

# Quarter Calendars

## Summer Quarter 2004 *June 21-Aug. 27, 2004*

May 17	Open registration begins
June 11	Last day to pay without late fee for students enrolled in Summer Quarter
June 14	Mature citizens registration begins
June 16	Last day to pay for Summer terms A, C, D
June 18	General registration 9 a.m. to 12 noon, Records Office, Rhodes Hall
June 19	Registration and payment: 9 a.m. to 12 noon
June 21	Summer A, C, D terms begin
July 5	College closed for Independence Day
July 9	Last day to drop with a "W" for Summer A
July 16	Last day to drop with a "W" for Summer C
July 23	Summer A ends Last day to pay for Summer B Last day to drop with a "W" for Summer D
July 26	Summer B terms begins
Aug. 13	Last day to drop with a "W" for Summer B Summer C term ends
Aug. 27	Summer B and D terms end

## Fall Quarter 2004 *Sept. 13-Dec. 4, 2004*

May 17	Open registration begins
Aug. 26	Last day to pay without late fee for students enrolled in Fall Quarter
Sept. 1	Last day to pay fees for students enrolled in Fall Quarter
Sept. 3	General registration 8:30 a.m. to 5 p.m. Records Office, Rhodes Hall
Sept. 6	College Closed – Labor Day
Sept. 7	Mature citizens registration begins
Sept. 11	Registration and payment: 9 a.m. – 12 noon
Sept. 13	Fall Quarter begins
Oct. 18-22	Midterm week
Oct. 29	Last day to drop with a "W" for Fall Quarter
Nov. 11	College Closed - Veterans' Day
Nov. 23	Faculty/Staff Development Day – No Classes – College Open
Nov. 24	Faculty Activity Day – No Classes – College Open
Nov. 25-26	College Closed – Thanksgiving Holiday
Nov. 29	Faculty Activity Day – College Open
Nov. 30-Dec. 4	Final Exams (classes that meet Monday only, exam is Nov. 22)
Dec. 4	Fall Quarter ends

## Winter Quarter 2005 *Jan. 3-Mar. 19, 2005*

Nov. 8-15	Priority registration-Students currently enrolled Fall Quarter 2004
Nov. 16	Open registration begins
Dec. 3	Last day to pay without late fee for students enrolled in Winter Quarter
Dec. 8	Last day to pay fees for Winter Quarter
Dec. 10	General registration – 8:30 a.m. to 5 p.m. Records Office, Rhodes Hall
Dec. 23-24	College Closed— Christmas Holiday
Dec. 27	Mature citizens registration begins
Dec. 31	College Closed – New Year's Day Holiday
Jan. 3	Winter Quarter begins
Jan. 17	College Closed'– Martin Luther King Day
Feb. 7-11	Midterm week
Feb. 18	Last day to drop with a-"W" from Winter Qtr.
Mar. 15-19	Final exams
Mar. 19	Winter Quarter ends

## Spring Quarter 2005 *Mar. 28-June 10, 2005*

Feb. 14-18	Priority registration-Students currently enrolled Winter Quarter 2005
Feb. 21	Open registration begins
Mar. 11	Last day to pay without late fee for students enrolled Spring Quarter
Mar. 16	Last day to pay for students enrolled in Spring Quarter
Mar. 18	General registration 8:30 a.m. – 5 p.m. Records Office, Rhodes Hall
Mar. 21	Mature citizens registration begins
Mar. 26	Registration and payment 9 a.m. – 12 noon
Mar. 28	Spring Quarter begins
May 2-7	Midterm week
May 13	Last day to drop with a "W" for Spring Quarter
May 30	College Closed – Memorial Day
June 7-10	Final Exams (Saturday classes exam is June 4)
June 10	Spring Quarter ends
June 11	Graduation

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# Welcome to Clark State



Greetings!

On behalf of Clark State Community College, welcome to our campuses! Each year it seems, more and more students are choosing Clark State as their college of choice. It may be our growing number of program opportunities that lead to rewarding, high paying careers, or that we offer the first two years of a bachelor's degree. It could be the outstanding faculty members we recruit to teach here, and the experience they bring to the classroom. But, one of the most popular reasons is that our tuition is still about \$3,000 per year for a full-time student.

At Clark State, we're all part of a family of sorts – a close-knit group of faculty and staff with one mission: your success. You'll find a new family of students who support and help one another, have fun together and enjoy college life. And because our student body is extremely diverse, you'll realize that some of your educational experiences will come from sharing experiences and building relationships with others you'll meet along your journey.

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

I sincerely welcome you to Clark State. It is a place where many dreams become realities. You can count on our team of faculty and staff for support. I wish you the best as you begin your endeavors!

Best regards,

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

Karen E. Rafinski, Ph.D.  
President

This Catalog was prepared prior to the 2004-2005 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.

The College's affirmative action policy has as its objective the equal employment and treatment of all individuals without regard to race, color, religion, sex, national origin, age, disability, political affiliation, veteran status or other non job-related factors.

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

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

## About Clark State

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

### History of the College

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

In the 1970s the College reexamined 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 the humanities and the 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 50 degrees and certificate programs.

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

### Vision Statement

Opportunity without boundaries, learning without end, achievement without limits

### Mission Statement

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

#### Student Success

- Students are successful in gaining entry to and advancing in the workplace, resulting in pay commensurate with skills attained and personal goals.
- Students are successful in transferring to further education consistent with skills attained and personal goals.

#### Workforce Development

- Employers are able to improve their competitive position by accessing human resource and workforce development services.

#### Lifelong Learning

- Students have opportunities for lifelong learning, personal growth and values development resulting in improved quality of life.

#### Access/Opportunity

- Barriers to accessing education and training are minimized allowing diverse populations to achieve and get what they need.

#### Community Development

- The community recognizes the College as an energizing force to address common issues, a vital community resource and a source of community pride.

### Guiding Principles

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

- place learners first
- aspire to be innovative, accepting inherent risks
- seek to improve continuously
- act as good stewards of the resources with which we are entrusted
- connect with the diverse communities we serve
- create synergy through partnerships
- trust, respect and care for those with whom we work and serve
- celebrate the creativity, diversity and accomplishments of our college community.

## **Assessment of Student Academic Achievement: Improving Student Learning**

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

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

### **Facilities**

Clark State Community College has two campuses to serve you. The Leffel Lane Campus, at 570 East Leffel Lane, is situated on the southern border of Springfield just north of Interstate 70. Our Downtown Campus is located in the heart of downtown Springfield. Major city streets and city bus service provide easy travel between campuses. You'll find our easy-to-follow campus maps on the inside back cover. Clark State also offers classes at other locations in the community. These classes are included in our quarterly class schedule.

### **Distance Learning**

Distance learning (DL) at Clark State offers alternative modes of instructional delivery for its students who for a variety of reasons may not be able to attend traditionally scheduled classes. Courses offered in a distance learning format do not alter the course content or the expected student learning outcomes. The only significant difference is in the method of instructional delivery. Currently, the College supports several distance formats: directed learning, online, self-paced, video, video conferencing, and web-enhanced. Clark State offers over 120 credit courses in at least one alternative format to learners throughout its service area.

Through the College's DL initiatives, accredited courses are accessible to anyone, anywhere, at any time, providing students with a convenient way to complete their degrees. Students enroll and progress through the course in a cohort with fellow students, following an established calendar of assignments. As long as they meet the established deadlines for contributions, students can participate at times convenient for them.

Distance learning courses are taught by experts in their disciplines and, depending on the course, are available in a variety of delivery formats.

## **Accreditations/Approvals**

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

The Realtime/Judicial Reporting program 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 Education for Pre-Kindergarten Associate Certification, 65 South Front Street, Columbus, OH 43215, 614/466-3593. The Registered Nursing program is approved by the Ohio Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006. Telephone: 1-800-669-1656, extension 153, or online at [www.nlnac.org](http://www.nlnac.org). The Practical Nursing program is approved by the Ohio Board of Regents and the Ohio Board of Nursing. The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631. Telephone: 773/714-8880, or online at [www.naacls.org](http://www.naacls.org). The Paramedic program is accredited by the Ohio Department of Public Safety Services, #308-OH, Emergency Medical Services, 1970 W. Broad Street, Columbus, OH 43218. The Physical Therapist Assistant program is accredited by the Commission on Accreditations in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, VA 22314. Telephone: 1-800-999-2782, or online at [www.apta.org/education/accreditation](http://www.apta.org/education/accreditation).

## **Technical Degrees**

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

### **Agriculture Technologies**

Agricultural Business Technology	AAB
Agricultural Engineering Technologies	AAS
Horticultural Industries Technologies	
Golf Course Operations Option	AAS
Landscaping and Nursery Operations Option	AAS
Landscape Design Option	AAS
Turf and Landscape Operations Option	AAS

### **Business Technologies**

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

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

In recognition of the growing importance of global awareness, we also require that at least one of these four general education courses contain a significant amount of international material. Courses meeting this requirement are designated with a GA following each course.

Students registering for courses should use the following list:

### Social Sciences

ECO 110	General Economics*
GEO 110	World Human Geography (GA)
GEO 220	World Regional Geography (GA)
PLS 110	American National Government
PLS 120	American Issues
PLS 130	Political Issues (GA)
PLS 220	Constitutional Law
PLS 230	International Politics (GA)
PSY 111	Psychology I
RST 260	Regional Studies: Asia-China (GA)
RST 262	Regional Studies: Asia-India (GA)
RST 270	Regional Studies: Africa (GA)
RST 280	Regional Studies: Latin America (GA)
SOC 110	Sociology
SOC 140	Marriage and Family (GA)
SOC 220	Comparing Cultures (GA)
SOC 230	Social Problems
SOC 240	Racial and Cultural Minorities

### Humanities

ART 130	Appreciation of the Arts (GA)
ART 133	Art History I (GA)
ART 134	Art History II (GA)
ART 135	Art History III (GA)
ART 138	Arts of Africa (GA)
COM 111	Interpersonal Communication (GA)
COM 121	Effective Speaking
ENG 130	Introduction to Literature (GA)
ENG 225	Creative Writing
ENG 230	Great Books: Literature (GA)
ENG 241	Poetry (GA)
ENG 243	Fiction (GA)
ENG 245	Drama (GA)
ENG 250	American Literature
ENG 261	British Literature to 1700 (GA)
ENG 262	British Literature 1700-present (GA)
HON 291	Science & Religion
HST 111	Western Civilization through the 14th Century (GA)
HST 112	Western Civilization from the 14th through the 18th Century (GA)
HST 113	Western Civilization from the 19th Century to the Present (GA)
HST 121	American History to 1810
HST 122	American History 1810-1900
HST 123	American History 1900-Present (GA)
HST 220	Topics in African-American History and Culture (GA)

HUM 299	Capstone Seminar
MUS 130	Music Appreciation (GA)
PHL 110	Problems in Philosophy (GA)
PHL 200	Practical Logic
PHL 210	Ethics (GA)
PHL 220	Business Ethics (GA)
PHL 230	Medical Ethics (GA)
PHL 240	Philosophy of World Religions (GA)
PHL 250	Great Books: Philosophy (GA)
SPN 100	Conversational Spanish
THE 105	Oral Interpretation of Literature
THE 130	Introduction to Theatre (GA)
THE 270	Theatre History I (GA)
THE 271	Theatre History II (GA)

\*ECO 110 cannot be used as a general education elective for the Accounting, Business Management or Electronic Business programs.

