours.
Prerequisite(s): MST 1171, MST 1160, MST 1161, MAS 1105, MAS 1106, MAS 1112, and MAS 1115
Pre/Corequisite(s): PSY 1111
Corequisite(s): MAS 1118
Instructor Permission Required.
Student Liability Fee: $20.00
Terms Offered: Spring, Summer

MAS 1118 Clinical Perspectives Seminar (1)
Contact hours (1 total): 1 lecture
Forum for shared learning and problem solving of directed practice experiences.
Prerequisite(s): MST 1171, MST 1160, MST 1161, MAS 1105, MAS 1106, MAS 1112, and MAS 1115
Pre/Corequisite(s): PSY 1111
Corequisite(s): MAS 1117
Instructor Permission Required.
Certification Fee: $125.00
Terms Offered: Spring, Summer

MAS 2100 Medical Assisting Certification Review (2)
Contact hours (2 total): 2 lecture
Preparation for the American Association of Medical Assistants (AAMA) national certification examination.
Pre/Corequisite(s): MAS 1105, MAS 1106, MAS 1112, and MAS 1115 or Instructor Permission
Terms Offered: Fall, Summer

(MGT) Management

MGT 1060 Organizational Behavior (3)
Contact hours (3 total): 3 lecture
Theories, concepts, and applications of organizational behavior as it relates to individuals, groups, and organizations in today’s global business environment. Conceptual frameworks, case discussions, and skill-oriented activities. Personality, assessment of self, motivation, stress, job success, ethics, conflict resolution, managing change, group behavior, team problem solving and decision making, interpersonal and organizational communication.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
Pre/Corequisite(s): ENG 1111
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

MGT 1100 Personal Finance (3)
Contact hours (3 total): 3 lecture
Financial decision-making in personal budgeting, credit, insurance, medical care, investment, home ownership, retirement planning, and income taxes.
Terms Offered: Fall, Spring

MGT 1105 Contemporary American Business (2)
Contact hours (2 total): 2 lecture
Current concepts of American business encompassing social and ethical responsibilities, global markets, government regulation, and taxation. Forms of business, administration, management, organized labor, and other basic business concepts.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher.
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

**MGT 1115 Customer Relations (2)**
Contact hours (2 total): 2 lecture
Philosophy, purpose, techniques, and principles of management and customer service and relations.
Communication skills. Customer-related complaints and customer-relations technologies. Problem-solving skills.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher.
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

**MGT 1120 Principles of Management (3)**
Contact hours (3 total): 3 lecture
This course examines theories and applications of management and organizational behavior with an emphasis on the interaction among individuals, teams, and organizations that impact performance. This course prepares students to succeed in dynamic, diverse organizational environments.
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall, Spring, Summer

**MGT 1500 Lean Six Sigma Yellow Belt / Problem Solving for Team Members (1)**
Contact hours (1 total): 1 lecture
Prepares students for workplace employment. Basic knowledge and skills to be an effective team member on a problem solving team. Participants will use the 5 step problem solving process called DMAIC (Define, Measure, Analyze, Improve, Control) at Team Member level. Lean Six Sigma Yellow Belt is a nationally recognized Certification. This course must be taught by an instructor who is a Certified Master Black Belt.
Terms Offered: Fall, Spring

**MGT 1510 Lean Six Sigma Green Belt / Problem Solving for Team Leaders (3)**
Contact hours (3 total): 3 lecture
Building on the knowledge gained in the Lean Six Sigma Yellow Belt Team Member Course, this course prepares students for workplace employment. Students who complete this course are prepared for supervisory/management positions as a problem solving Team Leader. Participants will use the 5 step problem solving process called DMAIC (Define, Measure, Analyze, Improve, Control) at Team Leadership level. Lean Six Sigma Green Belt is a nationally recognized Certification. This course must be taught by an instructor who is a Certified Master Black Belt.
Prerequisite(s): MGT 1500
Terms Offered: Fall, Spring

**MGT 2000 Introduction to Project Management (3)**
Contact hours (3 total): 3 lecture
Business, interpersonal, and technical skills required to successfully manage business and system development projects. Project integration. Scope, time, cost, quality, human resource, communications, risk, and procurement management. Microsoft Project software.
Use of Windows PC is required.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher and ITS 0800.
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

**MGT 2020 Quality Management (3)**
Contact hours (3 total): 3 lecture
Process control (SPC), ISO9000, benchmarking, and the use of various management tools used for managing quality.
Prerequisite(s): MGT 1060 or MGT 1105 or MGT 1120
Terms Offered: Fall, Spring

**MGT 2140 Small Business Management (3)**
Contact hours (3 total): 3 lecture
Small business and entrepreneurship. Decision for self-employment through small business opportunities; business planning, financing, marketing, and management. Integration of functional business courses into a balanced overview of entrepreneurship. Application through activities and projects.
Prerequisite(s): ACC 1100 and (MGT 1105 or MGT 1120)
Terms Offered: Spring

**MGT 2250 Leadership in Organizations (3)**
Contact hours (3 total): 3 lecture
Development of leadership skills, integrating personal philosophy, concepts, and practice required to become an effective leader.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher.
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Spring, Summer

**MGT 2255 Community Leadership (4)**
Contact hours (4 total): 4 lecture
Development of leadership skills, especially as they relate to community leadership. Credit/No Credit course.
Prerequisite(s): Acceptance into Leadership Clark County Community Leadership Academy
Instructor Permission Required.
Terms Offered: Spring

**MGT 2270 Business Finance (3)**
Contact hours (3 total): 3 lecture
Theory, methods, and concerns of corporate finance, elements of financial planning, capital management techniques, valuation, cost of capital, capital budgeting, ratio analysis, leverage, and diversification through mergers.
Prerequisite(s): ACC 1100
Terms Offered: Fall, Spring, Summer

**MGT 2450 Data Analytics (3)**
Contact hours (4 total): 2 lecture, 2 lab
Data mining, analysis, and reporting. Interpretation of results using examples from various industries.
Prerequisite(s): [CPE 0650 or MTH 0650 with a C or higher, or MTH 1060, or MTH 1200] and [AGR 1100 or ITS 1105 or (ITS 1235 and ITS 1245)].
Terms Offered: Fall, Spring
MGT 2600 Legal Environment of Business (3)
Contact hours (3 total): 3 lecture
History of the law, law of contracts, agency, sales, and personal property. The law of negotiable instruments, partnership, corporations, and real property.
Pre/Corequisite(s): ENG 1112 or ENG 2211
Terms Offered: Fall, Spring, Summer

MGT 2650 Negotiation Skills (3)
Contact hours (3 total): 3 lecture
Psychology and techniques of conducting purchasing and other types of business negotiations; mock negotiations using case studies. Principles apply to situations in personal life.
Prerequisite(s): MGT 1060, MGT 1105, or MGT 1120
Terms Offered: Spring

MGT 2680 Introduction to International Business (3)
Contact hours (3 total): 3 lecture
Global dimensions of business; an overview of theories and institutions of trade, investment, and management emphasizing the managerial perspective on issues arising from international business and worldwide operations.
Prerequisite(s): MGT 1060, MGT 1105, or MGT 1120
Terms Offered: Spring

MGT 2600 Legal Environment of Business (3)
Contact hours (3 total): 3 lecture
History of the law, law of contracts, agency, sales, and personal property. The law of negotiable instruments, partnership, corporations, and real property.
Pre/Corequisite(s): ENG 1112 or ENG 2211
Terms Offered: Fall, Spring, Summer

MGT 2650 Negotiation Skills (3)
Contact hours (3 total): 3 lecture
Psychology and techniques of conducting purchasing and other types of business negotiations; mock negotiations using case studies. Principles apply to situations in personal life.
Prerequisite(s): MGT 1060, MGT 1105, or MGT 1120
Terms Offered: Spring

MGT 2680 Introduction to International Business (3)
Contact hours (3 total): 3 lecture
Global dimensions of business; an overview of theories and institutions of trade, investment, and management emphasizing the managerial perspective on issues arising from international business and worldwide operations.
Prerequisite(s): MGT 1060, MGT 1105, or MGT 1120
Terms Offered: Spring

MGT 2800 Business Strategy/Policy Seminar (Capstone) (3)
Contact hours (3 total): 3 lecture
Development of business strategy and policy and the integration of skills learned in prior management study, including strategy formulation, implementation, and evaluation. Coordination of management, economics, marketing, operations management, financial accounting, legal environment and ethics, and social responsibility to achieve competitive advantage.
Students must have a minimum of 45 semester credit hours.
Prerequisite(s): MGT 1120, MKT 2000, and Students must have a minimum of 45 semester credit hours
Terms Offered: Fall, Spring

(MKT) Marketing

MKT 2000 Marketing Management (3)
Contact hours (3 total): 3 lecture
Management of the marketing functions in various business contexts. Marketing activities, analysis, strategies, and decision making in the context of other business functions. Integration of product, price, promotion, and distribution activities; research and analysis of markets, environments, competition, and customers; market segmentation and selection of target markets; and emphasis on behavior and perspectives of consumers and organizational customers. Planning and decision making for products and services in profit and nonprofit, domestic, and global settings.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade a A, or ENG 0850 with a grade of C or higher
Pre/Corequisite(s): ECO 2220, ECO 2210, or instructor permission
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Terms Offered: Fall, Spring, Summer

MKT 2100 Pricing Strategies (3)
Contact hours (3 total): 3 lecture
Managerially-focused, integrated, pricing analysis and strategy. Pricing calculation methods and tools, analysis and identification of pricing strategy effects on the organization.
Prerequisite(s): CPE 0500 or MTH 0500 with a grade of C or higher and MKT 2000
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall

MKT 2150 Product Management (3)
Contact hours (3 total): 3 lecture
Overview of product management and the product development process. Overview of a product manager’s tasks of market analysis, strategy development, and decision making regarding pricing, advertising, promotion, and distribution.
Prerequisite(s): MKT 2000 and MGT 1120
Terms Offered: Fall, Spring

MKT 2400 Electronic Business Applications (3)
Contact hours (3 total): 3 lecture
Prerequisite(s): (MGT 1105 or MGT 1120) and (ITS 1100 or ITS 1105)
Global Awareness.
Terms Offered: Spring

MKT 2450 Sales and Sales Management (3)
Contact hours (3 total): 3 lecture
Role of selling in our economy. Psychology of selling, sales process, motivation of the salesperson. Fundamentals and techniques of selling in relation to various types of goods and services.
Prerequisite(s): MKT 2000 or MGT 1120 or Pre/co-req: AGR 2700
Terms Offered: Spring

MKT 2550 Promotion & IMC Strategies (3)
Contact hours (3 total): 3 lecture
Integrated marketing communication systems, and its tools for communication with internal and external customers, promotion and integrated communication strategies and techniques.
Prerequisite(s): MKT 2000
Terms Offered: Spring
(MLT) Medical Laboratory Technology

MLT 1120 Introduction to Medical Laboratory Science (2)
Contact hours (2 total): 2 lecture
History, role, and professional responsibilities of the medical laboratory technician. Organization of the medical laboratory. Medical terminology. Comprehensive background in the theory and principles of phlebotomy. Quality assurance and total quality management. Note: The online sections require that exams be taken at approved proctoring sites.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0600 or MTH 0650 with a grade of C or higher
Corequisite(s): MLT 1125
Terms Offered: Fall

MLT 1125 Introduction to Medical Laboratory Science Laboratory (1)
Contact hours (3 total): 3 lab
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0600 or MTH 0650 with a grade of C or higher
Corequisite(s): MLT 1120
Lab Fee: $100.00
Terms Offered: Fall

MLT 1130 Clinical Chemistry (3)
Contact hours (3 total): 3 lecture
Organic chemistry: hydrocarbons (saturated and unsaturated), alcohols, aldehydes, ketones, and carbohydrates. Principles, procedures, quality assurance, and clinical significance of quantitative chemical analysis of body fluids, carbohydrates, lipids, proteins, electrolytes, endogenous toxic substances, blood gases, pH, enzymes, vitamins, hormones, and exogenous toxic substances. Note: The online sections require that exams be taken at approved proctoring sites.
Prerequisite(s): CHM 1150, MLT 1120, and MLT 1125
Corequisite(s): MLT 1135
Instructor Permission Required.
Terms Offered: Spring

MLT 1135 Clinical Chemistry Lab (2)
Contact hours (6 total): 6 lab
Qualitative chemical analysis of body fluids, carbohydrates, lipids, proteins, electrolytes, endogenous toxic substances, blood gases, pH, enzymes, vitamins, hormones, and exogenous toxic substances.
Prerequisite(s): CHM 1150, MLT 1120, and MLT 1125
Corequisite(s): MLT 1130
Instructor Permission Required.
Lab Fee: $115.00
Terms Offered: Spring

MLT 1140 Medical Microbiology I (2)
Contact hours (2 total): 2 lecture
Identification of bacteria by microscope, media, inoculation, biochemical activities, and sensitivity testing. Basic disease processes. Note: The online sections require that exams be taken at approved proctoring sites.
Prerequisite(s): MLT 1120 and MLT 1125
Corequisite(s): MLT 1145
Instructor Permission Required.
Terms Offered: Spring

MLT 1145 Medical Microbiology I Lab (2)
Contact hours (6 total): 6 lab
Basic microbiology concepts. Identification of bacteria by microscope, media, inoculation, biochemical activities, and sensitivity testing.
Prerequisite(s): MLT 1120 and MLT 1125
Corequisite(s): MLT 1140
Instructor Permission Required.
Lab Fee: $105.00
Terms Offered: Spring

MLT 1150 Hematology I (2)
Contact hours (2 total): 2 lecture
The origin, formation, and purpose of the formed elements of the blood, differential morphology, and staining techniques. Quality control. Note: The online sections require that exams be taken at approved proctoring sites.
Prerequisite(s): MLT 1120, MLT 1125, BIO 1105, and ENG 1111
Corequisite(s): MLT 1155
Instructor Permission Required.
Terms Offered: Fall

MLT 1155 Hematology I Laboratory (2)
Contact hours (6 total): 6 lab
Manual and automated hematology instrumentation techniques and principles of counting erythrocytes, leukocytes, and thrombocytes; determination of red blood cell indices. Quality control.
Prerequisite(s): MLT 1120, MLT 1125, BIO 1105, and ENG 1111
Corequisite(s): MLT 1150
Instructor Permission Required.
Lab Fee: $100.00
Terms Offered: Fall

MLT 1160 Urinalysis & Body Fluids (2)
Contact hours (2 total): 2 lecture
Urinalysis principles including physical and chemical characteristics and microscopic analysis of urinary sediment. Body fluids: synovial, cerebrospinal, serous, amniotic, and seminal fluids. Note: The online sections require that exams be taken at approved proctoring sites.
Prerequisite(s): Acceptance to Medical Laboratory Technology program
Corequisite(s): MLT 1165
Instructor Permission Required.
Terms Offered: Fall

MLT 1165 Urinalysis & Body Fluids Laboratory (1)
Contact hours (3 total): 3 lab
Basic urinalysis techniques including physical and chemical characteristics and microscopic analysis
of urinary sediment. Basic technique for synovial, cerebrospinal, serous, amniotic, and seminal fluids. Prerequisite(s): Acceptance to Medical Laboratory Technology program Corequisite(s): MLT 1160 Instructor Permission Required. Lab Fee: $85.00 Terms Offered: Fall

MLT 2122 Immunology & Blood Banking (3)
Contact hours (3 total): 3 lecture Principles and theories of the production and characteristics of antigen-antibody reactions, formation, and reactions of antigens and antibodies. Responsibility of blood bank procedures, blood collection, and processing. Genotypes and phenotypes of ABO and Rh blood group systems. Note: The online sections require that exams be taken at approved proctoring sites. Prerequisite(s): ENG 1111 and BIO 1105 Pre/Corequisite(s): MLT 1150 and MLT 1155 Corequisite(s): MLT 2125 Instructor Permission Required. Terms Offered: Fall

MLT 2125 Immunology & Blood Banking Lab (4)
Contact hours (12 total): 12 lab Techniques of agglutination, precipitation, flocculation, immunodiffusion, immunofluorescence, ELISA (Enzyme-linked immunosorbent assay), and EIA (Enzyme immunoassay). Typing techniques, principles, procedures; crossmatch and panel screening; atypical antibody identification and quality control. Prerequisite(s): ENG 1111 and BIO 1105 Pre/Corequisite(s): MLT 1150 and MLT 1155 Corequisite(s): MLT 2122 Instructor Permission Required. Lab Fee: $175.00 Terms Offered: Fall

MLT 2130 Medical Microbiology II (2)
Contact hours (2 total): 2 lecture Identification of microbial agents associated with disease in man including bacteria, viruses, and parasites. Specimen collection. Quality control. Note: The online sections require that exams be taken at approved proctoring sites. Prerequisite(s): BIO 1105 Pre/Corequisite(s): MLT 1140 and MLT 1145 Corequisite(s): MLT 2135 Instructor Permission Required. Terms Offered: Spring

MLT 2135 Medical Microbiology II Lab (2)
Contact hours (6 total): 6 lab Techniques to isolate, identify, and evaluate the presence of clinically significant microorganisms. Prerequisite(s): BIO 1105 Pre/Corequisite(s): MLT 1140 and MLT 1145 Corequisite(s): MLT 2130 Instructor Permission Required. Lab Fee: $150.00 Terms Offered: Spring

MLT 2140 Hematology II (2)
Contact hours (2 total): 2 lecture Disorders of blood cells and platelets including biochemistry of the red blood cell, anemias, leukemias. Principles and procedures of coagulation. Note: The online sections require that exams be taken at approved proctoring sites. Prerequisite(s): ENG 1111 and BIO 1105 Pre/Corequisite(s): MLT 1150 and MLT 1155 Corequisite(s): MLT 2145 Instructor Permission Required. Terms Offered: Fall

MLT 2145 Hematology II Lab (2)
Contact hours (6 total): 6 lab Manual and automated instrumentation techniques used within a hematology department. Differential counting of abnormal cells. Coagulation. Prerequisite(s): ENG 1111 and BIO 1105 Pre/Corequisite(s): MLT 1150 and MLT 1155 Corequisite(s): MLT 2140 Instructor Permission Required. Lab Fee: $110.00 Terms Offered: Fall

MLT 2156 Directed Practice /Seminar (5)
Four hundred (400) hours at assigned clinical site; departmental rotation; application of principles and techniques under supervision of clinical staff and college faculty. Includes directed reflection on the clinical experience. Prerequisite(s): All prior MLT coursework with a grade of C or better Instructor Permission Required. Student Liability Fee: $20.00 Terms Offered: Spring

MLT 2160 MLT Review and Update (2)
Contact hours (2 total): 2 lecture Review and update of urinalysis, hematology, clinical chemistry, medical microbiology, immunology, immunohematology. Note: The online sections require that exams be taken at approved proctoring sites. Prerequisite(s): All prior MLT coursework with a grade of C or better Instructor Permission Required. Terms Offered: Spring

(MST) Multi-Skilled Health Care

MST 1101 Introduction to Health Care (3)
Contact hours (3 total): 3 lecture History of health care delivery systems, current systems, services, trends and challenges, health care careers, and ethical and legal responsibilities. Foundational concepts of patient care including human growth and development, basic human needs, patient rights and responsibilities, provider and patient safety, communication skills, and computer literacy. Professionalism and securing and maintaining employment. Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Terms Offered: Fall, Spring, Summer
Course Descriptions

MST 1105 Medical Terminology (2)
Contact hours (2 total): 2 lecture
Language of medicine. Medical prefixes, suffixes, root words, singular/plural forms constructed to form medical terminology. Definition, spelling, and pronunciation of terms related to organization of the body, body systems, pathology, diagnostic and treatment procedures, pharmacology and medical specialists. Standard medical abbreviations. TAG OHL020 approved course.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

MST 1140 Human Disease (3)
Contact hours (3 total): 3 lecture
Basic concepts of pathophysiology. Pathophysiological processes, clinical manifestations, and diagnostic and therapeutic management of common disorders and diseases of major body systems.
Prerequisite(s): MST 1105 and BIO 1105 or BIO 2122
Terms Offered: Fall, Spring, Summer

MST 1160 Phlebotomy (2)
Contact hours (2 total): 2 lecture
Comprehensive background in the theory and principles of phlebotomy. Quality assurance and total quality management.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher
Corequisite(s): MST 1161
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

MST 1161 Phlebotomy Lab (1)
Contact hours (2 total): 2 lab
Application of principles of phlebotomy. Performance of phlebotomy procedures.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher
Corequisite(s): MST 1160
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $50.00
Terms Offered: Fall, Spring, Summer

MST 1171 Introduction to Electrocardiography (2)
Contact hours (2.5 total): 1.5 lecture, 1 lab
Principles of electrocardiography (ECG) including basic cardiac anatomy and physiology, basic ECG interpretation, and identification of common abnormal tracings. Recording of rhythm strips and multi-lead ECGs. Equipment operation and troubleshooting.
Pre/Corequisite(s): BIO 1105 or BIO 2122 and MST 1105
Lab Fee: $20.00
Terms Offered: Fall, Spring, Summer

MST 1181 Nurse Aide Training (4)
Contact hours (6 total): 3 lecture, 2 lab, 1 clinical Introduction to basic patient/resident care. Classroom, skills lab practice, and clinical experiences. Successful completion meets the requirements to apply for the Ohio Nurse Aide State Test.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Corequisite(s): Criminal background check
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $25.00
Student Liability Fee: $20.00
Terms Offered: Fall, Spring, Summer

(MTH) Math

MTH 0500 Pre-Algebra (4)
Contact hours (4 total): 4 lecture
Topics include operations with signed numbers; evaluating algebraic expressions; exponents and square roots; basic statistical calculations; converting between fractions, decimals, and percents; solving linear equations; summation notation; Venn diagrams; interval and set notation; rectangular coordinate system; and graphing linear equations. Institutional credit only.
Pre/Corequisite(s): FYE 1000, FYE 1100, AGR 1100, ENT 1000, or MGT 1000
Terms Offered: Fall, Spring, Summer

MTH 0550 Foundation of Statistics (2)
Contact hours (2 total): 2 lecture
Topics include operations with signed numbers; evaluating algebraic expressions; exponents and square roots; basic statistical calculations; converting between fractions, decimals, and percents; solving linear equations; summation notation; Venn diagrams; interval and set notation; rectangular coordinate system; and graphing linear equations. Institutional credit only.
Pre/Corequisite(s): MTH 0500 or Academic Placement Test
Pre/Corequisite(s): FYE 1000, FYE 1100, AGR 1100, ENT 1000, or MGT 1000
Terms Offered: Fall, Spring, Summer