## Transfer Degrees

You can complete the first two years of a baccalaureate degree at Clark State and then transfer to a four-year college or university to complete the last two years. Clark State has developed university parallel transfer degrees through articulation agreements with most four-year colleges and universities in the area. The transfer degrees are the Associate of Arts (AA) and Associate of Science (AS).

The primary purpose of these associate degrees is to provide transfer credit to four-year colleges and universities. You can transfer successfully to other institutions in areas such as business, psychology, English, theatre, urban affairs, art, agriculture, engineering sciences, engineering technologies and others.

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

In addition, we offer many activities, such as student government, intercollegiate sports and honors programs, and support services, such as financial aid and scholarships, counseling and tutoring services.

We have more than 75 curriculum guides available to help you plan your course of study at Clark State and to maximize the transferability of your classes to other institutions.

Clark State Community College has transfer agreements with the following four-year institutions:

Antioch University and the McGregor School of Antioch  
 Capital University  
 Central State University  
 DeVry Institute of Technology  
 Franklin University and Franklin University  
 Alliance Programs  
 Miami University, College of Applied Science  
 The Ohio State University  
 University of Dayton, General Education  
 Requirements and Engineering Technology  
 Department

University of Phoenix  
 University of Toledo  
 Urbana University  
 Wilberforce University  
 Wittenberg University  
 Wright State University

(Course equivalents exist with Columbus State, Miami University, Ohio University, and University of Toledo.)

### ***Policy of Statewide Articulation Agreement - Institutional Transfer***

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed a statewide policy to facilitate movement of students and transfer of credits from one Ohio public college or university to another. The purpose of the state policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher education system. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to an independent institution are encouraged to check with that college or university regarding transfer agreements.

### ***Planning/Student Responsibilities***

If you are seeking an AA or AS degree, you should plan your program at Clark State according to the requirements of the transfer institution. If you begin your academic career at Clark State in an Applied Business or Applied Science (AAB or AAS) degree program, you may not receive transfer credit for many of the technical courses within those programs, either for the AA/AS at Clark State or for a major at a four-year college or university.

Here are specific guidelines of student responsibilities to assure maximum transferability of credits:

- You need to determine the four-year college or university to which you will transfer and your prospective major as early as possible in your academic program.
- You should request a catalog from the prospective transfer institution early and become familiar with its admissions policies, scholarship options/deadlines and degree requirements.
- Generally, you'll receive credit for most of your courses at the transfer institutions if you have worked carefully with Clark State advisors and with personnel at the prospective transfer institutions. The transfer institutions, however, will make the final determinations.
- You will need a minimum of 90 credit hours that clearly meet Clark State's degree requirements to graduate with an AA or AS.
- It is your responsibility to work with an advisor and sign up for appropriate courses each quarter.

### ***Transfer Module***

The Ohio Board of Regents Transfer and Articulation Policy established the Transfer Module, which is a specific subset or the entire set of a college or university's general education

requirements. The Transfer Module contains 54-60 quarter hours\* or 36-40 semester hours of specified course credits in English composition, mathematics, communications, fine arts, humanities, social science, behavioral science, natural science, physical science and interdisciplinary coursework.

A Transfer Module completed at one college or university will automatically meet the requirements of the Transfer Module at the receiving institution once you are accepted. You may be required, however, to meet additional general education requirements that are not included in the Transfer Module.

\*The Transfer Module refers to credit hours as quarter hours.

### ***Conditions for Transfer Admission***

Students meeting the requirements of the Transfer Module are subject to the following conditions:

- The policy encourages receiving institutions to give preferential consideration for admission if you complete the Transfer Module and either the Associate of Arts or the Associate of Science degrees. You will be able to transfer all courses in which you received a passing grade of C or better. You must have an overall grade point average of 2.0 to be given credit for the Transfer Module.
- The policy also encourages receiving institutions to give preferential consideration for admission if you complete the Transfer Module with a C or better in each course and 90 quarter hours or 60 semester hours. You must have an overall grade point average of 2.0 to be given credit for the Transfer Module, and only courses in which a C or better has been earned will transfer.
- The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete the Transfer Module with a grade of C or better in each course and fewer than 90 quarter hours or 60 semester hours. You will be able to transfer all courses with grade of C or better.

Admission to an institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors or fields of concentration at that institution. Once admitted, you follow the same regulations governing applicability of catalog requirements as all other students, such as higher GPAs required for admission into specific colleges or programs. Furthermore, transfer students have the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

### ***Transfer Appeals Process***

If you disagree with the application of transfer credit by the receiving institution, you have the right to appeal the decision. Each institution is required to make its appeals

process available to you.

If your appeal is denied by the institution after all appeal levels within the institution have been exhausted, the college will advise you in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Review Committee.

The Appeals Review Committee will review and recommend to institutions the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

See Transfer Credits on page 124 for Clark State's policy on the transfer and appeals process.

## Transfer Module

The Transfer Module consists of 54 quarter hours of introductory courses in the following listing. You should follow the directions when selecting courses for the Transfer Module:

- Select courses to fulfill the minimum requirements in each section below.
- Complete the remaining hours of the Transfer Module by selecting additional courses listed in any of the sections to total the 54 quarter hours required for the Transfer Module. Note: Be sure to check with your academic advisor to ensure that the courses selected are appropriate for the major and the transfer institution selected and are consistent with the minimum graduation requirements of this institution. Also, check the college catalog for any prerequisites required.
- Please note that Clark State students completing the AA or AS degree requirements will have satisfied this Transfer Module (unless program articulation agreements signed by other colleges and universities dictate otherwise).

### English Composition

Complete ENG 111 and ENG 112.

COM 111	Interpersonal Communication	3
COM 121	Effective Speaking	3
ENG 111	English I	4
ENG 112	English II	4
ENG 221	Business Communications	3
ENG 223	Technical Report Writing	3
ENG 225	Creative Writing	3
ENG 227	Intermediate Composition	3

### Mathematics

Complete a minimum of three quarter hours chosen from:

MTH 105	Mathematics and Today's World	3
MTH 120	College Algebra A	5
MTH 121	College Algebra I	3
MTH 122	College Algebra II	3
MTH 140	Trigonometry	3
MTH 220	Calculus for the Management, Life and Social Sciences	5
MTH 221	Calculus I	5
MTH 222	Calculus II	5

MTH 223	Calculus III	5
MTH 224	Calculus IV	5
MTH 230	Differential Equations	5
MTH 240	Linear Algebra	3
STT 264	Statistics I	4
STT 265	Statistics II	4

### Arts and Humanities

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

#### Category A

ART 130	Appreciation of the Arts	3
ART 133	Art History I	3
ART 134	Art History II	3
ART 135	Art History III	3
ART 138	Arts of Africa	3
ENG 130	Introduction to Literature	3
ENG 230	Great Books: Literature	3
ENG 241	Poetry	3
ENG 243	Fiction	3
ENG 245	Drama	3
ENG 250	American Literature	3
ENG 261	British Literature to 1700	3
ENG 262	British Literature 1700-Present	3
THE 105	Oral Interpretation of Literature	3
THE 130	Introduction to Theatre	3
THE 270	Theatre History I	4
THE 271	Theatre History II	4

#### Category B

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

### Social and Behavioral Sciences

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

ECO 110	General Economics	3
ECO 221	Principles of Macroeconomics	3
ECO 222	Principles of Microeconomics	3
GEO 110	World Human Geography	3
GEO 220	World Regional Geography	3

PLS 110	American National Government	3	BIO 132	Microbiology <i>and</i>	
PLS 120	American Issues	3	BIO133	Microbiology Lab	4
PLS 130	Political Issues	3	BIO 140	Plant Science	4
PLS 220	Constitutional Law	3			
PSY 111	Psychology I	3	CHM 110	Fundamentals of Chemistry	5
PSY 112	Psychology II	3	CHM 114	Intro to General Chemistry Review	4
PSY 221	Human Growth & Development I	3			
PSY 222	Human Growth & Development II	3	CHM 115	Intro to General Chemistry	5
PSY 230	Abnormal Psychology	3	CHM 116	Intro to Organic Chemistry	5
RST 260	Regional Studies: China	3	*CHM 121	General Chemistry I	5
RST 262	Regional Studies: India	3	CHM 122	General Chemistry II	5
RST 270	Regional Studies: Africa	3	CHM 123	General Chemistry III	5
RST 280	Regional Studies: Latin America	3			
SOC 110	Sociology	3	CHM 211	Organic Chemistry I	5
SOC 140	Marriage and Family	3	CHM 212	Organic Chemistry II	5
SOC 220	Comparing Cultures	3	CHM 213	Organic Chemistry III	5
SOC 230	Social Problems	3			
SOC 240	Racial and Cultural Minorities	3	*GLG 111	Geology I	4
			GLG 112	Geology II	4
			GLG 113	Geology III	4
			GLG 121	Meteorology	4
			PHY 105	Fundamentals of Scientific Methods	3
			PHY 110	Fundamentals of Physics	5
			PHY 111	Technical Physics I	4
			PHY 112	Technical Physics II	4
			PHY 113	Technical Physics III	4
			PHY 120	Astronomy	4
			*PHY 250	General Physics I	6
			PHY 251	General Physics II	5
			PHY 252	General Physics III	5

### ***Natural and Physical Sciences***

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

BIO 110	Fundamentals of Human Biology	4			
BIO 111	Biology I	4			
BIO 112	Biology II	4			
BIO 113	Biology III	4			
*BIO 121	Anatomy & Physiology I	4			
BIO 122	Anatomy & Physiology II	4			
BIO 123	Anatomy & Physiology III	4			

# Degree Programs



Clark

State

Clark State offers over 40 associate degree and certificate programs. Interested in transferring to a four-year college or university? Check out our Associate of Arts and Associate of Science programs.