MTH 0650 Algebra for Non-STEM Majors (4)
Contact hours (4 total): 4 lecture
Topics include solving various application/word problems involving linear equations; operations with polynomials; positive, negative, and fractional exponents; scientific notation; operations with radicals; solving quadratic equations using the quadratic formula; graphing linear equations; solving linear systems in two variables; and an introduction to functions and graphing. Institutional credit only.
Pre/Corequisite(s): MTH 0500 or Academic Placement Test
Pre/Corequisite(s): FYE 1000, FYE 1100, AGR 1100, ENT 1000, or MGT 1000
Terms Offered: Fall, Spring, Summer

MTH 0750 Algebra for STEM Majors (5)
Contact hours (5 total): 5 lecture
Topics include solving various types of word problems; operations on polynomials including factoring; operations on rational expressions; solving equations containing rational expressions; graphs of points and lines; linear systems with two variables; positive, negative, and fractional exponents; scientific notation; operations with radicals; solving quadratic equations; and an introduction to functions and graphing. Institutional credit only.
Pre/Corequisite(s): MTH 0500 or Academic Placement Test
MTH 1060 Business Mathematics (3)
Contact hours (3 total): 3 lecture
Application of fundamental problem solving concepts, techniques, and skills relating to the quantitative aspects of business. Topics covered include bank reconciliations, percentages, simple and compound interest, depreciation, markups and markdowns, trade and cash discounts, sales and property taxes, promissory notes, insurance, loan amortization, mortgages, and business statistics.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of C or higher and CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

MTH 1070 Quantitative Reasoning (3)
Contact hours (3 total): 3 lecture
Real world mathematical models and decision making for percentages, managing money, statistical literacy, variation, linear and exponential growth and decay, proportion, and voting methods.
Prerequisite(s): CPE 0100 or ENG 0800 (with a grade of C or higher) and CPE 0650, CPE 0700, MTH 0650, or MTH 0750 (with a grade of C or higher)
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

MTH 1115 Industrial Calculations (3)
Contact hours (4 total): 2 lecture, 2 lab
Application of mathematical concepts to the design and maintenance of products and processes. Basic concepts in measurement and geometry. Presenting and analyzing data using charts, graphs, algebraic equations, vector diagrams, statistical calculations, and trigonometric relationships.
Pre/Corequisite(s): ENT 1000, ENT 1050, or FYE 1100 and CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

MTH 1200 Technical Math for Agriculture (3)
Contact hours (3 total): 3 lecture
Development and application of practical mathematical principles in agriculture including algebra, geometry, and trigonometry fundamentals with emphasis on applications involving equations, percents, measurements, graphing, and problem solving techniques.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0500 or MTH 0500 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Spring

MTH 1280 College Algebra (4)
Contact hours (4 total): 4 lecture
Algebraic expressions, coordinates and graphs, transformation and composition of functions, inverse functions, polynomial and rational functions, complex numbers, synthetic and long division, remainder and factor theorem, exponential and logarithmic functions, systems of equations.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher and CPE 0700 or MTH 0750, with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

MTH 1340 Pre-Calculus (5)
Contact hours (5 total): 5 lecture
Transformation and composition of functions, inverse functions, polynomial and rational functions, synthetic and long division, remainder and factor theorem, exponential and logarithmic functions, systems of equations and inequalities, analytic geometry, matrices and determinants, Gauss-Jordan, sequences and series, trigonometric functions, solving triangles, laws of sines and cosines, unit circles, vectors, graphs of trigonometric functions, polar coordinates, trigonometric identities, and trigonometric equations
Prerequisite(s): MTH 1280 with a grade of C or higher
Terms Offered: Fall, Spring, Summer

MTH 2100 Calculus for the Management, Life and Social Sciences (5)
Contact hours (5 total): 5 lecture
Functions; limits; derivatives of polynomial, exponential, and logarithmic functions; integrals of polynomial, exponential, and logarithmic functions; maxima and minima; applications appropriate to biology, medicine, business, economics, social, and behavioral sciences.
Prerequisite(s): MTH 1280 with a grade of C or higher
Terms Offered: Spring, Summer

MTH 2200 Calculus I (5)
Contact hours (5 total): 5 lecture
Limits, continuity, derivatives, rules of differentiation, differentiation of the trigonometric, inverse trigonometric, logarithmic, and exponential functions, related rates, linear approximations and differentials, extrema, curve sketching, Mean Value Theorem, optimization problems, l'Hôpital's rule, Newton's method, Fundamental Theorem of Calculus, definite and indefinite integrals, integration by substitution.
Prerequisite(s): MTH 1340 with a grade of C or higher
Terms Offered: Fall, Spring

MTH 2220 Calculus II (5)
Contact hours (5 total): 5 lecture
Riemann sums, integrals, techniques of integration, applications of integration, area, volumes of revolution, integrating various functions (polynomial, trigonometric, exponential, and logarithmic), polar coordinates. Power series, Taylor series, Maclaurin series, vectors, dot product, cross product, equations of lines and planes polar curves, polar coordinates.
Prerequisite(s): MTH 2200 with a grade of C or higher
Terms Offered: Spring, Summer
**MTM 2242 Multivariable Calculus (5)**
Contact hours (5 total): 5 lecture
Three-dimensional coordinate systems, polar coordinates, cylindrical and spherical coordinates, curves in space, arc length and curvature, limits and continuity, partial differentiation, local extrema, exact differentials, chain rule, directional derivative and gradient, Lagrange multipliers, derivative tests, velocity and acceleration vectors, vector fields, parametric equations, partial derivatives, differentials, multiple integrals, line and surface integrals, path independence, Green’s, Stokes’, and The Divergence Theorems, volume, and other applications.
Prerequisite(s): MTH 2220 with a grade of C or higher
Terms Offered: Fall

**MTH 2330 Differential Equations (3)**
Contact hours (3 total): 3 lecture
Ordinary differential equations of first order, higher order linear equations, uniqueness and existence of solutions, Laplace transform methods, and series methods.
Prerequisite(s): MTH 2220 with a grade of C or higher
Terms Offered: Spring

**MTH 2530 Matrix Algebra (4)**
Contact hours (4 total): 4 lecture
Linear systems, matrices, matrix algebra, inverse matrices, determinants, vectors, vector operations, orthogonal projections, vector spaces, subspaces, linear independence, row space, column space, null space, rank, nullity, span, dimension of a vector space, linear transformations, diagonalization, eigenvalues, eigenvectors, inner product, Gram-Schmidt process, least square, and orthogonality.
Prerequisite(s): MTH 2220 with a grade of C or higher
Terms Offered: Summer

**MTH 3000 Math for Manufacturing Technology (4)**
Contact hours (5 total): 5 lecture
Applications in business, manufacturing, and engineering. Use of an integrated teaching model, (I-BEST) with manufacturing and business management faculty.
Prerequisite(s): MTH 1340
Lab Fee: $50.00
Terms Offered: Spring

**MTM 3100 Technical Manufacturing Skills for Management I (5)**
Contact hours (7 total): 3 lecture, 4 lab
Use of an integrated teaching model with manufacturing and business management faculty. Emphasis on project management, development of higher level skills in communication through project management, meeting facilitation, development of Gantt charts, timelines, and project outcomes. Manufacturing technology skills which include: computer numerical control, computer-aided design, and additive manufacturing. Concepts in design and modeling, part documentation, production, and part verification. Use of an integrated teaching model, (I-BEST) with manufacturing and business management faculty.
Prerequisite(s): MTM 3000
Lab Fee: $50.00
Terms Offered: Fall

**MTM 3200 Integrative Manufacturing Technology (4)**
Contact hours (6 total): 2 lecture, 4 lab
Prerequisite(s): MTM 3100
Lab Fee: $50.00
Terms Offered: Fall

**MTM 3300 Quality Management Systems in Manufacturing (4)**
Contact hours (6 total): 2 lecture, 4 lab
Prerequisite(s): MTM 3100
Lab Fee: $50.00
Terms Offered: Spring

**MTM 3400 OSHA 30-Hour General Safety (3)**
Contact hours (3 total): 3 lecture
Comprehensive safety program designed for general industry including directors, foremen, and field supervisors. Employee rights, employer responsibilities, and how to identify, abate, avoid and prevent job related hazards. 30 Hour OSHA card received upon successful completion.
Prerequisite(s): MTM 3100
Lab Fee: $50.00
Terms Offered: Spring
MTM 4000 Real World Applications in Manufacturing (3)
Contact hours (3 total): 3 lecture
Co-op work experience. Minimum of 300 hours at a manufacturing company. Work plan and goal development between student and employer. Oral and written reports. Topics including business etiquette, writing, presentation, and supervisory skills.
Prerequisite(s): MTM 3200, successful completion of a previous co-op, and approved co-op placement instructor permission required.
Lab Fee: $50.00
Terms Offered: Fall

MTM 4100 Technical Communications (3)
Contact hours (3 total): 3 lecture
Produce oral and written scientific and technical information for executives and shop floor technicians. Include formal reports, proper use of technology for relaying complex information, formats for ISO documents and procedures and other quality assurance documents. Focused on the writing process: clear, accurate, and professional communication essential to organization management. Write effectively in terms of specified audiences. Use of an integrated teaching model (I-BEST) with manufacturing and business management faculty.
Pre/Corequisite(s): MTM 4000
Terms Offered: Fall

MTM 4300 Manufacturing Innovations (5)
Contact hours (6 total): 2 lecture, 4 lab
Interdisciplinary approach to solve real employer-identified problems. Research and analysis methodology. Focus on continued growth of leadership roles, communication techniques, systematic problem-solving skills, and critical thinking. Identify how to remedy training gaps in individuals and teams. Understand complex project timelines and their interdependencies. Organizational planning and decision making. Identify cost savings efficiencies. Strategies to foster innovation. Responsibilities in innovation skill-building/leadership. Use of an integrated teaching model (I-BEST) with manufacturing and business management faculty.
Pre/Corequisite(s): PHY 1501
Terms Offered: Spring

MTM 4400 Advanced Project Management for Manufacturing Processes (4)
Contact hours (6 total): 2 lecture, 4 lab
Analysis of logistics, product relationships, cost factors, inventory management. Examine International Organization for Standardization (ISO). Development of a process improvement plan. Managing budgets and cost factors, leading project teams, resource allocation, delegation of tasks and how they relate to the manufacturing environment. Team development and ways to enhance team performance through planning and executing a project. Evaluation of employees. Applying management theory at all levels. Use of an integrated teaching model, (I-BEST) with manufacturing and business management faculty.
Pre/Corequisite(s): MTM 4300
Lab Fee: $50.00
Terms Offered: Spring

(MUS) Music

MUS 1001 Music Theory I (3)
Contact hours (3 total): 3 lecture
Conventions of musical notation. Introduction to the elements of tonal music. Melodic organization, texture reduction, and voice-leading practices for four voices.
Terms Offered: Fall

MUS 1002 Music Theory II (3)
Contact hours (3 total): 3 lecture
Pre/Corequisite(s): MUS 1001
Terms Offered: Spring

MUS 1130 Music Appreciation (3)
Contact hours (3 total): 3 lecture
A survey of Western and non Western (secular and sacred) music from approximately 450 AD to the present; a chronological presentation of material supplemented with basic elements of music, listening examples, and live performances.
Pre/Corequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Global Awareness.
Terms Offered: Fall, Spring

MUS 1151 Applied Guitar I (1)
Private instrument instruction focusing on the fundamentals of instrument performance skills. Thirty minutes of private instruction per week. A minimum of 6.5 hours of practice time required per week. May be taken up to 4 terms.
Other Fee: $100.00
Terms Offered: Fall, Spring