Clark State Community College  
**GET SMART.**

# Accounting

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

Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

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

This program is available to both day and evening students. Students should consult with their advisor for the recommended sequencing of evening courses.

## Learning Outcomes

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

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

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ACC 111	Principles of Accounting I	4
MGT 105	Introduction to Business	3
ENG 111	English I	4
ITS 103	Information Technology Basics	3
MTH 106	Business Mathematics	3
<i>Winter</i>		
ACC 112	Principles of Accounting II	4
MGT 112	Principles of Business Management	4
MGT 260	Business Law	3
ENG 112	English II or	
ENG 135	Business Report Writing*	4
ITS 125	Beginning Spreadsheet	1
<i>Spring</i>		
ACC 113	Principles of Accounting III	4
ACC 120	Microcomputer Accounting Systems	4
MGT –	Management Elective**	3
COM 121	Effective Speaking	3
ENG 221	Business Communications	3
<i>Fall</i>		
ACC 211	Intermediate Accounting I	4
ACC 221	Tax Accounting I	4
MGT 266	Quantitative Business Methods	4
ITS 12D	Beginning Database	1
– –	Social Science Elective***	3
<i>Winter</i>		
ACC 212	Intermediate Accounting II	4
ACC 222	Tax Accounting II	4
MGT 270	Business Finance	4
ECO 221	Principles of Macroeconomics	3
– –	Humanities/Social Science Elective***	3
<i>Spring</i>		
ACC 213	Intermediate Accounting III	4
ACC 233	Cost Accounting	4
ACC 250	Government and Non-Profit Accounting	4
ECO 222	Principles of Microeconomics	3
– –	Humanities/Social Science Elective***	3
	Total credit hours	102

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

\*\*Any course not already prescribed from CSD, ITS, LSC, MKT, MGT, MTH, NTK, OAD, RES or Co-op. ITS 080 cannot be used as an elective.

The following co-op experiences may be substituted for technical courses as indicated: EBE 100 plus EBE 282 for the business elective and EBE 294 for BUS 270.

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

# Accounting Certificate

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

Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

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

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ACC 111	Principles of Accounting I	4
ACC —	Accounting Elective*	4
MGT 105	Introduction to Business	3
ENG 111	English I	4
ITS 103	Information Technology Basics	3
<i>Winter</i>		
ACC 112	Principles of Accounting II	4
MGT 260	Business Law	3
ENG 112	English II or	
ENG 135	Business Report Writing**	4
ITS 12S	Beginning Spreadsheet	1
MTH 106	Business Mathematics	3
<i>Spring</i>		
ACC 113	Principles of Accounting III	4
ACC 120	Microcomputer Accounting Systems	4
MGT —	Management Elective***	3
COM 121	Effective Speaking	3
ENG 221	Business Communications	3
Total credit hours		50

\*Any accounting course not already prescribed.

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

\*\*\*Any course not already prescribed from ACC, CSD, ITS, LSC, MKT, MGT, MTH, NTK, OAD, RES or Co-op. ITS 080 cannot be used as an elective.

# Agricultural Business

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

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

## Learning Outcomes for Agricultural Business Engineering Technologies Option

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

- identify plant nutrient deficiencies and describe corrective measures.
- develop a written agricultural business plan.
- locate current information in solving technical problems.
- demonstrate effective employability skills.
- demonstrate basic sales principles.
- identify major plant pests, including weeds, insects, and diseases (Ag Business).
- weld using demonstrate basic arc welding and oxy-acetylene welding skillstechniques (Ag Engineering).
- demonstrate basic trouble shooting and maintenance skills for small gas engines (Ag Engineering).

## Scholastic Preparation

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

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
AGR 104	Agricultural Survey and Employment Skills	3
AGR 150	Soil Science	4
AGR —	Ag/Hort Elective*	3
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
<i>Winter</i>		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
BIO 140	Plant Science	4
ENG 112	English II	4
— —	Social Science Elective	3
<i>Spring</i>		
AGR 194	Agribusiness Co-op Experience I	4
<i>Summer</i>		
AGR 109	Animal Agriculture	4
COM 121	Effective Speaking	3
<i>Fall</i>		
AGR 122	Plant Pests	4
AGR 174	Agribusiness Principles	3
AGR 214	Crop Production	4
ACC 111	Principles of Accounting I	4
— —	Humanities/Social Science Elective (GA)	3
<i>Winter</i>		
AGR 105	Principles of Ag Sales I	3
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
AGR —	Ag/Hort Elective*	3
ENG 223	Technical Report Writing	3
<i>Spring</i>		
AGR 106	Ag Sales II	3
AGR 206	Agribusiness Marketing	3
AGR 262	International Ag Trade	3
ECO —	ECO 110 or ECO 221 or ECO 222	3
— —	Humanities/Social Science Elective	3
Total credit hours		97

\*Ag/Hort electives may be any AGR course not required in the program. Suggested Ag/Hort electives include: AGR 185 Vehicle Operations and Management (strongly recommended), AGR 115 Welding, AGR 187 Small Gas Engines. Other coursework may be approved by the division.

## Agricultural Engineering Technologies Option

Powered equipment maintenance, facility maintenance and construction and hardscape construction are emphasized leading to careers with a mechanical emphasis in the agricultural industry.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
AGR 104	Agricultural Survey and Employment Skills	3
AGR 187	Small Gas Engines	4
AGR 150	Soil Science	4
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
<i>Winter</i>		
AGR 108	Technical Math for Agriculture	3
AGR 115	Welding	3
ENG 112	English II	4
AGR 151	Soil Fertility	4
COM 121	Effective Speaking	3
<i>Spring</i>		
AGR 224	Irrigation Systems	3
AGR 219	Landscape Construction	4
ENT 205	Circuits and Machines	4
— —	Humanities/Social Science Elective (GA)	3
<i>Summer</i>		
AGR 194	Agribusiness Co-op Experiencee	4
<i>Fall</i>		
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
AGR —	Ag/Hort Elective	3
INT 120	Hydraulics/Pneumatics I	4
ENG 223	Technical Report Writing	3
<i>Winter</i>		
AGR 105	Principles of Ag Sales I	3
AGR 284	Agribusiness Management	4
INT 125	Hydraulics/Pneumatics II	4
AGR —	Ag/Hort Elective	3
<i>Spring</i>		
AGR 106	Ag Sales II	3
INT 170	Mechanical Maintenance	3
— —	AGR or INT Elective	3
— —	Social Science Elective	3
— —	Humanities/Social Science Elective	3
Total credit hours		100

\*Ag/Hort electives may be any AGR course not required in the program. Suggested Ag/Hort electives include: AGR 185 Vehicle Operations and Mgt (strongly recommended) or INT 150 Electrical Systems. Other course work may be approved by the division.

## Associate of Arts

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking general education courses that build their knowledge and skills in general education. These undergraduate courses are primarily those that a student seeking an AA or AS degree takes at Clark State and then transfers to the institution of his/her choice. Of the 90 credit hours necessary to achieve an AA or AS degree, a minimum of 59 must be in areas 1-6 in the outline of degree requirements on this page.

The remaining credit hours are divided among the Capstone, concentration and electives. Capstone is for all AA/AS students new to Clark State.

The courses in an area of concentration and electives are directed toward the student's major at the transfer institution. These courses must be selected very carefully and must be clearly transferable. Of the 30 hours of coursework in these two categories, no more than 15 should be selected from technical/career programs unless otherwise indicated in a curriculum guide or planned out with an advisor and with the divisional administrator's approval. The Associate of Arts and Associate of Science degrees focus on courses in the liberal arts.

With careful scheduling and advising, a student should be able to transfer with junior standing.

### Learning Outcomes

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

- read, retain, restate and apply ideas for a variety of specific purposes.
- write clearly and accurately in a variety of contexts and formats.
- speak clearly and accurately in a variety of contexts and formats.
- demonstrate effective listening skills.
- work effectively in teams.
- identify problems or issues; to identify possible resources; to access resources, to gather data and organize information; to analyze data/evaluate information gathered; and to draw conclusions, synthesize results and solve problems.
- demonstrate an awareness of one's culture as well as the culture of others.
- demonstrate an awareness of global issues.
- demonstrate an understanding of human behavior.

### Area 1 - English (8 credit hours)

ENG 111 English I and ENG 112 English II

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

Three courses, at least one of which is chosen from Art (ART 130 Appreciation of the Arts or ART 133 Art History I, ART 134 Art History II or ART 135 Art History III), Theatre (THE 130 Introduction to Theatre, THE 270 Theatre History I or THE 271 theatre History II) or Music (MUS 130 Music Appreciation); and at least one from those listed under English (other than English I and II, Technical Report Writing and Business Communications).

### Area 3 - Humanities (9 credit hours)

Three courses from those listed under History or Philosophy.

### Area 4 - Social Sciences (15 credit hours)

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

### Area 5 - Mathematics and Computers (6 credit hours)

Two courses including one from those listed under Mathematics (other than Business Mathematics)\* and one from Information Technology Systems (at least 3 credit hours).

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

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

#### Option 1

Take three courses, each from a different science area. (Possible classes include BIO 110, BIO 132, BIO 133, BIO 140, CHM 110, GLG 110, GLG 114, PHY 110, PHY 120.)

#### Option 2

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

#### Concentration (15-20 credit hours)

These hours should be clearly transferable and count toward the major at the transfer institution. These classes relate to the major to be pursued at the four-year institution.\*

#### Electives (15-17 credit hours)

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

#### Global Awareness

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least six courses with significant international content. Courses meeting the requirement begin on page 5.

#### Capstone Seminar

Effective Fall Quarter 2001, all new students entering the College for the first time pursuing either an AA or AS degree, are now required to take the Capstone Seminar (HUM 299). Students must have earned at least 60 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of the specific AA/AS program goals.

Students enrolled in the College prior to Fall Quarter 2001 pursuing either an AA or AS degree, can take the Capstone Seminar (HUM 299) and count the course as a Humanities elective toward graduation.

Total credit hours = 90

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

## Associate of Science

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking general education courses that build their knowledge and skills in general education. These undergraduate courses are primarily those that a student seeking an AA or AS degree takes at Clark State and then transfers to the institution of his/her choice. Of the 90 credit hours necessary to achieve an AA or AS degree, a minimum of 59 must be in areas 1-6 in the outline of degree requirements on this page.

The remaining credit hours are divided among the Capstone, concentration and electives. Capstone is for all AA/AS students new to Clark State.

The courses in an area of concentration and electives are directed toward the student's major at the transfer institution. These courses must be selected very carefully and must be clearly transferable. Of the 30 hours of coursework in these two categories, no more than 15 should be selected from technical/career programs unless otherwise indicated in a curriculum guide or planned out with an advisor and with the divisional administrator's approval. The Associate of Arts and Associate of Science degrees focus on courses in the liberal arts.

With careful scheduling and advising, a student should be able to transfer with junior standing.

### Learning Outcomes

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

- read, retain, restate and apply ideas for a variety of specific purposes.
- write clearly and accurately in a variety of contexts and formats.
- speak clearly and accurately in a variety of contexts and formats.
- demonstrate effective listening skills.
- work effectively in teams.
- identify problems or issues; to identify possible resources; to access resources, to gather data and organize information; to analyze data/evaluate information gathered; and to draw conclusions, synthesize results and solve problems.
- demonstrate an awareness of one's culture as well as the culture of others.
- demonstrate an awareness of global issues.
- demonstrate an understanding of human behavior.

Area 1 - English (8 credit hours)

ENG 111 English I and ENG 112 English II

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

Two courses, at least one of which is chosen from Art (ART 130 Appreciation of the Arts or ART 133 Art History I, ART 134 Art History II or ART 134 Art History III), Theatre (THE 105 Oral Interpretation, THE 130 Introduction to Theatre, THE 270 Theatre History I or THE 271 Theatre History II) or Music (MUS 130 Music Appreciation); and at least one from those listed under English (other than English I and II, Technical Report Writing and Business Communications).

Area 3 - Humanities (6 credit hours)

Two courses from those listed under History or Philosophy.

Area 4 - Social Sciences (15 credit hours)

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

Area 5 - Mathematics and Computers (12 credit hours)

Four courses including three from those listed under Mathematics (other than Business Mathematics)\* and one from Information Technology Systems (at least 3 credit hours).

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

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

### Option 1

If you have chosen an AS major because of the mathematics requirement and not for the natural sciences, choose this option. Take three courses, each from a different science area. (Possible classes include BIO 110, BIO 132, BIO 133, BIO 140, CHM 110, GLG 110, GLG 121, PHY 110, PHY 120.)

### Option 2

Choose this option if your major pertains to the natural sciences. Take a three-course sequence in Biology, Chemistry, Geology or Physics. (Possible classes include BIO 111-113, BIO 121-123, CHM 121-123, PHY 111-113, PHY 250-252, GLG 111-113.)

Concentration (15-20 credit hours)

These hours should be clearly transferable and count toward the major at the transfer institution. These classes relate to the major to be pursued at the four-year institution.\*

Electives (15-17 credit hours)

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

### Global Awareness

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least six courses with significant international content. Courses meeting the requirement begin on page 5.

### Capstone Seminar

Effective Fall Quarter 2001, all new students entering the College for the first time pursuing either an AA or AS degree, are now required to take the Capstone Seminar (HUM 299). Students must have earned at least 60 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of the specific AA/AS program goals.

Students enrolled in the College prior to Fall Quarter 2001 pursuing either an AA or AS degree, can take the Capstone Seminar (HUM 299) and count the course as a Humanities elective toward graduation.

Total credit hours = 90

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

# Basic Peace Officer Training Academy

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

The objective of the academy is to provide the recruit with the basic fundamentals of entry-level peace officer training.

Academy applicants must meet stringent entrance requirements as directed by the Attorney General of the State of Ohio.

Formal class meetings for this academy may be held on the Clark State Campus or at a satellite location. Firearms training is conducted at both indoor and outdoor ranges at off-campus locations.

Recruits successfully completing this academy will earn some college credit toward a Criminal Justice Technology degree as well as state certification.

Basic Peace Officer Training topics include administration, legal, human relations, firearms, driving, traffic accident, investigation, patrol, traffic enforcement, civil disorders, unarmed self-defense, first aid and physical conditioning.

<i>Course Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
CRJ 287	Basic Law Enforcement I	8
CRJ 289	Basic Law Enforcement II	8
	Total credit hours	16

## Broadcast Captioning/CART Option

Broadcast captioners capture the spoken word on television shows instantly, and their work product is visible nationally as the caption scrolls across the television screen. The realtime reporter who provides this service may be working in the television studio itself or from a broadcast studio that is set up in his/her home. This very demanding profession mandates that the Clark State Realtime Reporting student be trained to write realtime on a computerized writer that is cabled to a laptop computer. This allows the student to practice accurate writing techniques from the beginning of his/her college career, resulting in the speed and accuracy required for this specialty. Students writing skills are perfected by utilizing a mock broadcast captioning studio. All Realtime Reporting students are required to purchase a computerized writer and a laptop computer.

CART (Communication Access Realtime Translation) reporters provide instantaneous text of the spoken word displayed on a computer screen or large projection screen. CART is classified as an assistive technology and is considered a reasonable accommodation under the Americans with Disabilities Act. It is a service provided in the academic setting for students with hearing impairment as well as in public settings such as conventions, churches, corporate meetings, funerals, police interrogations, etc. This specialty also requires realtime writing as describe above as well as training in deaf culture so that the student understands and is sensitive to the needs of the consumer.

Students will follow the curriculum of the Realtime Reporter through the first year before deciding whether they will select Broadcast Captioning/CART or Judicial Reporting as their career goals. All Realtime Reporting students may also elect to follow both tracks, graduating with a degree in both options.

### *Learning Outcomes*

Upon completion of an associate degree majoring in Realtime Reporting with an option in Broadcast Captioning/CART, a graduate will be able to:

- write and transcribe straight matter at a speed of 200 wpm with at least 96 percent accuracy.
- write realtime at 180-200 wpm with a translation rate of 96 percent or above.
- prepare and write a television broadcast in a professional studio.
- prepare and write a classroom session and provide a transcript.
- name and manage computer dictionaries.
- punctuate the spoken word.
- set up and maintain all hardware components.

### *Scholastic Preparation*

Prospective students should be dependable, flexible, innovative, organized, professional, punctual, trustworthy, disciplined, able to work under pressure and possess above-average language skills.

Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102, Keyboarding/Word Processing.

Entering students must be high school graduates or possess a certificate of general education (GED).

### *Graduation Requirements*

- Prepare an acceptable realtime translation of one hour of CART services.
- Prepare an acceptable captioned translation of one hour of captioning services.
- Complete 40 hours of actual writing time in the CART environment.
- Complete 40 hours of actual writing in the captioning environment.
- Pass three 5-minute tests with 96 percent accuracy at 200 wpm literary.
- Produce a five-page, first pass transcript with at least 95 percent accuracy.

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

### *Humanities/Social Science Electives*

A complete listing of political science electives can be found on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
RTR 100	Realtime Theory	6
RTR 110	Survey of Realtime Reporting	1
ENG 111	English I	4
ITS 103	Information Technology Basics	3
OAD 105	Business English	4
<i>Winter</i>		
RTR 101	Beginning Speed Building I	4
RTR 131	Beg Computer Assisted Trans	3
RTR 152	Realtime Transcription	2
ENG 112	English II	4
ENG 221	Business Communications	3
RTR 125	Vocabulary and Reference Use	2
<i>Spring</i>		
RTR 102	Beginning Speed Building II	3
RTR 111	Beginning Testimony I	3
RTR 120	Law and Legal Terminology	2
RTR 132	Adv Computer Assisted Trans.	3
RTR 152	Realtime Transcription	2
BIO 102	Medical Terminology	3
<i>Summer</i>		
RTR 112	Beginning Testimony II	3
RTR 151	Realtime Transcription	1
GLG 110	Earth Science	4
PLS	Political Science Elective	3
<i>Fall</i>		
RCC 110	Introduction to Deaf Community	4
RCC 211	Captioning/CART I	3
RTR 151	Realtime Transcription	1
RTR 201	Advanced Speed Building I	3
ENG 250	American Literature	3
<i>Winter</i>		
RCC 212	Captioning/CART II	3
RCC 245	Business Practices	2
RTR 151	Realtime Transcription	1
RTR 202	Advanced Speed Building II	3
CHM 110	Fundamentals of Chemistry	5
SOC 110	Sociology	3
<i>Spring</i>		
RCC 213	Captioning/Cart III	3
RTR 151	Realtime Transcription	1
RTR 203	Advanced Speed Building III	2
RTR 280	Realtime Reporting Practice	3
GEO 220	World Regional Geography	3
HST 123	American History 1900 - Present	3
	Total Credit Hours	109

# CAD Drafting Technology

Students completing an associate degree in CAD Drafting 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. In addition to applied technical courses, CAD Drafting Technology includes an optional co-op experience. Training in the area of advanced computer-aided drafting is also included. Students are responsible for finding an industry-related work experience and documenting how that experience has expanded their understanding of the career field.

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

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

## Learning Outcomes

Upon completion of an associate degree in CAD Drafting Technology, a graduate will be able to:

- produce a finished product per quality specifications provided by the instructor using knowledge of engineering materials, metrology and manufacturing processes.
- prepare drawings to completely describe a part for manufacture per American National Standards Institute (ANSI) specifications.
- apply drafting skills, knowledge and ability in Computer-Aided Design (CAD) to produce mechanical drawings using a CAD system.
- use knowledge of construction materials and practices to specify and provide cost and material estimates for a construction project.
- apply drafting skills and proficiency with Computer-Aided Design (CAD) to produce an illustrated part/maintenance manual.

## Scholastic Preparation

Students starting the program should have had two years of high school drafting and one year each of high school algebra, trigonometry and physics or equivalent. Students may take these preparatory courses at Clark State, but it will require a longer amount of time to complete their degree program. Students who have not had two years of high school drafting or significant work experience in drafting will be required to take DFT 101 Drafting I. Those without high school physics must complete PHY 110 Fundamentals of Physics.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
DFT 102	Drafting II	3
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
ENG 111	English I	4
INT 101	Metrology I	2
MTH 101	Technical Math Applications A	1
<i>Winter</i>		
DFT 211	Computer-Aided Design I	4
ENG 112	English II	4
MAT 110	Manufacturing Processes	3
MAT 111	Manufacturing Laboratory	2
MTH 107	Technical Math Applications B	1
MTH 121	College Algebra I	3
<i>Spring</i>		
DFT 212	Computer-Aided Design II	4
ENG 223	Technical Report Writing	3
ENT 111	Engineering Materials	3
MTH 108	Technical Math Applications C	1
MTH 140	Trigonometry	3
PHY 111	Physics I	4
<i>Fall</i>		
DFT 103	Descriptive Geometry	4
ENT 205	Circuits and Machines	4
ENT 211	Statics	3
DFT 214	Solid Modeling	4
<i>Winter</i>		
DFT 215	Advanced Solid Modeling	3
COM 121	Effective Speaking	3
ENT 213	Strength of Materials	4
— —	Humanities/ Social Science Elective* (GA)	3
— —	Technical Elective**	2
<i>Spring</i>		
DFT 203	Technical Publication	4
ECO 110	General Economics*	3
SOC 110	Sociology*	3
— —	Technical Elective**	4
Total credit hours		95

\*Other humanities/social science electives may be substituted.