MUS 1152 Applied Guitar II (2)
Private instrument instruction focusing on the fundamentals of instrument performance skills. Sixty minutes of private instruction per week. A minimum of 13 hours of practice time required. May be taken up to 4 terms.
Other Fee: $150.00
Terms Offered: Fall, Spring

MUS 1161 Applied Voice (1)
Private voice instruction focusing on the fundamental of voice production, song literature interpretation, and performance skill. Thirty minutes of private instruction per week. May be taken up to 4 terms.
Pre/Corequisite(s): none
Lab Fee: $100.00
Terms Offered: Fall, Spring, Summer

MUS 1171 Applied Piano (1)
Individual piano instruction focusing on the fundamentals of piano performance skills. May be taken up to 4 terms.
Other Fee: $100.00
Terms Offered: Fall, Spring, Summer
(NTK) Networking

NTK 1110 PC Hardware Essentials (3)
Contact hours (4 total): 2 lecture, 2 lab
Installing, configuring, upgrading, and troubleshooting microcomputer hardware. Desktop, notebook, server systems, and basic networking. First of two-course sequence covering A+ certification objectives.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher, and ITS 0800
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $75.00
Terms Offered: Fall, Spring, Summer

NTK 1120 PC Operating Systems Essentials (3)
Contact hours (4 total): 2 lecture, 2 lab
Intensive introduction to multitasking operating systems and network operating systems. Operating system upgrades/configuration, installation procedures, security issues, backup procedures, remote access, command line, and graphical user interfaces. Second of a two-course sequence covering the A+ certification objectives.
Pre/Corequisite(s): NTK 1110
Lab Fee: $75.00
Terms Offered: Fall, Spring, Summer

NTK 1211 Convergence Technology I (3)
Contact hours (4 total): 2 lecture, 2 lab
Prerequisite(s): NTK 176 or NTK 1110
Lab Fee: $75.00
Terms Offered: Spring

NTK 2100 Cisco - Introduction to Networks (3)
Contact hours (4 total): 2 lecture, 2 lab
Overview of computer networking concepts, theories, and structures. Discussion of the OSI network model, network addressing, data encapsulation, and TCP/IP network-layer protocols. Part of a set of courses covering material for the CCENT and CCNA certification exams.
Prerequisite(s): NTK 1120
Lab Fee: $75.00
Terms Offered: Fall

NTK 2110 Cisco - Routing and Switching (3)
Contact hours (4 total): 2 lecture, 2 lab
Pre/Corequisite(s): NTK 2100
Lab Fee: $75.00
Terms Offered: Fall

NTK 2120 Cisco - Scaling Networks (3)
Contact hours (4 total): 2 lecture, 2 lab
Overview of local area networking (LAN) concepts and theory. Discussion of LAN redundancy and aggregation, wireless technologies and advanced routing protocols. Hands-on experience with switch and router setup, configuration, and monitoring. Part of a set of courses covering material for the CCNA certification exam.
Prerequisite(s): NTK 2110
Lab Fee: $75.00
Terms Offered: Spring

NTK 2130 Cisco - Connecting Networks (3)
Contact hours (4 total): 2 lecture, 2 lab
Advanced network routing and switching concepts and theory. Discussion of Wide Area Networks (WANs) and supporting protocols and structures. Hands-on experience with advanced router setup and configuration. Part of a set of courses covering material for the CCNA certification.
Pre/Corequisite(s): NTK 2120
Lab Fee: $75.00
Terms Offered: Spring

NTK 2212 Linux Server Administration (3)
Contact hours (4 total): 2 lecture, 2 lab
Hands-on experience with Linux server operating systems. Planning, installing, configuring, managing, optimizing, and troubleshooting.
Pre/Corequisite(s): NTK 1120
Lab Fee: $75.00
Terms Offered: Spring

NTK 2220 Microsoft Client Administration (3)
Contact hours (4 total): 2 lecture, 2 lab
Hands-on experience with the Microsoft Client operating system. Planning, installing, configuring, managing, optimizing, and troubleshooting. Course covers Microsoft certification objectives.
Pre/Corequisite(s): NTK 1120
Lab Fee: $75.00
Terms Offered: Fall

NTK 2222 Administering Microsoft Server (3)
Contact hours (4 total): 2 lecture, 2 lab
Hands-on experience with the Microsoft Server operating system. Planning, installing, configuring, managing, optimizing, and troubleshooting. Course covers Microsoft certification objectives.
Prerequisite(s): NTK 2220
Lab Fee: $75.00
Terms Offered: Fall

NTK 2710 Introduction to High Performance/Clustered Computing (3)
Contact hours (4 total): 2 lecture, 2 lab
Prerequisite(s): NTK 1120
Lab Fee: $75.00
Terms Offered: Spring
NTK 2712 High Performance/Clustered Computing

**Design (3)**
Contact hours (4 total): 2 lecture, 2 lab
Methods and processes used to create high-performance/clustered computer systems (HPC).
Evaluating clustered computing hardware and software options. Installing and configuring a high-performance/clustered system.
Pre/Corequisite(s): NTK 2710
Lab Fee: $75.00
Terms Offered: Spring

NTK 2890 Computer Networking Capstone (3)
Contact hours (3 total): 3 lecture
Overview of ethics in the information technology field.
Assessment of skills and competencies of network administration through project-based activities.
Requires an oral and written presentation. Should be taken in final term prior to graduation.
Prequisite(s): CSE 1120, MGT 2000, ENG 1111, ENG 2211, and NTK 2100
Lab Fee: $75.00
Terms Offered: Spring

(NUR) Nursing

NUR 1110 Dosage Calculation (1)
Contact hours (1 total): 1 lecture
Systems of measurement and calculation of drug dosage. Note: The online sections require that exams be taken at approved proctoring sites.
Prequisite(s): CPE 0600, CPE 0650, MTH 0650 or MTH 0750, with a grade of C or higher
Terms Offered: Fall, Spring, Summer

NUR 1130 Basic Nursing Concepts (6.5)
Contact hours (11.5 total): 4 lecture, 3.5 lab, 4 clinical
Introduces basic nursing concepts, psychomotor skills, assessment techniques, nursing process, and study skills. Applies concepts of ethics and safety in the care of adults undergoing surgery, experiencing problems of mobility, and experiencing endocrine disorders. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote health in adults within the context of environment.
Prequisite(s): Current Ohio State Tested Nurse Aide (STNA) certification or MST 1181 within 2 years.
Pre/Corequisite(s): BIO 2121 and NUR 1110
Instructor Permission Required.
Lab Fee: $438.00
Student Liability Fee: $20.00
Terms Offered: Fall, Spring

NUR 1132 Adult Nursing I (6.5)
Contact hours (12.5 total): 3.5 lecture, 9 clinical
Applies principles of ethics, safety, and nursing process in the care of adults with fluid and electrolyte, acid/base balance, respiratory, renal and select endocrine disorders; hypertension; and congestive heart failure. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote health in adults within the context of environment.
Prequisite(s): NUR 1130, ENG 1111, PSY 1111, BIO 2121, and NUR 1110 or NUR 1120
Pre/Corequisite(s): BIO 2122
Lab Fee: $181.00
Terms Offered: Fall, Spring

NUR 1134 Behavioral Health Nursing (2.5)
Contact hours (3.5 total): 2 lecture, 1.5 clinical
Introduces concepts of behavioral health and psychosocial assessment across the lifespan in a variety of settings. Applies concepts of ethics and safety in the care of patients experiencing commonly occurring psychiatric, emotional, and developmental disorders, substance abuse, family violence, difficult life transitions, and challenging behaviors. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote behavioral health within the context of the environment.
Prequisite(s): ENG 1111, PSY 1111, and BIO 2121
Pre/Corequisite(s): BIO 2122 and NUR 1132, NUR 1135, or NUR 1138
Lab Fee: $153.00
Terms Offered: Fall, Spring

NUR 1135 LPN to RN Transition (3)
Contact hours (4 total): 2 lecture, 2 lab
Assists in the transition of the LPN to the role of RN. Refines and updates previous learning of basic nursing concepts, psychomotor skills, assessment techniques, and study skills. Applies principles of ethics, safety, and nursing process in the care of adults. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote and maintain health. Follows the Ohio Nursing Articulation Model.
Prequisite(s): BIO 2122 and ENG 1111
Pre/Corequisite(s): NUR 1136 and NUR 1110
Instructor Permission Required.
Lab Fee: $294.00
Student Liability Fee: $20.00
Terms Offered: Fall, Spring

NUR 1136 Adult Nursing for LPNs (2)
Contact hours (2 total): 2 lecture
Applies principles of ethics, safety, and nursing process in the care of adults with mobility, fluid and electrolyte, acid/base balance, respiratory, endocrine, and renal disorders; hypertension; and congestive heart failure. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote health in adults within the context of environment.
Prequisite(s): BIO 2122 and ENG 1111
Pre/Corequisite(s): NUR 1135
Instructor Permission Required.
Lab Fee: $213.00
Terms Offered: Fall, Spring

NUR 1137 Paramedic to RN Transition (2.5)
Contact hours (3.5 total): 2 lecture, 1.5 lab
Assists in the transition of the paramedic to the role of RN. Refines and updates previous learning of assessment techniques, psychomotor skills, and study skills. Introduces basic nursing concepts and nursing process. Applies principles of ethics, safety, and nursing process in the care of adults undergoing surgery, experiencing problems of mobility, and experiencing endocrine disorders. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote and maintain health.
Prequisite(s): BIO 2122, PSY 1111, and ENG 1111 and MST 1181 (or current STNA certificate or proficiency testing)
Pre/Corequisite(s): NUR 1110
Instructor Permission Required.
Lab Fee: $301.00
Terms Offered: Fall
**NUR 1138 Adult Nursing for Paramedics (4.5)**
Contact hours (8.5 total): 2.5 lecture, 6 clinical
Applies principles of ethics, safety, and nursing process in the care of adults with fluid and electrolyte, acid/base balance, respiratory, and renal disorders; hypertension; and congestive heart failure. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote health in adults within the context of environment.
Prerequisite(s): NUR 1110, NUR 1137, BIO 2122, PSY 1111, and ENG 1111
Instructor Permission Required.
Lab Fee: $213.00
Terms Offered: Fall

**NUR 2232 Children-Family Nursing (2.5)**
Contact hours (3.5 total): 2 lecture, 1.5 clinical
Applies principles of ethics, safety, and nursing process in the care of children and families experiencing common childhood and developmental disorders. Incorporates the principles of evidence-based care, advocacy, caring, and learning to promote and maintain health within the context of family.
Prerequisite(s): BIO 2122, PSY 2223, ENG 1112, and NUR 1132 or NUR 1138, or NUR 1135 and NUR 1136
Pre/Corequisite(s): BIO 1131
Lab Fee: $120.00
Terms Offered: Fall, Spring

**NUR 2234 Maternal-Newborn Nursing (2.5)**
Contact hours (3.5 total): 2 lecture, 1.5 clinical
Applies principles of ethics, safety, and nursing process in the context of female reproduction and newborn health. Emphasis on physiological changes of pregnancy, prevention of complications, conditions of the high-risk newborn, and common gynecological disorders. Incorporates the principles of evidence-based care, advocacy, caring, and learning using a family-centered approach.
Prerequisite(s): ENG 1112, PSY 2223, BIO 2122, and NUR 1132 or NUR 1138 or NUR 1135 and NUR 1136
Pre/Corequisite(s): BIO 1131
Lab Fee: $150.00
Terms Offered: Fall, Spring