\*\*Students must select a minimum of six credits of technical elective coursework from the following to complete graduation requirements: EBE 100 (only if EBE 282, EBE 283, or EBE 284 is selected), EBE 284, ENT 212, INT 140, INT 252, INT 255, INT 260, INT 280, MAT 100, MAT 112. Other technical coursework may be approved by the division.

# Computer-Aided Design (CAD)

## Certificate

The Computer-Aided Design (CAD) Certificate is designed to provide the technical background necessary to produce mechanical drawings using both manual and computer-aided drafting techniques. Manufacturing coursework is included to help students understand the principles of manufacturability in mechanical design.

Certificate programs are designed for those students who seek to enhance their job-related skills in a specialized area. These certificates are typically a portion of the courses in one of the associate degree programs. Certificate programs will take somewhat longer than one year to complete due to the sequence of prerequisites and the terms in which courses are offered. Coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

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

### Scholastic Preparation

The amount of time required to complete a certificate program is dependent on the level of student preparation. Students starting the programs should have had one year each of high school algebra, trigonometry and physics or equivalent. Students electing the CAD certificate program should also have had two years of high school drafting. Students who have not had 2 years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting I. Students who have not had 2 years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting 1. Students may take these preparatory courses at Clark State, but it will require a longer amount of time to complete their program.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
DFT 102	Drafting II	3
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
ENG 111	English I	4
INT 101	Metrology I	2
MTH 101	Technical Math Applications A	1
<i>Winter</i>		
DFT 211	Computer-Aided Design I	4
MAT 110	Manufacturing Processes	3
MAT 111	Manufacturing Laboratory	2
MTH 107	Technical Math Applications B	1
MTH 121	College Algebra I	3
<i>Spring</i>		
DFT 212	Computer-Aided Design II	4
ENT 111	Engineering Materials	3
MTH 108	Technical Math Applications C	1
MTH 140	Trigonometry	3
<i>Fall</i>		
DFT 103	Descriptive Geometry	4
DFT 214	Solid Modeling	4
Total credit hours		48

## Corrections

Few careers in public service offer more challenge and variety to men and women than criminal justice.

The Corrections degree program offers the student a broad overview of the correctional system. The program prepares students for immediate employment in federal, state and local correctional facilities. Graduates may expect to qualify for entry level positions as corrections officers, parole officers and probation officers as well as investigators and youth counselors.

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

### Learning Outcomes

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

- have an understanding of the functions of corrections/prisons in the criminal justice system.
- perform the basic duties of a corrections officer in an adult prison environment.
- perform the basic duties of a corrections officer in a juvenile prison facility.
- have an understanding of the effects of drug dependency on inmates and the general jail population.
- have an appreciation for the role of a police officer and how that will interact with the role of a corrections officer.
  - The student will demonstrate the ability to use the on-campus email program by receiving, sending and attaching files to email.
  - The student will demonstrate competency by writing an incident report by using acceptable college-level vocabulary, grammar and punctuation.
  - The student will demonstrate the ability to work and participate in group projects.
  - The student will demonstrate competency by identifying a community problem and through critical thinking, suggest a solution to that problem.
  - The student will demonstrate the ability to make a law enforcement oral presentation before an audience.
  - The student will demonstrate competency by working at a prison and performing as a professional in that arena.

### Prerequisites

Anyone considering a law enforcement career should recognize that employment involves meeting physical requirements, which vary greatly among different agencies.

A conviction of any of the below crimes is a disqualifier for this program:

- Any felony
- Domestic violence or reduced charge stemming from a domestic violence incident.

Any questions should be directed to the Program Coordinator.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

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

# Criminal Justice

The Criminal Justice program provides students with a contemporary curriculum. The program is responsive to our ever-changing society, which demands highly educated and well qualified candidates to meet the increasing standards of a variety of peace officer agencies.

Opportunities are plentiful in the criminal justice system in sheriffs' departments, municipal police departments, the state highway patrol, corrections agencies and other public and private agencies.

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

## Learning Outcomes

Upon completion of an associate degree in Criminal Justice, a graduate will be able to:

- identify pertinent physical evidence at a crime scene, be able to package it, preserve it and present it at trial.
- make a presentation before a group of his/her superiors, subordinates or peers and will be able to articulate important information in a professional manner.
- have an understanding of the criminal justice system and how it applies to a job in law enforcement.
- identify various types of photographic evidence and its importance to a criminal case.
- have an array of community agencies available to him and have an understanding of the functions of these agencies.
  - The student will demonstrate the ability to use the on-campus email program by receiving, sending and attaching files to email.
  - The student will demonstrate competency by writing an incident report by using acceptable college-level vocabulary, grammar and punctuation.
  - The student will demonstrate the ability to work and participate in group projects.
  - The student will demonstrate the ability to work and participate in group projects.
  - The student will demonstrate competency by identifying a community problem and through critical thinking, suggest a solution to that problem.
  - The student will demonstrate the ability to make a law enforcement oral presentation before an audience.
  - The student will demonstrate competency by working at a police agency and performing as a professional in that arena.

## Prerequisites

Anyone considering a law enforcement career should recognize that employment involves meeting physical requirements, which vary greatly among different agencies.

A conviction of any of the below crimes is a disqualifier for this program:

- Any felony
- Domestic violence or reduced charge stemming from a domestic violence incident.

Any questions should be directed to the Program Coordinator.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
CRJ 100	Intro to Criminal Justice	4
CRJ 112	Traffic Management	3
CRJ 116	Systems Approach to Computer Technology	3
PHO 111	Photography I	3
PSY 111	Psychology I	3
<i>Winter</i>		
CRJ 118	Forensic Photography	3
CRJ 120	Juvenile Procedures	3
CRJ 123	Patrol Operations	3
ENG 111	English I	4
MTH 106	Business Mathematics	3
<i>Spring</i>		
CRJ 125	Community Policing	3
COM 111	Interpersonal Communication <i>or</i>	
COM 121	Effective Speaking	3
ENG 112	English II	4
PHO 121	Color Photography I	3
SOC 110	Sociology	3
<i>Fall</i>		
CRJ 201	Police Administration	3
CRJ 216	Community Relations	3
CRJ 221	Forensic Science I	5
ENG 223	Technical Report Writing	3
PLS 220	Constitutional Law	3
SWK 105	Chemical Dependency I	4
<i>Winter</i>		
CRJ 223	Forensic Science II	5
CRJ 226	Interview/Interrogation	3
CRJ 228	Criminal Investigation	3
CRJ 231	Criminal Law <sup>3</sup>	
— —	Humanities/Social Science Elective	3
<i>Spring</i>		
CRJ 230	Social Justice	3
CRJ 232	Ohio Criminal Code	3
CRJ 250	Community Resources	3
CRJ 280	Practicum	3
Total credit hours		98

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

## Early Childhood Education

The Early Childhood Education (ECE) program prepares individuals for employment in licensed child centers, nursery schools, hospitals, group homes, children's homes and other programs concerned with the well-being, development and education of the infant, toddler, preschool child and the school-aged child enrolled in a child program.

Graduates of the Early Childhood Education degree work with children, helping them develop into the whole, productive persons they are meant to be.

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

### *Learning Outcomes*

Upon completion of an associate degree in Early Childhood Education, a graduate will be able to:

- recognize, identify and explain early childhood theories.
- demonstrate the ability to implement developmentally appropriate activities to enhance the development of the whole child.
- recognize communicable disease in a childcare setting.
- encourage human creativity in young children.
- analyze and appraise developmentally appropriate literature for use in the pre-school classroom.
- demonstrate ability to write lessons plans, resumes and technical communications.
- plan and implement the full day routine and activities of licensed childcare or pre-school programs.

### *Course Format*

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

### *Overview*

Students receive a total of 320 clock hours of supervised experiences in approved early childhood education settings during Practicum I and II. They are given the opportunity to observe and to complete student teaching with young children in the learning environment. Students have the unique opportunity to spend their practicums in the new state-of-the-art Early Childhood Education Center adjacent to the Leffel Lane Campus, operated by Clark State and Springfield-Clark JVS. Seminars I and II give the students the chance to discuss their experiences and share ideas concerning curriculum planning and behavior management.

### *Certification*

The Early Childhood Education program is approved by the State Board of Education as meeting all criteria for preparing individuals for pre-kindergarten associate certification. Students who choose to obtain Pre-K certification must meet all guidelines listed in the pre-kindergarten associate certification orientation packet, which is available in the ECE Office.

### *Graduation Requirements*

A grade of C or better in all ECE courses is required for graduation.

### *Liability Insurance*

Students will be billed for liability insurance for the year of practicum courses.

### *Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

**Early Childhood Edu.**

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ECE 100	Intro to Early Childhood Education	3
ECE 114	Art, Music and the Child	3
ENG 111	English I	4
PSY 111	Psychology I	3
SOC 110	Sociology	3
ECE 101	Professional Development for Educators	1
<i>Winter</i>		
ECE 110	Infant/Toddler Education	3
ECE 112	Resources in Early Childhood Education	4
ENG 112	English II	4
PSY 221	Human Growth and Development I	3
— —	Technical Elective*	2
<i>Spring</i>		
ECE 106	Observing Young Children	2
ECE 120	Language Dev and the Child	3
ECE 250	Positive Guidance: Early Childhood	3
COM 121	Effective Speaking	3
ITS 12W	Beginning Word Processing	1
SOC 240	Racial and Cultural Minorities	3
<i>Fall</i>		
ECE 211	Sensory Motor Skills Development	3
ECE 213	Health, Safety and Nutrition	3
ECE 215	Math/Science Activities	3
ECE 223	Preschool Curriculum	3
ENG 223	Technical Report Writing	3
<i>Winter</i>		
ECE 217	Special Needs Child	4
ECE 224	School Age Curriculum	3
ECE 271	ECE Practicum I	2
ECE 291	Child Care Seminar I	2
MTH 121	College Algebra I**	3
— —	Technical Elective*	3
<i>Spring</i>		
ECE 225	Professional, Legal, Ethical Issues	2
ECE 230	Organization and Management of Child Care Centers	3
ECE 272	ECE Practicum II	2
ECE 292	Child Care Seminar II	2
— —	Technical Elective*	3
— —	Humanities/Social Science Elective (GA)	3
	Total credit hours	95

\*Technical electives include: ECE 210, ECE 220, ECE 221, ECE 222, any EEP course or Special Topics course with program coordinator approval.

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

# Early Childhood Education Administration

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

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

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

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

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

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ECE 100	Intro to Early Childhood Education	3
ECE 114	Art, Music and Child	3
MGT 112	Principles of Business Management	4
ENG 111	English I	4
PSY 111	Psychology I	3
<i>Winter</i>		
ECE 110	Infant/Toddler Education	3
ECE 112	Resources in Early Childhood Education	4
ENG 112	English II	4
PSY 221	Human Growth and Development I	3
— —	Humanities/Social Sciences Elective (GA)	3
<i>Spring</i>		
ECE 250	Positive Guidance: Early Childhood	3
MGT 106	Human Relations and Organizational Behavior	4
COM 121	Effective Speaking	3
ITS 12W	Beginning Word Processing	1
OAD 200	Administrative Office Management	3
SOC 110	Sociology	3
<i>Fall</i>		
ECE 213	Health, Safety and Nutrition	3
ECE 223	Preschool Curriculum	3
ACC 111	Principles of Accounting I	4
ENG 223	Technical Report Writing	3
— —	Technical Elective*	2
<i>Winter</i>		
ECE 217	Special Needs Child	4
ECE 224	School Age Curriculum	3
ECE 271	ECE Practicum I	2
ECE 275	Leadership in Mentoring	2
ECE 291	Child Care Seminar I	2
<i>Spring</i>		
ECE 225	Professional, Legal, Ethical Issues	2
ECE 230	Organization and Management of Child Care Centers	3
ECE 283	ECE Practicum - Administration	2
ECE 293	Child Care Seminar - Administration	2
SOC 240	Racial and Cultural Minorities	3
— —	Technical Elective*	3
Total credit hours		94

\*Technical electives include: ECE 106, ECE 210, ECE 220, ECE 221, ECE 222, any EEP course or Special Topics course with program coordinator approval.

## Early Childhood Education Departmental Certificates

Two departmental certificates are available for students interested in gaining specialized knowledge in literacy or early childhood administration. A certificate application form is available in the Early Childhood Education office located in the Applied Science Center, Room 123 B. These certificates can be completed in one year.

### Early Literacy Development Departmental Certificate

The Early Literacy Development Certificate is intended to expand the core knowledge of in-service teachers. Instructor permission is required for this certificate.

Course Number	Course Title	Credit Hours
ECE 120	Language and the Developing Child	3
ECE 210	Children's Literature	3
ECE 220	Early Literacy Development - A	3
ECE 221	Early Literacy Development - B	3
ECE 222	Early Literacy Development - C	3
Total credit hours		15

Note: Enrollment must be approved in advance. Instructor permission required. Approval application available in Early Childhood Education office. Limit of three transfer credit hours.

### Early Childhood Administration Departmental Certificate

The Early Childhood Administration Certificate enables students to meet the state minimum requirements for a director of a licensed child care center. The certificate can be completed in one academic year. Instructor permission is required for this certificate.

Course Number	Course Title	Credit Hours
ECE 100	Intro to Early Childhood Education	3
ECE 110	Infant/Toddler Education	3
ECE 213	Health, Safety and Nutrition	3
ECE 217	Special Needs Child	4
ECE 225	Professional, Legal, Ethical Issues	2
ECE 230	Organization and Management of Child Care Centers	3
ENG 111	English I	4
ITS 12W	Beginning Word Processing	1
MTH 106	Business Math	3
PSY 111	Psychology	3
ECE —	Technical Elective	2
ECE —	Technical Elective	3
Total credit hours		34

## Early Elementary Paraprofessional

The Early Elementary Paraprofessional program prepares individuals for employment as educational paraprofessionals in a variety of school settings. Graduates may also have the opportunity to complete a licensure program through articulation agreements with four year colleges and universities at the baccalaureate level.

The program follows the guidelines set by the Ohio Department of Education. Graduates of the Early Elementary Paraprofessional program will have knowledge of elementary education theory, best practices, and educational standards.

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

### *Learning Outcomes:*

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

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

### *Course Format*

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

### *Overview*

Students receive a total of 320 clock hours of supervised experiences in approved classroom settings during Practicums I and II. They are given the opportunity to observe and to complete student teaching with children in the learning environment. Seminars I and II give the students the chance to discuss their experiences and share ideas concerning curriculum planning and behavior management.

### *Certification*

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

### *Graduation Requirements:*

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

### *Liability Insurance*

Students will be billed for liability insurance for the year of Practicum courses.

### *Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

**Early Elementary**

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ECE 101	Professional Development For Educators	1
ECE 100	Introduction to Early Childhood Education	3
ECE 114	Art Music & Young Child	3
ECE 213	Health Safety & Nutrition	3
ENG 111	English I	4
ITS 103	Information Technology Basics	3
<i>Winter</i>		
EEP 122	Diversity in Education	3
ECE 217	Special Needs Children	4
ECE 210	Children's Literature	3
ENG 112	English II	4
PSY 111	Psychology I	3
<i>Spring</i>		
EEP 110	Teaching in American Schools	3
ECE 120	Language Development & The Child	3
EEP 152	Positive Guidance in the Elementary Classroom	3
COM 111	Interpersonal Communication	3
ECE 106	Observing Young Children	2
PSY 221	Human Growth and Development	3
<i>Fall</i>		
EEP 205	Elementary Curriculum Planning & Delivery	3
EEP 200	Educational Teaming: Working with Families	3
SOC 110	Sociology I	3
ENG 223	Technical Report Writing	3
MTH 121	College Algebra I	3
— —	Technical Elective*	3
<i>Winter</i>		
EEP 228	Tutoring and Small Group Instruction	3
ECE 224	School Age Curriculum	3
COM 121	Effective Speaking	3
ECE 271	Practicum I	2
ECE 291	Seminar I	2
— —	Technical Elective*	3
<i>Spring</i>		
EEP 216	Technology for Educators	3
SOC 240	Racial and Cultural Minorities	3
ECE 225	Professional Legal & Ethical Issues	2
ECE 272	Practicum II	2
ECE 292	Seminar II	2
— —	Technical Elective*	3
Total Credit Hours		100

\*Technical electives include ECE 211, ECE 215, ECE 200, ECE 221, ECE 222 or Special Topics courses with program coordinator approval.

# Emergency Medical Services

Emergency medical services are expanding rapidly with more opportunities developing for emergency medical technicians (EMTs) and paramedics.

Although working in EMS has traditionally meant working for a fire department, rescue squad or ambulance, there are also positions in education, management, research publishing, communications, support services and health agencies.

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

## Learning Outcomes

Upon completion of an associate degree in Emergency Medical Services, a graduate will be able to:

- demonstrate the necessary knowledge and practical skills to provide out-of-hospital medical care using the current standards of practice.
- communicate effectively with victims, families and other healthcare providers to ensure total quality care is given.
- utilize critical thinking skills and decision-making processes in assessing patients.
- demonstrate proper use of equipment for pre-hospital care.

## Overview

Clark State Community College offers a two-year associate degree and several certification programs. The certification courses may be taken separately or in conjunction with the associate degree program. The program introduces the student to a variety of emergency care situations and experiences both in the hospital setting and on emergency vehicles. Both day and evening courses are available. The associate degree program is normally held in the evening, but many courses may be taken during the day.

## 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.) If needed, the basic math course must be completed with a C or better. A student may need to take other developmental courses as shown 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 101, the student must meet the following entrance requirements:

- Complete a Request to Enter form in the Admissions Office
- Proof of minimum age of 18
- Ohio EMT-Basic certification
- Current CPR provider card
- Three letters of recommendation
- Complete paramedic admission test
- Physical exam and health requirements

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Summer</i>		
BIO 102	Medical Terminology	3
BIO 105	Fundamentals of Anatomy and Physiology	4
<i>Fall</i>		
EMS 101	Paramedic Theory/Practice I	7
EMS 112	Hospital Practice I	1
ENG 111	English I	4
ITS —	Computer Modules	3
<i>Winter</i>		
EMS 102	Paramedic Theory/Practice II	7
EMS 114	Hospital Practice II	2
EMS 120	ALS Field Observation I	1
ENG 112	English II	4
PSY 111	Psychology I	3
<i>Spring</i>		
EMS 105	Paramedic Theory/Practice III	7
EMS 116	Hospital Practice III	2
EMS 122	ALS Field Observation II	1
COM 111	Interpersonal Communication	3
— —	Humanities/Social Science Elective	3
<i>Fall</i>		
EMS 230	EMS Supervision	3
PHL 210	Ethics	3
— —	Humanities/Social Science Elective	3
— —	Technical Elective*	3
<i>Winter</i>		
EMS 220	EMS Pharmacology	3
EMS 240	Hazardous Material/Disaster Management	3
EMS 280	Advanced Rescue	4
PSY 221	Human Growth and Development I	3
<i>Spring</i>		
EMS 225	Advanced Patient Assessment	4
EMS 250	EMS Legal Insights	2
ENG 223	Technical Report Writing	3
— —	Humanities/Social Science Elective	3
Total credit hours		92

\*Technical electives include: SWK 105, SWK 220.

# Emergency Medical Services Departmental Certificates

## EMT-Basic Certification Program

The EMT-Basic Course is an eight credit hour course that includes 130 hours of classroom, clinical and lab instruction that can be completed in one quarter. Upon successful completion of this course the student is eligible to sit for the National Registry and State Certification Examination at the basic level. Those who complete the course are prepared to work in an entry-level position providing ambulance services and in fire divisions statewide. This course is the foundation course that serves as a stepping stone to full paramedic certification. Students must have Basic Life Support Certification for Professional CPR prior to entering this course. Students must be 18 years of age to sit for the state examination.

Course Number	Course Title	Credit Hours
EMS 100	EMT-Basic Theory and Practice	8

## EMT-Intermediate Certification Program

This program builds on the existing knowledge and skill of the EMT-Basic certification in the following distinct areas: roles and responsibilities of the advanced level provider, pre-hospital environment, preparatory skills including advanced patient assessment, medical communications, advanced airway management, defibrillation, epinephrine administration, pain management and shock management with intravenous fluid therapy. The two courses listed below provide the foundation for state and National Registry Certification at the intermediate level. The student could apply to enter the paramedic program in the winter quarter if they have completed BIO 102 and BIO 105.

Course Number	Course Title	Credit Hours
EMS 104	EMT-Intermediate Theory/Practice	7
EMS 113	EMT-Intermediate Hospital Field Practice	1
Total credit hours		8

## Paramedic Certification Program

The Paramedic Certification Program provides quality education in the “art and science” of advanced out-of-hospital emergency care. This curriculum provides for integration of knowledge and skills including pre-hospital environment, preparatory skills, trauma and burns, medical emergencies, OB/GYN emergencies, behavioral emergencies and crisis intervention. Upon successful completion, the student will meet and exceed the objectives of the National Standard Paramedic Training Curriculum, providing eligibility for National Registry Certification exam.