**NUR 2236 Adult Nursing II (6.5)**
Contact hours (11.5 total): 4 lecture, 0.5 lab, 7 clinical
Applies the nursing process utilizing evidence-based, patient-centered nursing care of adult patients with cardiovascular, neurological, gastrointestinal, immunological, and hematological disorders. Demonstrates appropriate nursing judgment skills in the clinical setting, providing safe, quality care. Utilizes technology to communicate and function effectively within the inter-professional team.
Prerequisite(s): BIO 2122, ENG 1112, PSY 2223, and NUR 1132 or NUR 1138 or NUR 1135 and NUR 1136
Pre/Corequisite(s): BIO 1131
Lab Fee: $174.00
Student Liability Fee: $20.00
Terms Offered: Fall, Spring

**NUR 2239 Adult Nursing III (8)**
Contact hours (15 total): 4.5 lecture, 0.5 lab, 10 clinical
Applies the nursing process utilizing evidence-based, patient-centered nursing care of adult patients with complex cardiovascular, respiratory, neurological, multi-system, oncological disorders, and burns. Professional leadership and management utilizing teamwork and collaboration, integrating quality improvement methodologies to improve safety in the delivery of nursing care. Utilizes appropriate nursing judgments in the clinical setting; identifies appropriate care for communities during emergency, disaster, and bio-terrorism events. Emphasis on current National Council Licensure Exam (NCLEX) test plan.
Prerequisite(s): NUR 2236, NUR 2234, NUR 1134, and BIO 1131
Pre/Corequisite(s): NUR 2232
Lab Fee: $606.00
Terms Offered: Fall, Spring

(NWM) **New Media**

**NWM 1000 Introduction to New Media (2)**
Contact hours (3 total): 1 lecture, 2 lab
Introduction to technology, theory, practice, and basic principles of new media. Portfolio development. Survey of new media professions.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $75.00
Terms Offered: Fall

**NWM 1005 Digital Aesthetics and User Experience (3)**
Contact hours (4 total): 2 lecture, 2 lab
Aesthetic online design and layout including design elements and principles, color theory, and typography. User experience design and usability testing.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $55.00
Terms Offered: Spring

**NWM 1010 Social Media and Digital Interactivity (3)**
Contact hours (4 total): 2 lecture, 2 lab
Social media vocabulary. Social media as a marketing and promotional tool. Online tools that encourage interactivity. “Viral” phenomenon and online advertising.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher and CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $55.00
Terms Offered: Spring

**NWM 1020 Adobe for Web Professionals (3)**
Contact hours (4 total): 2 lecture, 2 lab
Prerequisite(s): GPH 1000 or GPH 1001 (or instructor permission)
Lab Fee: $60.00
Terms Offered: Spring
NWM 1600 Web Design (3)
Contact hours (4 total): 2 lecture, 2 lab
Web Page design and publishing. Use of Content Management Systems.
Prerequisite(s): ITS 1500
Lab Fee: $60.00
Terms Offered: Spring

NWM 2000 Digital Multimedia I (3)
Contact hours (4 total): 2 lecture, 2 lab
Digital video and audio. Post and share projects online.
Prerequisite(s): NWM 1000, GPH 1000, or GPH 1001 (or Instructor Permission)
Lab Fee: $175.00
Terms Offered: Fall

NWM 2010 Digital Multimedia II (3)
Contact hours (4 total): 2 lecture, 2 lab
Digital photography. Stop motion animation, and 2D computer animation.
Software: Adobe Photoshop and Adobe Flash Professional.
Prerequisite(s): NWM 2000
Lab Fee: $140.00
Terms Offered: Spring

NWM 2100 Web Programming, Scripting, and Database (3)
Contact hours (4 total): 2 lecture, 2 lab
PHP scripting language and MySQL, open source database. Ruby on Rails for web programming.
Dynamic web pages and interactive elements.
Prerequisite(s): CSD 1500 or CSD 1510 and NWM 1600
Lab Fee: $60.00
Terms Offered: Spring

NWM 2200 New Media Internship (2)
Contact hours (1 total): 1 lecture
New media solutions for local companies or community organizations.
Prerequisite(s): NWM 1010, NWM 2000, and ITS 2310
Lab Fee: $30.00
Terms Offered: Spring

NWM 2210 New Media Capstone (3)
Contact hours (4 total): 2 lecture, 2 lab
New media solutions for local companies or community organizations.
Portfolio evaluation and preparation.
Prerequisite(s): NWM 1010, NWM 2000, and NWM 1600
Lab Fee: $175.00
Terms Offered: Spring

NWM 2400 Advanced Web Design (3)
Contact hours (4 total): 2 lecture, 2 lab
Open source content management systems, websites with advanced functionality, including e-commerce and search engine optimization techniques.
Prerequisite(s): NWM 1005, NWM 1600, and CSD 2200
Lab Fee: $60.00
Terms Offered: Spring

OAD 1101 Document Production I (3)
Contact hours (5 total): 1 lecture, 4 lab
Production of common business correspondence, simple reports, and basic tables, using Microsoft Word 2016 software; emphasis on accuracy. Minimum typing speed of 35 wpm required.
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

OAD 1102 Document Production II (3)
Contact hours (5 total): 1 lecture, 4 lab
Production of complex business correspondence, reports and tables, using Microsoft Word 2016 software. Introduction to desktop publishing; emphasis on speed and accuracy. Minimum typing speed of 40 words per minute expected.
Prerequisite(s): OAD 1101
Terms Offered: Fall, Spring

OAD 1105 Business English (4)
Contact hours (4 total): 4 lecture
Parts of speech; sentence elements, varieties, patterns, types, and faults; nouns; possessive nouns; personal pronouns; pronouns and antecedents; verb kinds, voices, and moods; verb tenses and parts; subject-verb agreement; adjective and adverb modifiers; prepositions; conjunctions; commas; semicolons and colons; capitalization; number style; and proofreading.
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer

OAD 1205 Office Procedures (3)
Contact hours (3 total): 3 lecture
Basic office administrative skills and concepts, including the work environment; ethics; stress, anger, and time management; workplace technologies; information processing; telecommunications; written communication; presentations; the workplace team; customer service; workplace mail and copiers; travel arrangements; meetings and conferences; and leadership. Also included is a comprehensive overview of records management procedures including alphabetic indexing rules, electronic file management, alphabetic records management, equipment, and procedures, and storing, retrieving, and transferring records.
Pre/Corequisite(s): CPE 0200 or ENG 0800 with a grade of A, or ENG 0850 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall

OAD 2205 Electronic Health Records (3)
Contact hours (5 total): 1 lecture, 4 lab
Development of techniques for acquiring advanced skills in the use of medical office management software. Encompasses the entire reimbursement process and applies it to practice-management software starting with appointment scheduling and moving through
patient registration, procedure posting, medical billing with paper claims and electronically, payment posting, secondary insurance billing, patient billing, patient collections, and insurance tracking and follow-up.
Pre/Corequisite(s): MST 1105
Terms Offered: Fall

OAD 2301 CPT/ICD-10-PCS Coding (3)
Contact hours (3 total): 3 lecture
Introduction to CPT codes for insurance billing and reimbursement. Use of coding manuals plus the most recent coding classifications and guidelines. Coding steps explained. Procedural classification system. This course is offered in a hybrid format that is required to meet every week.
Pre/Corequisite(s): BIO 1105 and MST 1105
Terms Offered: Fall, Spring

OAD 2302 ICD-10-CM Coding (3)
Contact hours (3 total): 3 lecture
Introduction to ICD-10-CM codes for insurance billing and reimbursement. Coding manuals, recent code updates and guidelines. Coding steps, diagnostic classification system. This course is offered in a hybrid format that is required to meet every week.
Pre/Corequisite(s): BIO 1105 and MST 1105
Terms Offered: Fall, Spring

OAD 2312 Advanced Medical Coding (3)
Contact hours (3 total): 3 lecture
Coding experience using ICD-10-CM, CPT/ICD-10-PCS and HCPCS numeric representation. Specialized areas of coding. Certification related to specialty areas.
Prerequisites: BIO 1105 and MST 1105
Terms Offered: Fall

OAD 2320 Medical Office Certification Review (1)
Contact hours (1 total): 1 lecture
Review of electronic health records, medical ethics, and medical coding requirements for credentialing exam. Emphasis on Certified Coding Associate (CCA) and Certified Electronic Health Records Specialist (CEHRS). Certification exams administered within course. This course is offered in a hybrid format that is required to meet every other week.
Pre/Corequisite(s): OAD 2301 and OAD 2302
Terms Offered: Fall, Spring

OAD 2703 Co-op Education/Internship (3)
Contact hours (1.5 total): 1.5 lecture
Relating academic studies to the workplace through a supervised work placement that provides hands-on experience in a professional office or medical office. Applying principles and theories learned in the classroom, establishing learning outcomes, and preparing related reports. Attending weekly seminars that allow opportunity for discussion of work-related experiences and relevant topics. Workplace learning equal to fifteen (15) hours per week for a fifteen (15) week term as well as a minimum of 225 documented hours.
Pre/Corequisite(s): EBE 1000 and co-op placement
Instructor Permission Required.
Terms Offered: Spring

(PE0) Physical Education

PED 1001 Beginning Pilates Mat Science (1)
Contact hours (2 total): 2 lab
Term Offered: Fall, Spring

PED 1002 Step Aerobics (1)
Contact hours (2 total): 2 lab
Warm-up exercises, strength and flexibility exercises, and cool down exercises. Knowledge of safe fitness techniques and benefits.
Term Offered: Fall, Spring

PED 1003 Beginning Weight Training (1)
Contact hours (2 total): 2 lab
Correct weight training procedures, proper handling of equipment, training principles, composition of an individual total workout program, and dietary effects.
Term Offered: Fall, Spring

PED 1004 Intermediate Weight Training (1)
Contact hours (2 total): 2 lab
Intermediate level of free weight training. Setting up a personal program. Safety and nutrition information.
Term Offered: Fall, Spring

PED 1005 Beginning Tennis (1)
Contact hours (2 total): 2 lab
Forehand drive, backhand drive, volleying, serving, and footwork. History, rules, terms, scoring, simple strategies, and the etiquette of tennis.
Term Offered: Fall, Spring, Summer

PED 1006 General Physical Conditioning (1)
Contact hours (2 total): 2 lab
Components of fitness. Pilates equipment.
Proper breathing. Principles of mat science.
Term Offered: Fall, Spring

PED 1007 Yoga for Beginners (1)
Contact hours (2 total): 2 lab
Reducing stress through focused breathing and relaxation exercises using meditation techniques.
Term Offered: Fall, Spring

PED 1008 Beginning Basketball (1)
Contact hours (2 total): 2 lab
Shooting, passing, dribbling, and defense along with game play. Includes equipment, rules, terms scoring, and etiquette of basketball.
Term Offered: Fall, Spring

PED 1009 Intermediate Basketball (1)
Contact hours (2 total): 2 lab
Intermediate phase of shooting, passing, dribbling, and defense along with game play. Includes equipment, rules, terms, scoring, and etiquette of basketball.
Term Offered: Fall, Spring
PED 1010 Beginning Golf (1)
Contact hours (2 total): 2 lab
Driving, putting, chipping, and pitching along with fair play. Also includes the history, equipment, rules, terms, scoring, and etiquette of golf.
Prerequisite(s): none
Lab Fee: $20.00
Terms Offered: Fall, Spring

PED 1011 Pilates II Mat Stability Ball (1)
Contact hours (2 total): 2 lab
Advanced study of breathing techniques, progressive mat science, detailed practice in core stability, Pilates equipment.
Terms Offered: Spring

PED 1012 Continuing Yoga (1)
Contact hours (2 total): 2 lab
Using yoga and meditation techniques to reduce stress.
Terms Offered: Fall, Spring

PED 1013 Karate Self Defense for Beginners (1)
Contact hours (2 total): 2 lab
Punching and kicking drills, takedown, self-discipline, and control of hostile situations. History, philosophy, and discipline used in Kenpo and Aikijitsu. Belt rank in karate optional at additional cost.
Terms Offered: Fall

PED 1014 Intermediate Karate Self Defense (1)
Contact hours (2 total): 2 lab
Intermediate level kicks, hand techniques, hand trapping, and escapes. Belt rank in karate optional at additional cost.
Prerequisite(s): PED 1013 (or equivalent experience as determined by instructor)
Instructor Permission Required.
Terms Offered: Fall

(PHL) Philosophy

PHL 2000 Critical Thinking (3)
Contact hours (3 total): 3 lecture
Introduction to basic reasoning skills: distinguish knowledge from belief and truth; evaluate relevant information; identify assumptions; detect biased and fallacious reasoning; identify, analyze, and evaluate basic inductive and deductive arguments.
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall

PHL 2050 Deductive Logic (3)
Contact hours (3 total): 3 lecture
Formal methods for determining the validity of deductive arguments; construction of truth tables, sentential proofs, and categorical syllogisms.
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall

PHL 2100 Ethics (3)
Contact hours (3 total): 3 lecture
Philosophical analysis and critique of predominant ethical perspectives from Western philosophy and religion. Application of these perspectives to contemporary moral problems such as abortion, drug use, the death penalty, racism, war and terrorism, animal rights, and the moral status of the natural environment.
[Note: The online sections require that exams be taken at approved proctoring sites.]

PHL 2100 Ethics (3)
Contact hours (3 total): 3 lecture
Introduction to ethics. 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. [Note: The online sections require that exams be taken at approved proctoring sites.]
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring

PHL 2300 Medical Ethics (3)
Contact hours (3 total): 3 lecture
Application of philosophical analysis and ethical theories to the moral problems arising from modern medical care such as abortion, patients' rights, euthanasia, and experimentation with human subjects and ethics of cloning. Discussion of how moral values affect, and are affected by, medical and biological knowledge and practice. [Note: The online sections require that exams be taken at approved proctoring sites.]
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring

PHL 2400 Philosophy of World Religions (3)
Contact hours (3 total): 3 lecture
Philosophical analysis of the basic salvational beliefs and practices of Judaism, Christianity, Islam, Hinduism, and Buddhism, including: absolutist vs. enculturated conceptual interpretations of ultimate sacred reality; the impact of current scientific theories on arguments for the existence of God and scriptural interpretation; psychological and sociological interpretations of religion; religious vs. scientific explanations of the self, mystical visions, and near-death experiences; and scientific vs. religious arguments on the possibility of resurrection and reincarnation.
Pre/Corequisite(s): ENG 1111
Global Awareness.
Terms Offered: Fall, Spring, Summer

(PHY) Physics

PHY 1100 Fundamentals of Physics (4)
Contact hours (5 total): 3 lecture, 2 lab
Concepts and applications of physics for non-science majors to include: one and two dimensional motion, forces, work and conservation of energy, properties of matter, heat and thermodynamics, waves and sound, electricity, electromagnetism (EM) and EM waves, optics, modern physics. Collection, analysis, and reporting of data, problem-solving concepts, and methods of physics.
Prerequisite(s): CPE 0400 or ENG 0900 with a grade of C or higher, and CPE 0600 or CPE 0650 or MTH 0650 or MTH 0750 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $48.00
Terms Offered: Fall, Spring, Summer

PHY 1200 Introduction to Astronomy (4)
Contact hours (5 total): 3 lecture, 2 lab
Introduction to astronomy; astronomical terminology, origins and composition of our universe and solar system, planetary features; the quest to find other life forms in our universe.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $40.00
Terms Offered: Summer
Course Descriptions

PHY 1501 General Physics I with Algebra (5)
Contact hours (6 total): 4 lecture, 2 lab
College algebra based physics to include: kinematics in one and two dimensions; vector arithmetic; force and Newton’s Laws of Motion and Gravitation; work, energy, and conservation of energy; linear momentum and collisions; rotational kinematics and dynamics, including angular momentum and rotational energy; simple harmonic motion; waves and sound; fluids and elasticity; heat and thermodynamics; kinetic theory of gases; collection, analysis, and reporting of data; problem-solving using algebra concepts and methods.
Prerequisite(s): MTH 1280
Pre/Corequisite(s): ENG 1111 and MTH 1340
Lab Fee: $55.00
Terms Offered: Fall

PHY 1502 General Physics II with Algebra (5)
Contact hours (6 total): 4 lecture, 2 lab
College algebra based physics to include: electricity, magnetism, electromagnetism, geometric, and wave optics; relativity, quantum physics, atomic physics, nuclear physics, collection, analysis, and reporting of data; problem-solving using algebra concepts and methods.
Prerequisite(s): MTH 1280 and PHY 1501
Pre/Corequisite(s): ENG 1111 and MTH 1340
Lab Fee: $65.00
Terms Offered: Spring

PHY 2501 College Physics I with Calculus (5)
Contact hours (6 total): 4 lecture, 2 lab
Calculus-based physics to include: kinematics in one and two dimensions; vector arithmetic; force and Newton’s Laws of Motion and Gravitation; work, energy, and conservation of energy; linear momentum and collisions; rotational kinematics and dynamics, including angular momentum and rotational energy; simple harmonic motion; waves and sound; fluids and elasticity; heat and thermodynamics; kinetic theory of gases; collection, analysis, and reporting of data; problem-solving using calculus concepts and methods.
Prerequisite(s): PHY 1100 or PHY 1501
Pre/Corequisite(s): ENG 1111 and MTH 2200
Lab Fee: $55.00
Terms Offered: Fall

PHY 2502 College Physics II with Calculus (5)
Contact hours (6 total): 4 lecture, 2 lab
Calculus-based physics to include: electricity, magnetism; electromagnetism; geometric and wave optics; relativity; quantum physics; atomic physics; nuclear physics; collection, analysis, and reporting of data; problem-solving using calculus concepts and methods.
Prerequisite(s): PHY 2501
Pre/Corequisite(s): ENG 1112 and MTH 2220
Lab Fee: $65.00
Terms Offered: Spring

(PSY) Psychology

PSY 1111 Introduction to Psychology (3)
Contact hours (3 total): 3 lecture
Introduction to fundamental principles and practices of psychology, including history, methods, biology of behavior, consciousness, perception, learning, thinking, intelligence, language, memory, social and organizational behavior, development, personality, psychopathology, and treatment.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher
Pre/Corequisite(s): CPE 0300 or ENG 0900 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Terms Offered: Fall, Spring
**Course Descriptions**

**PSY 2218 Introduction to Educational Psychology (3)**
Contact hours (3 total): 3 lecture
Major theories of learning, development, and motivation in an educational setting. Exploration of the similarities and differences in student learning, types of instructional strategies, factors that affect student’s learning and development. Principles of assessment, including design, implementation, and evaluation.
Prerequisite(s): EDU 1110 or PSY 1111, and ENG 1111
Terms Offered: Fall

**PSY 2223 Lifespan Human Growth and Development (3)**
Contact hours (3 total): 3 lecture
Study of the biological, cognitive, cultural, environmental, and psychosocial development of human beings and the issues surrounding these developments from conception to death. Analysis of theories, myths and misconceptions, and methodological approaches of human development are explored. Applications of developmental psychology principles to daily life throughout the lifespan.
Prerequisite(s): ENG 1111 and PSY 1111
Pre/Corequisite(s): none
Global Awareness.
Terms Offered: Fall, Spring, Summer

**PSY 2230 Abnormal Psychology (3)**
Contact hours (3 total): 3 lecture
Prerequisite(s): ENG 1111 and PSY 1111
Pre/Corequisite(s): ENG 1112
Global Awareness.
Terms Offered: Fall, Spring, Summer

**PTA Physical Therapist Assistant**

**PTA 1112 PTA Survey (1)**
Contact hours (1 total): 1 lecture
History of physical therapy. History and role of professional organizations, legal and ethical accountability, and healthcare delivery systems. Introduction to the role and scope of work for the physical therapist assistant. Introduction to interpersonal communication, cultural diversity, disability awareness, and professional behavior. Note: The online sections require that exams be taken at approved proctoring sites.
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall, Spring

**PTA 1122 PTA Procedures I (3)**
Contact hours (5.67 total): 1.67 lecture, 4 lab
Introduction and practice of basic therapeutic procedures: body mechanics, vital signs, infection control, goniometry for all appropriate joints, manual muscle testing for all appropriate muscles / muscle groups; verbal and written communication; clinical documentation; professional behavior; introduction to therapeutic exercise. The classroom component is online.
Pre/Corequisite(s): ENG 1111, BIO 1119, BIO 2121, MST 1105, and PTA 1112
Instructor Permission Required.
Lab Fee: $95.00
Terms Offered: Fall

**PTA 1148 PTA Procedures II (5)**
Contact hours (9 total): 3 lecture, 6 lab
Pathology, data collection, and physical therapy interventions for cardiovascular, lymphatic, immune, endocrine/metabolic, integumentary, gastrointestinal, genitourinary, respiratory disorders, and amputations. Positioning, wheelchair mobility, bed mobility, transfers, gait training, orthotics, and prosthetics. Professional behavioral development. Laboratory practice. Classroom component online.
Prerequisite(s): BIO 2121, MST 1105, BIO 1119, PTA 1112, and PTA 1122
Pre/Corequisite(s): BIO 2122 and PTA 1162
Lab Fee: $105.00
Terms Offered: Spring

**PTA 1162 PTA Rehabilitation I (5)**
Contact hours (9 total): 3 lecture, 6 lab
Pathology, data collection, and physical therapy (PT) intervention for orthopedic conditions, musculoskeletal disorders and amputations. Positioning, bed mobility, transfers, and gait training application to course-related diagnoses; massage, traction, orthotics and prosthetics, and detailed study of therapeutic exercise and exercise design. Professional behavioral development. Laboratory practice. Classroom component online.
Prerequisite(s): BIO 2121, MST 1105, BIO 1119, PTA 1112, and PTA 1122
Pre/Corequisite(s): BIO 2122
Lab Fee: $80.00
Terms Offered: Spring

**PTA 2243 PTA Procedures III (4)**
Contact hours (6 total): 3 lecture, 3 lab
Physical agents including E-stim, hydrotherapy, diathermy, ultrasound, transcutaneous electrical nerve stimulation (TENS), microcurrent electrical neuromuscular stimulator (MENS), phonophoresis, iontophoresis. Theories of pain. Professional behavioral development. Classroom component online.
Prerequisite(s): PTA 1148, PTA 1162, and BIO 2122
Corequisite(s): none
Lab Fee: $95.00
Terms Offered: Summer