### Prerequisites

An individual seeking a career in emergency medical services should realize that to be successful, he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry level job requirement.

Prior to entering EMS 101, the student must meet the following entrance requirements:

- Complete a Request to Enter form in the Admissions Office
- Proof of minimum age of 18
- Ohio EMT-Basic certification
- Current CPR provider card
- Three letters of recommendation
- Complete paramedic admission test
- Physical exam and health requirements
- Successful completion of BIO 102, BIO 105

Course Number	Course Title	Credit Hours
<i>Summer</i>		
BIO 102	Medical Terminology	3
BIO 105	Fundamentals of Anatomy & Physiology	4
<i>Fall</i>		
EMS 101	Paramedic Theory/Practice I	7
EMS 112	Hospital Practice I	1
<i>Winter</i>		
EMS 102	Paramedic Theory/Practice II	7
EMS 114	Hospital Practice II	2
EMS 120	ALS Field Observation I	1
<i>Spring</i>		
EMS 105	Paramedic Theory/Practice III	7
EMS 116	Hospital Practice III	2
EMS 122	ALS Field Observation II	1
Total credit hours		35

### **Paramedic Certification Program for Registered Nurses**

This program is designed to provide education encompassing the six divisions of the USDOT National Standard Paramedic Training Curriculum in an enhanced format. The registered nurse who has prior education and experience in emergency and/or critical care will have the opportunity to achieve advanced standing in the Paramedic Certification Program.

#### *Prerequisites*

An individual seeking a career in emergency medical services should realize that to be successful, he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry level job requirements.

Prior to entering EMS 288, the student must meet the following entrance requirements:

- Complete a Request to Enter form in the Admissions Office
- Ohio EMT-Basic certification
- Current CPR provider card; ACLS Provider; PALS or PHTLS or BTLIS
- Three letters of recommendation
- An 80% on paramedic admission test
- Physical exam and health requirements
- Proof of licensure for RN, nurse practitioner or physician's assistant

<i>Course Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
EMS 288	Paramedic Theory for RNs	6

# Engineering Transfer

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

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

## Learning Outcomes

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

- formulate the mathematical models for physical and engineering problems
- analyze the mathematical models of physical and engineering problems
- formulate kinematics and dynamics problems
- analyze kinematics and dynamics problems

Scholastic Preparation Students entering this program should have taken all of the high-level mathematics and calculus-based courses offered by their high schools. Students who cannot test into Calculus I will need to take the necessary prerequisite mathematics courses before beginning the calculus sequence. Students should also have taken all of the high school physics and chemistry courses available to them. If they have not had adequate preparation in these areas, they will need to take the prerequisite chemistry (CHM 110) and physics courses (PHY 110). Students who have not had 2 years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting I.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
CHM 121	General Chemistry I	5
ENG 111	English I	4
HST 111	Western Civilization to 14th Century	3
MTH 221	Calculus I **	5
<i>Winter</i>		
DFT 211	Computer Aided Design I	4
ENG 112	English II	4
HST 112	Western Civilization from 14th through 18th Centuries	3
MTH 222	Calculus II	5
<i>Spring</i>		
ENG 230	Great Books: Literature	3
HST 113	Western Civilization from 19th Century to Present	3
MTH 223	Calculus III	5
SOC 110	Sociology	3
<i>Summer</i>		
ECO 110	General Economics	3
MTH 240	Linear Algebra	3
PLS 130	Political Issues	3
<i>Fall</i>		
MTH 224	Calculus IV/Multivariate Calculus	5
PHY 250	General Physics I ***	6
PSY 111	Psychology I	3
GEO 220	World Regional Geography <i>or</i>	
SOC 220	Comparing Cultures	3
<i>Winter</i>		
ENT 261	Engineering Mechanics I	5
MTH 230	Differential Equations <i>or</i>	
CHM 122	General Chemistry II ****	5
PHY 251	General Physics II	5
ART 130	Appreciation of the Arts <i>or</i>	
MUS 130	Music Appreciation <i>or</i>	
THE 130	Introduction to Theatre	3
<i>Spring</i>		
ENT 262	Engineering Mechanics II	5
PHL 250	Great Books: Philosophy	3
PHY 252	General Physics III	5
RST	Regional Studies Course	3
Total credit hours		107

\*\*Students not prepared for calculus, must take the necessary math prerequisites before MTH 221. Students who need the college algebra sequence and trigonometry courses, will need three years to progress through the course sequence.

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

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

# Graphic Design

Graphic design is one of the fastest growing and most diverse professions in the communications field. Graphic designers develop a variety of visual communication solutions for clients including magazine and newspaper advertising, annual reports, product packaging, brochures, corporate identity, catalogs, editorial graphics, book covers, and posters.

The aim is integration of the conceptual and the technical. Students will develop critical and conceptual thinking abilities so that they can communicate any idea clearly and powerfully. Students will be prepared for the practice of design in the professional context and provided the basis for their continued creative and personal growth. With a problem-solving format, students will develop visual communication skills, explore the integration of type and images through a variety of traditional and computer media, and imaginatively deliver messages responsive to the needs of the sender and the receiving audience.

The Graphic Design program is a two-year computer intensive learning experience focusing on industry-standard practices. Dedicated to keeping up with technological advances affecting the visual arts, the program integrates technology with fine arts sensibility.

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

## Learning Outcomes

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

- utilize QuarkXpress effectively as a layout tool.
- utilize Adobe PhotoShop effectively as an image-editing tool.
- utilize Adobe Illustrator effectively as a vector graphic/illustration tool.
- verbally communicate their ideas, concepts and design knowledge.
- design effectively with type.
- present themselves in an organized and professional manner.
- write and design a professional resume and portfolio.
- manage a design problem from conceptualization to a finished layout.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
GPH 100	Introduction to Graphic Design	4
GPH 105	Design Fundamentals	3
ART 111	Drawing I3	
MGT 105	Introduction to Business	3
ENG 111	English I	4
<i>Winter</i>		
GPH 110	Digital Illustration	3
GPH 112	Digital Typography I	3
ART 112	Drawing II	3
ENG 112	English II	4
SOC 220	Comparing Cultures	3
<i>Spring</i>		
GPH 114	Digital Typography II	3
GPH 201	Electronic Imagery I	3
ART 113	Drawing III	3
ART 135	Art History III	3
ENG 223	Technical Report Writing	3
<i>Fall</i>		
GPH 120	Logo, Symbol, Corporate ID	3
GPH 202	Electronic Imagery II	3
GPH 211	Computer Layout I	3
ART 130	Appreciation of the Arts	3
PHL 220	Business Ethics	3
<i>Winter</i>		
GPH 203	Electronic Imagery III	3
GPH 212	Computer Layout II	3
GPH 220	Illustration Techniques	3
GPH 251	Professional Development I	3
MKT 240	Electronic Business Applications	4
<i>Spring</i>		
GPH 205	Advertising Layout	3
GPH 230	Introduction to Web Design	3
GPH 252	Professional Development II	3
GPH 285	Graphic Design Internship	3
MGT 106	Human Relations and Organizational Behavior	4
Total credit hours		95

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

## Horticultural Industries

The Horticultural Industries program provides basic preparations 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 areas of golf course maintenance, landscaping and nursery operation or turf and landscape maintenance.

These program schedules are designed for full-time students who have completed all prerequisites and who have no developmental recommendations. Many individuals, especially part-time students and those taking developmental courses, will require additional quarters of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an associate degree in Horticultural Industries, a graduate will be able to:

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

### Scholastic Preparation

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

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

## Golf Course Operations Option

Turf science and landscape maintenance as they apply to maintaining the golf course are areas emphasized, leading to a career in the golf course industry.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
AGR 104	Agricultural Survey and Employment Skills	3
AGR 133	Turf Science	3
AGR 150	Soil Science	4
AGR 187	Small Gas Engines	4
ENG 111	English I	4
<i>Winter</i>		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
BIO 140	Plant Science	4
ENG 112	English II	4
ENT 121	Computer Basics for Applied Technology	3
<i>Spring</i>		
AGR 193	Horticulture Co-op Experience I	3
AGR 224	Irrigation Systems	3
<i>Summer</i>		
AGR 293	Horticulture Co-op Experience II	3
— —	Humanities/Social Science Elective (GA)	3
COM 121	Effective Speaking	3
<i>Fall</i>		
AGR 122	Plant Pests	4
AGR 143	Landscape Plant Materials	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
AGR 236	Turfgrass Management	3
<i>Winter</i>		
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
AGR —	Ag/Hort Elective*	3
ACC 111	Principles of Accounting I	4
<i>Spring</i>		
AGR 145	Herbaceous Plant Materials	4
AGR 219	Landscape Construction	4
ENG 223	Technical Report Writing	3
— —	Social Science Elective	3
— —	Humanities/Social Science Elective	3
Total credit hours		102

\*Ag/Hort electives may be any AGR course not required in the program. Suggested Ag/Hort electives include: AGR 105 Principles of Ag Sales I, AGR 115 Welding, AGR 226 Landscape Design, Other coursework may be approved by the division.