**PTA 2245 PTA First Year Capstone (1)**
Contact hours (1 total): 1 lecture
Goniometry, manual muscle testing, wheelchair mobility, transfers, gait training, exercise design, clinical reasoning, communication. Professional behavioral development. Classroom component is online.
Prerequisite(s): BIO 2122, PTA 1148, and PTA 1162
Pre/Corequisite(s): PTA 2243
Terms Offered: Summer
PTA 2262 PTA Rehabilitation II (5)
Contact hours (9 total): 3 lecture, 6 lab
Pathology, data collection, and PT interventions for adult neurological impairments and pediatrics.  Normal motor development and motor control. Application of positioning, bed mobility, transfers, gait training, and therapeutic exercise to course-related diagnoses.  Adaptive seating, environmental assessment, and professional behavior development. Laboratory practice.  Classroom component is online.
Prerequisite(s): PTA 2243 and PTA 2245
Lab Fee: $150.00
Terms Offered: Fall

PTA 2270 PTA Trends and Issues (1)
Contact hours (1 total): 1 lecture
Prerequisite(s): PTA 2243 and PTA 2245
Pre/Corequisite(s): PTA 2260 or PTA 2262
Terms Offered: Fall

PTA 2275 PTA Special Topics (1)
Contact hours (1 total): 1 lecture
Special topics related to the field of physical therapy including women’s health, health promotion, mental health, emergency medicine, occupational work hardening, and common diagnostic procedures. Offered in an 8-week session.
Prerequisite(s): PTA 2270, PTA 2281, PTA 2291, and PTA 2262
Terms Offered: Spring

PTA 2281 PTA Directed Practice I (2)
Provision of physical therapy services in a clinical setting; application of knowledge and role of the physical therapist assistant, performance of skills, and professional behavior at a developing level. Supervised by clinical and academic faculty. Forty hours a week for four weeks; total 160 hours.
Pre/Corequisite(s): PTA 2245 and PTA 2243
Student Liability Fee: $20.00
Terms Offered: Summer

PTA 2282 PTA Directed Practice II (2)
Provision of physical therapy services in a clinical setting.  Continued application of knowledge and role of the physical therapist assistant, performance of skills and professional behavior at a progressively developing level. Supervised by clinical and academic faculty. Forty hours per week for five weeks; total 200 hours.
Prerequisite(s): PTA 2270, PTA 2281, PTA 2291, and PTA 2262
Terms Offered: Spring

PTA 2283 PTA Directed Practice III (3)
Provision of physical therapy services in the clinical setting.  Continued application of knowledge and role, performance of skills, and professional behavior. Performance progresses to entry-level practice consistent with the role and scope of practice of the physical therapist assistant in implementing the plan of care established by the physical therapist. Supervised by clinical and academic faculty. Forty hours per week for seven weeks; total 280 hours.
Prerequisite(s): PTA 2270 and PTA 2262
Pre/Corequisite(s): PTA 2282 and PTA 2292
Terms Offered: Spring

PTA 2291 PTA Seminar I (1)
Contact hours (1 total): 1 lecture
Companion course to PTA 2281. Clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client, coworker behaviors as related to Directed Practice I. Ethical issues. Development of capstone portfolio that encompasses didactic and clinical information collected throughout clinical experiences. Offered in a 4-week session.
Pre/Corequisite(s): PTA 2245 and PTA 2243
Corequisite(s): PTA 2281
Terms Offered: Summer

PTA 2292 PTA Seminar II (1)
Contact hours (1 total): 1 lecture
Companion course to PTA 2282. Discussion of clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client, coworker behaviors as related to Directed Practice II. Ethical issues and selected course-related topics as determined by the instructor. Continued development of Capstone Portfolio that encompasses didactic and clinical information collected throughout the clinical experiences. Offered in a 4-week session.
Prerequisite(s): PTA 2270, PTA 2281, PTA 2291, and PTA 2262
Corequisite(s): PTA 2282
Terms Offered: Spring

PTA 2293 PTA Seminar III (1)
Contact hours (1 total): 1 lecture
Companion course to PTA 2283. Discussion of clinical situations and problem solving; understanding the work setting, and client/coworker behaviors related to Directed Practice III. Ethical issues and selected course-related topics as determined by the instructor. Completion of Capstone Portfolio that encompasses didactic and clinical information collected throughout the clinical experiences. Present a second-year Capstone Project. Offered in an 8-week session.
Prerequisite(s): PTA 2270 and PTA 2262
Pre/Corequisite(s): PTA 2282 and PTA 2292
Corequisite(s): PTA 2283
Lab Fee: $40.00
Terms Offered: Spring

(RE) Real Estate

RES 1100 Real Estate Principles (3)
Contact hours (3 total): 3 lecture
Ohio Division of Real Estate & Professional Licensing principles and practices. Introduction to the market of real property, contractual/property rights, investment, and ownership. Guidelines and operations for the real estate professional. Meets state requirements for licensing.
Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring, Summer
RES 1200 Real Estate Law (3)
Contact hours (3 total): 3 lecture
Real estate transactions and development from the perspective of legal professionals. Contracts, agency, civil rights, deeds, mortgages, and listing/purchasing agreements. Meets state requirements for licensing. Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher. An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Terms Offered: Fall, Spring, Summer

RES 1300 Real Estate Appraisal (2)
Contact hours (2 total): 2 lecture
Real estate appraisal techniques including market comparison, cost, and income. Principles, process, and factors that influence the value of real estate. Single-family residential property, with some aspects of commercial income producing properties. Meets state requirements for licensing. Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher. An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Terms Offered: Fall, Spring, Summer

RES 1400 Real Estate Finance (2)
Contact hours (2 total): 2 lecture
Real estate finance in both primary and secondary markets. Financing instruments and techniques. Mortgage payment patterns, economic characteristics, standards, and financing of single and income-producing properties. Meets state requirements for licensing. Prerequisite(s): CPE 0200 or ENG 0800 with a grade of A or ENG 0850 with a grade of C or higher. An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement. Terms Offered: Fall, Spring, Summer

(RST) Regional Studies

RST 2600 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 1111. Pre/Corequisite(s): ENG 1112. Global Awareness. Terms Offered: Spring

RST 2700 Regional Studies: Africa (3)
Contact hours (3 total): 3 lecture
The history of Africa from early man to the present. Focus on the social economic, political, religious, and cultural development of ice age to the ancient, medieval, and to the present world. Prerequisite(s): ENG 1111. Pre/Corequisite(s): ENG 1112. Global Awareness. Terms Offered: Fall, Summer

RST 2800 Regional Studies of Latin America (3)
Contact hours (3 total): 3 lecture
Survey course of the land, people, history, politics, social institutions, economic development, literature, and the arts of Latin America. Prerequisite(s): ENG 1111. Pre/Corequisite(s): ENG 1112

Global Awareness.
Terms Offered: Fall, Spring

(SOC) Sociology

SOC 1110 Introduction to Sociology (3)
Contact hours (3 total): 3 lecture
Analysis of social theory, methodology, and principles to provide a framework to study culture, socialization, stratification, and deviance. Comparative analysis of sociologically relevant diverse worldviews: examining political, spiritual, and social systems and economic and cultural traditions. Prerequisite(s): ENG 1111. Global Awareness. Terms Offered: Fall, Spring, Summer

SOC 2220 Comparing Cultures (3)
Contact hours (3 total): 3 lecture
Compare and contrast non-Western world cultures with focus on family organizations, food-getting, social stratification, economics, religion, the arts, and change. Prerequisite(s): ENG 1111. Global Awareness. Terms Offered: Fall, Spring, Summer

SOC 2230 Social Problems (3)
Contact hours (3 total): 3 lecture
Builds on a general understanding of contemporary causes, treatment, and prevention of social problems within the United States. Advance understanding of social problems, and proposed solutions through the lens of three sociological theories and methodologies. Analyzing proposed solutions to social problems from culturally diverse perspectives. Prerequisite(s): SOC 1110 and ENG 1111. Terms Offered: Fall, Spring, Summer

SOC 2240 Racial and Cultural Minorities (3)
Contact hours (3 total): 3 lecture
Sociological exploration of American racial and ethnic groups. Emphasis placed on the social construction of race and ethnicity, patterns of intergroup contact. Historical comparative analysis of selected groups with emphasis on economic, political and structural inequalities. Prerequisite(s): ENG 1111 and SOC 1110. Global Awareness. Terms Offered: Fall, Spring

SOC 2250 Sociology of Poverty: Feminization of Poverty (3)
Contact hours (3 total): 3 lecture
Historical trends of poverty, stratification of social class, homelessness, families in poverty, feminization of poverty, and racialization of poverty. Consider proposed poverty reducing strategies. Prerequisite(s): SOC 1110 and ENG 1111

SOC 2260 Sociology of Sex and Gender (3)
Contact hours (3 total): 3 lecture
Analysis of the impact of social and cultural values and norms on human sexuality and gender. Prerequisite(s): SOC 1110 and ENG 1111
SOE 2270 Marriage and Family (3)
Contact hours (3 total): 3 lecture
Sociological examination of theoretical perspectives related to the institutions of marriage and family. Topics covered include: historical context of family, role of marriage and family in society, socialization, parenting, impact of family on the individual, family issues, family throughout the life course. Variations of global family types and lifestyles among diverse groups examined.
Prerequisite(s): ENG 1111 and SOC 1110
Global Awareness.
Terms Offered: Fall, Spring, Summer

(STT) Statistics

STT 2640 Elementary Statistics I (3)
Contact hours (3.60 total): 2.40 lecture, 1.20 lab
Introduction to statistical techniques and methodology, including terminology, sample methods, descriptive statistics, data analysis, data relationships, elementary set theory, elementary probability, random variables, binomial distribution, contingency tables, and estimation; with a laboratory exploration of probabilistic and statistical concepts, and compilation of routine statistical computations.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher, and CPE 0700 or CPE 0650 or MTH 0650 or MTH 0750, with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $0.00
Terms Offered: Fall, Spring, Summer

STT 2650 Elementary Statistics II (2)
Contact hours (2.40 total): 1.60 lecture, 0.80 lab
Application of statistical techniques and methodology, sampling theory, design of experiments, correlation and regression, hypothesis testing, and analysis of variance; with a computer laboratory exploration of statistical concepts, computation of statistical parameters, and analysis of statistical significance.
(SWK) Social Work

SWK 1100 Introduction to Social Work (3)
Contact hours (3 total): 3 lecture
Introduction to the profession: historical development, value base, social systems perspective on social problems, and major fields of practice. Includes required knowledge, skills and values; critical thinking; problem solving; self-awareness; and appreciation of racial, ethnic, and cultural pluralism.
Pre/Corequisite(s): ENG 1111
Terms Offered: Fall, Spring

SWK 1105 Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances (3)
Contact hours (3 total): 3 lecture
Pharmacology of psychoactive substances including physiological and psychological effects and their propensity for addiction. Identification of basic treatment theories and treatment and prevention strategies in the field of addictions.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Terms Offered: Fall, Spring

SWK 1122 Social Work Methods and Procedures (3)
Contact hours (3 total): 3 lecture
Conceptual framework of generalist social work practice model. Creative problem solving, social work values, ethics, and principles related to interventions with individuals, groups, organizations, and communities. Exposure to different theoretical perspectives. Motivational interviewing techniques.
Prerequisite(s): SWK 1100
Terms Offered: Fall, Spring

SWK 1136 Affective Education and Group Treatment (3)
Contact hours (3 total): 3 lecture
Intrapersonal and interpersonal communication skills. Emphasis on personal growth and development. Group treatment model. Various group types, functions, and processes.
Pre/Corequisite(s): ENG 1111 and SWK 1100 or Instructor Permission
Terms Offered: Spring

SWK 2205 Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies (3)
Contact hours (3 total): 3 lecture
Theories of addiction. Treatment and prevention models and strategies with abusive/addicted populations. Counseling techniques and strategies used in individual, group, and family approaches to addictions treatment. Concepts and practices of assessment, diagnosis, and treatment planning.
Prerequisite(s): ENG 1111 and SWK 1105 or Instructor Permission
Terms Offered: Fall

SWK 2215 Chemical Dependency III: Co-Occurring Disorders of Addiction and Mental Health (3)
Contact hours (3 total): 3 lecture
Study of the population presenting with both substance abuse/addiction and mental health symptoms. History, definitions, symptomatology, assessment, and treatment strategies of Co-Occurring Disorders (COD).
Prerequisite(s): ENG 1111 and SWK 1105 and SWK 2205 or instructor permission
Terms Offered: Spring

SWK 2218 Social Work and Mental Health (3)
Contact hours (3 total): 3 lecture
Social work practice serving individuals with mental health issues. Overview of the service systems and treatment approaches.
Pre/Corequisite(s): SWK 1122 or instructor permission
Terms Offered: Fall

SWK 2230 Introduction to Social Welfare (3)
Contact hours (3 total): 3 lecture
Social welfare policy process through history, development, and organization of social welfare and social work.
Pre/Corequisite(s): ENG 1112 and SWK 1100 or Instructor Permission
Terms Offered: Fall

SWK 2231 Introduction to Social Welfare (3.2)
Contact hours (3 total): 3 lecture
Social welfare policy process through history, development, and organization of social welfare and social work. Associate of Arts/Pre-Social Work degree majors for transfer into Wright State University’s College of Social Work. 30 observation hours. May not take both SWK 2230 and SWK 2231 for credit toward graduation.
Pre/Corequisite(s): ENG 1112 and SWK 1100 or Instructor Permission
Terms Offered: Fall

SWK 2232 Generalist Practice with Families (3)
Contact hours (3 total): 3 lecture
Generalist social work practice model with emphasis on families, social work role, planning, goal setting, evaluation, and crisis work strategies within a generalist model of intervention.
Pre/Corequisite(s): SWK 1122 or Instructor permission
Terms Offered: Spring

SWK 2260 Multicultural Competence in a Diverse World (3)
Contact hours (3 total): 3 lecture
Introduction to the knowledge, skills, and processes required to develop a cultural competency. Historical development of discrimination. Need for cultural competency within the U.S. and international communities in the delivery of health and human services practices.
Prerequisite(s): ENG 1111 and SWK 1100 or Instructor Permission
Terms Offered: Fall
SWK 2271 Social Services Practicum I (2)
Practicum placement of 210 hours in local social service agency under professional supervision. Development of professional social work skills, integration of social work theories and skill-based training and professional social work documentation.
Prerequisite(s): SWK 1122
Corequisite(s): SWK 2291
Instructor Permission Required.
Student Liability Fee: $20.00
Terms Offered: Fall, Spring

SWK 2272 Social Services Practicum II (2)
Practicum placement of 210 hours in local social service agency under professional supervision. Development of professional social work skills, integration of social work theories and skill-based training and professional social work documentation.
Prerequisite(s): SWK 1122
Corequisite(s): SWK 2292
Instructor Permission Required.
Student Liability Fee: $20.00
Terms Offered: Fall, Spring

SWK 2291 Social Services Seminar I (1)
Contact hours (1 total): 1 lecture
The first of two courses designed to provide a forum for student shared learning and problem solving involving their practicum placements. Integrate the practicum experience and social work theory in a classroom setting.
Prerequisite(s): SWK 1122
Corequisite(s): SWK 2271
Instructor Permission Required.
Terms Offered: Fall, Spring

SWK 2292 Social Services Seminar II (1)
Contact hours (1 total): 1 lecture
The second of two courses designed to provide a forum for student shared learning and problem solving involving their practicum placements. Integrate the practicum experience and social work theory in a classroom setting.
Prerequisite(s): SWK 1122
Corequisite(s): SWK 2272
Instructor Permission Required.
Terms Offered: Fall, Spring

(THE) Theatre

THE 1101 Acting Practicum I (1)
Experience in acting in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring

THE 1102 Acting Practicum II (1)
Continued acting experience in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring

THE 1111 Stagecraft I (3)
Contact hours (4 total): 2 lecture, 2 lab
Introduction to the areas of technical theatre with a strong emphasis on scenery construction techniques.
Tools, materials, hardware, and basic approaches to building and painting scenery for the stage. Hands-on experiences and lectures culminating in the final class project of building and painting the Theatre Program’s fall production.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $35.00
Terms Offered: Fall, Spring

THE 1112 Stagecraft II (3)
Contact hours (4 total): 2 lecture, 2 lab
Continuation of Stagecraft I with special emphasis on advanced scenic and painting techniques, reading working drawings, and the basics of scenic design. Hands-on experiences and lectures culminating in the final class project of building and painting the Theatre Program’s spring production.
Prerequisite(s): THE 1111
Lab Fee: $35.00
Terms Offered: Fall, Spring

THE 1115 Props, Wardrobe, and Makeup (4)
Contact hours (4 total): 2 lecture, 2 lab
Focus on skills needed to work on props, wardrobe, and makeup for the theatre. General techniques for building and finding properties, repairing and dressing costumes, and applying corrective and specialty makeup.
Lab Fee: $70.00
Terms Offered: Spring

THE 1121 Theatre Technology Practicum I (1)
Experience in using theatre technology in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring

THE 1122 Theatre Technology Practicum II (1)
Continued theatre technology experience in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring

THE 1130 Theatre Appreciation (3)
Contact hours (3 total): 3 lecture
Exploration of the artists, the plays, and the history that has shaped today’s theatre.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Global Awareness.
Terms Offered: Fall, Spring

THE 1133 Script Analysis (3)
Contact hours (3 total): 3 lecture
Introduction to script analysis: identifying plot, structure, action, themes, and application to the stage.
Prerequisite(s): ENG 0800 with a grade of C or higher
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring

THE 2103 Acting Practicum III (1)
Improve acting skills experience in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring
THE 2104 Acting Practicum IV (1)
Advanced acting experience in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring

THE 2110 Movement and Voice (3)
Contact hours (4 total): 2 lecture, 2 lab
Movement principles and vocal training for the stage.
Terms Offered: Fall

THE 2123 Theatre Technology Practicum III (1)
Improve theatre technology skills experience in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring

THE 2124 Theatre Technology Practicum IV (1)
Advanced theatre technology skills experience in a live, Clark State Theatre Arts production.
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

THE 2201 Acting I (3)
Contact hours (4 total): 2 lecture, 2 lab
Basic training and practice in vocal, physical, and creative processes used by the actor for the stage, emphasis on character development and scoring techniques.
Pre/Corequisite(s): ENG 1111
Terms Offered: Spring

THE 2202 Acting II (3)
Contact hours (4 total): 2 lecture, 2 lab
Continuation of actor training for the stage. Increased emphasis on character development, scoring, and styles.
Prerequisite(s): THE 2201
Terms Offered: Spring

THE 2205 Acting Practicum V (2)
Advanced acting experience in a live, Clark State Theatre Arts production in a leading role.
Instructor Permission Required.
Terms Offered: Fall, Spring

THE 2215 Lighting and Sound (3)
Contact hours (4 total): 2 lecture, 2 lab
Theory and practice of stage lighting and sound techniques and equipment.
Terms Offered: Spring

THE 2225 Theatre Technology Practicum V (2)
Advanced theatre technology skills experience in a live, Clark State Theatre Arts production in a responsible role.
Instructor Permission Required.
Terms Offered: Fall, Spring, Summer

THE 2230 Theatre Management (3)
Contact hours (3 total): 3 lecture
Organization and operation of the theatre including staff, funding, ticket sales, marketing, and grant writing.
Offered Fall, even numbered years.
Prerequisite(s): THE 1130
Terms Offered: Fall

THE 2235 Stage Management (3)
Contact hours (3 total): 3 lecture
Stage management responsibilities including; rehearsal
and performance document preparation; and the
development of organizational skills. Offered Fall, odd
numbered years.
Prerequisite(s): THE 1130
Terms Offered: Fall

THE 2240 Basics of Theatre Design (3)
Contact hours (4 total): 2 lecture, 2 lab
Preliminary concepts of set, lighting, sound, and costume design for live theatre, including history of theatrical presentation and motivation for design concepts.
Pre/Corequisite(s): THE 2210 or THE 2220
Terms Offered: Spring

THE 2241 Theatre History I (3)
Contact hours (3 total): 3 lecture
Survey of the history and development of theatrical production from Ancient Greece through Neoclassical France. Emphasis on play production rather than literature. Representative plays studied.
Pre/Corequisite(s): ENG 1111
Global Awareness.
Terms Offered: Fall

THE 2242 Theatre History II (3)
Contact hours (3 total): 3 lecture
Survey of the history and development of theatrical production from Restoration through the present. Emphasis on play production rather than literature. Representative plays studied.
Pre/Corequisite(s): ENG 1111
Global Awareness.
Terms Offered: Spring

THE 2280 Directing (3)
Contact hours (4 total): 2 lecture, 2 lab
Introduction to the art and techniques of directing for the stage, including visual storytelling, script analysis, and working with actors.
Prerequisite(s): THE 1130
Terms Offered: Spring

THE 2282 Co-Op Education (3)
Contact hours (1 total): 1 lecture
Apply classroom studies in a technical theatre workplace.
Prerequisite(s): THE 1111 and THE 1112
Terms Offered: Fall, Spring, Summer

(WLD) Welding

WLD 1000 Introduction to Welding Processes (3)
Contact hours (5 total): 2 lecture, 3 lab
An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety. Skill development in oxyacetylene brazing, cutting, and plasma cutting.
Prerequisite(s): CPE 0100 or ENG 0800 with a grade of C or higher
Pre/Corequisite(s): AGR 1100 or ENT 1000
An appropriate college placement test, ACT, or SAT score will satisfy the respective CPE requirement.
Lab Fee: $150.00
Terms Offered: Fall, Spring
WLD 1010 Gas Metal Arc Welding (GMAW) (3)
Contact hours (7 total): 1 lecture, 6 lab
An introduction to the Gas Metal Arc Welding (GMAW) process. Perform GMAW in the flat, horizontal, vertical, and overhead position. Discuss power source, electrode wire selection, various joint designs, and troubleshooting techniques. Instruction provided in GMAW fillet welds in various positions.
Prerequisite(s): WLD 1000
Lab Fee: $150.00
Terms Offered: Fall, Spring

WLD 1020 Shielded Metal Arc Welding (SMAW) (3)
Contact hours (7 total): 1 lecture, 6 lab
An introduction to the Shielded Metal Arc Welding (SMAW) process. Perform SMAW in the flat, horizontal, vertical, and overhead position. Emphasis placed on power sources, electrode selection, various joint designs, and troubleshooting techniques. Instruction provided in SMAW fillet welds in various positions.
Prerequisite(s): WLD 1000
Lab Fee: $150.00
Terms Offered: Fall, Spring

WLD 1030 Gas Tungsten Arc Welding (GTAW) (3)
Contact hours (7 total): 1 lecture, 6 lab
An introduction to the principles of Gas Tungsten Arc Welding (GTAW), setup and use of GTAW equipment and safe use of tools and equipment. Welding in various positions and joint designs.
Prerequisite(s): WLD 1000
Lab Fee: $150.00
Terms Offered: Fall, Spring
WELCOME!