### Landscaping and Nursery Operations Option

Landscape plant materials, landscape installation and landscape plant production are areas emphasized leading to careers in the garden center and nursery industries.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
AGR 104	Agricultural Survey and Employment Skills	3
AGR 143	Landscape Plant Materials	4
AGR 150	Soil Science	4
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
<i>Winter</i>		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
AGR 226	Landscape Design	4
BIO 140	Plant Science	4
ENG 112	English II	4
<i>Spring</i>		
AGR 145	Herbaceous Plant Materials	4
AGR 193	Horticulture Co-op Experience I	3
<i>Summer</i>		
AGR 293	Horticulture Co-op Experience II	3
— —	Humanities/Social Science Elective (GA)	3
<i>Fall</i>		
AGR 122	Plant Pests	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
ACC 111	Principles of Accounting I	4
COM 121	Effective Speaking	3
<i>Winter</i>		
AGR 105	Principles of Ag Sales I	3
AGR 231	Plant Propagation	4
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
AGR —	Ag/Hort Elective*	3
<i>Spring</i>		
AGR 219	Landscape Construction	4
ENG 223	Technical Report Writing	3
— —	Social Science Elective	3
— —	Humanities/Social Science Elective	3
Total credit hours		100

### Landscape Design Option

Landscape plant materials, drafting and computer aided design are emphasized leading to a career in landscape design.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
AGR 104	Agricultural Survey and Employment Skills	3
AGR 143	Landscape Plant Materials	4
AGR 150	Soil Science	4
DFT 101	Drafting I	3
ENG 111	English I	4
<i>Winter</i>		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
AGR 226	Landscape Design I	4
BIO 140	Plant Science	4
ENT 121	Computer Basics for Applied Technology	3
<i>Spring</i>		
AGR 145	Herbaceous Plant Materials	4
AGR 193	Horticulture Co-op Experience I	3
ENG 112	English II	4
<i>Summer</i>		
AGR 293	Horticulture Co-op Experience II	3
— —	Humanities/Social Science Elective (GA)	3
<i>Fall</i>		
AGR 122	Plant Pests	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
DFT 211	Computer Aided Design	4
<i>Winter</i>		
AGR 105	Principles of Ag Sales I	3
AGR 284	Agribusiness Management	4
AGR 297	Landscape Design II	4
ENG 223	Technical Report Writing	3
COM 121	Effective Speaking	3
<i>Spring</i>		
AGR 219	Landscape Construction	4
AGR 287	Computer Aided Landscape Design	4
— —	Humanities/Social Science Elective	3
— —	Social Science Elective	3
Total credit hours		99

\*Ag/Hort electives may be any AGR course not required in the program. Suggested Ag/Hort electives include: AGR 115 Welding, AGR 187 Small Gas Engines, AGR 224 Irrigation Systems, or AGR 297 Landscape Design II. Other coursework may be approved by the division.

## Turf and Landscape Operations Option

Turfgrass science and turf management as well as landscape maintenance are emphasized leading to careers in the lawn care and landscape maintenance industries.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
AGR 104	Agricultural Survey and Employment Skills	3
AGR 133	Turf Science	3
AGR 150	Soil Science	4
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
<i>Winter</i>		
AGR 108	Technical Math for Agriculture	3
AGR 151	Soil Fertility	4
BIO 140	Plant Science	4
COM 121	Effective Speaking	3
ENG 112	English II	4
<i>Spring</i>		
AGR 145	Herbaceous Plant Materials	4
AGR 193	Horticulture Co-op Experience I	3
<i>Summer</i>		
AGR 293	Horticulture Co-op Experience II	3
— —	Humanities/Social Science Elective (GA)	3
<i>Fall</i>		
AGR 122	Plant Pests	4
AGR 143	Landscape Plant Materials	4
AGR 174	Agribusiness Principles	3
AGR 225	Landscape Maintenance	4
AGR 236	Turfgrass Management	3
<i>Winter</i>		
AGR 105	Principles of Ag Sales I	3
AGR 253	Pest Management	5
AGR 284	Agribusiness Management	4
AGR —	Ag/Hort Elective*	3
ENG 223	Technical Report Writing	3
<i>Spring</i>		
AGR 219	Landscape Construction	4
ACC 111	Principles of Accounting I	4
— —	Social Science Elective	3
— —	Humanities/Social Science Elective	3
Total credit hours		98

\*Ag/Hort electives may be any AGR course not required in the program. Suggested Ag/Hort electives include: AGR 115 Welding, AGR 185 Vehicle Operations and Management, AGR 187 Small Gas Engines, AGR 224 Irrigation Systems, AGR 226 Landscape Design, INT 120 Fluid Power, or INT 150 Electrical Systems. Other coursework may be approved by the division.

# Industrial Technology

The Industrial Technology program has been developed in response to the great need expressed by manufacturers in the Champaign, Clark, Greene and Logan County areas for skilled technicians. The program is intended to train for career fields such as machine repair technician or electrical maintenance technician.

Technical coursework in the program is designed such that it can be used to support company-sponsored apprenticeship programs.

## Learning Outcomes

Upon completion of an associate degree in Industrial Technology, a graduate will be able to:

- demonstrate basic knowledge of electrical, mechanical and fluid power machines.
- use commonly available instruments to assist in analysis and troubleshooting of electrical and electrically controlled systems.
- use schematics, operating manuals and troubleshooting guides to troubleshoot equipment.
- design, build and document an industrial project.
- demonstrate a basic knowledge of operation and programming automated systems.
- use apply computers in troubleshooting, maintenance planning and report writing using application software.

## 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 open both day and evening hours to accommodate many working schedules. The days and times that students complete the coursework in the lab is up to the individual student within the open hours of the lab. Some group assignments may be required.

## Scholastic Preparation

Students should have had one year of high school algebra or equivalent. Students may take these preparatory courses at Clark State, but it will require a longer amount of time to complete their degree program. The format of classes in the Directed Learning Laboratory is primarily self-directed with support provided by a faculty member. The ability to learn on an independent basis will help ensure student success in this program. Students who have not had 2 years of high school drafting or significant work experience in drafting will be required to take DFT 101, Drafting 1.

## Industrial Technology

The associate of applied science degree in Industrial Technology provides a broad base in the maintenance of electrical,

mechanical and fluid power systems. Further specialized coursework in electrical power, controls and automation prepares the student for an entry-level position as a maintenance technician.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
INT 101	Metrology I	2
INT 120	Hydraulic/Pneumatics I	4
DFT 101	Drafting I	3
ENG 111	English I	4
ENT 121	Computer Basics for Applied Technology	3
<i>Winter</i>		
INT 115	Industrial Calculations	3
INT 125	Hydraulic/Pneumatics II	4
INT 150	Electrical Systems	4
DFT 211	Computer-Aided Design I	4
ENG 112	English II	4
<i>Spring</i>		
INT 140	Industrial Safety	2
INT 155	Motors and Motor Controls	4
INT 170	Mechanical Maintenance	4
COM 111	Interpersonal Communications	3
EBE 100	Employability Skills	2
<i>Summer</i>		
EBE 284	Co-op Education I	4
<i>Fall</i>		
INT 251	Programmable Logic Controllers	4
EBE 294	Co-op Education II	4
NTK 176	PC Network Essentials I	6
SPN 100	Conversational Spanish*	3
<i>Winter</i>		
INT 255	Electrical Troubleshooting	4
INT 260	Electrical Distribution	4
ENG 223	Technical Report Writing	3
— —	Humanities/ Social	
— —	Science Elective (GA)	3
<i>Spring</i>		
INT 252	Automated Systems	4
INT 270	Industrial Machine Maintenance	4
INT 280	Industrial Technology Projects	4
COM 121	Effective Speaking	3
ECO 110	General Economics	3
Total credit hours		103

\*Other humanities and social science electives may be substituted. At least one must be a social science elective.

## Electrical Maintenance Certificate

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

Course Number	Course Title	Credit Hours
<i>Fall</i>		
INT 101	Metrology I	2
INT 120	Hydraulic/Pneumatics I	4
DFT 101	Drafting I	3
ENT 121	Computer Basics for Applied Technology	3
ENG 111	English I	4
<i>Winter</i>		
INT 115	Industrial Calculations	3
INT 125	Hydraulics/Pneumatics II	4
INT 150	Electrical Systems	4
INT 170	Mechanical Maintenance	4
EBE 100	Employability Skills	2
<i>Spring</i>		
INT 155	Motors and Motor Controls	4
INT 251	Programmable Logic Controllers	4
COM 121	Effective Speaking	3
EBE 284	Co-op Education I	4
	Total credit hours	48

## Electronics Certificate

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

Course Number	Course Title	Credit Hours
<i>Fall</i>		
INT 105	Blueprint Reading and Schematics	3
INT 115	Industrial Calculations	3
INT 175	Foundations of digital Control	4
INT 150	Electrical Systems	4
ENT 121	Computer Basics for Applied Technologies	3
<i>Winter</i>		
INT 101	Metrology	2
INT 212	Electronic Systems	4
INT 251	Programmable Logic Controllers	4
EBE 100	Employability Skills	2
ENG 111	English I	4
<i>Spring</i>		
INT 155	Motors and Motor Controls	4
INT 225	Industrial Electronics	3
INT 252	Automated Systems	4
COM 121	Effective Speaking	3
EBE 284	Co-Op Education I	4
	Total credit hours	51

# Information Technology Systems

Information technology is one of the fastest-growing career fields today.

Computer Software Development students can increase their learning (and earning) potential by participating in the cooperative education work experience program. Through this program, students can spend up to two quarters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the director of Career Services for more information.

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

## Computer Software Development

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

### Learning Outcomes

Upon completion of an associate degree in Computer Software Development, a graduate will be able to:

- Critically analyze information system requirements
- Build traditional and object-oriented information system models
- Write computer programs to implement information system designs
- Model business data requirements
- Develop back end relational databases

### Scholastic Preparation

Computer Software Development students need a high school algebra background equivalent to DEV 101 or CPE 101 (Introduction to Algebra). Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

### Degree Availability

These programs are available during the day and evening. Contact your academic advisor about course sequencing.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
CSD 104	Programming Fundamentals	5
ITS 12A	Windows Concepts2	
ITS 12D	Beginning Database1	
ITS 12S	Beginning Spreadsheet	1
ENG 111	English I	4
MGT 105	Introduction to Business	3
<i>Winter</i>		
CSD 114	Visual Basic for Web Services	5
CSD 130	Database Modeling	3
ITS 109	Introduction to SQL	3
PHL 200	Practical Logic	3
ITS 107	HTML Fundamentals	3
<i>Spring</i>		
ITS 108	XML/Web Services	3
CSD 160	Database Design	5
ENG 112	English II <i>or</i>	
ENG 135	Business Report Writing **	4
CSD 119	Programming with ADO	5
<i>Fall</i>		
CSD 208	Programming XML Web Services	3
CSD 216	C Concepts I	5
ENG 221	Business Communications	3
CSD 150	Database Administration	5
— —	CSD, ITS*, NTK Elective or EBE 110	2
<i>Winter</i>		
CSD 217	C Concepts II	5
CSD 220	Systems Analysis	4
CSD 240	Component Object Model Development	5
COM 121	Effective Speaking	3
<i>Spring</i>		
CSD 222	Systems Design	4
CSD 270	Creating and Publishing Websites	4
MGT 106	Human Relations and	
— —	Organizational Behavior	4
COM 111	Interpersonal Communications	3
	Social Science Elective	3
	Total credit hours	103

\*ITS 080 cannot be used as an elective.

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

# Computer Software Development Departmental Certificates

A number of departmental certificates are offered in Information Technology and are designed for individuals working in the field who may wish to upgrade their skills. Students who have little or no computer background are cautioned that these certificates may not provide the necessary information technology skills for them to achieve their goals. All course work completed is applicable to the appropriate associate degree program. These certificates can be applied for by filling out the certificate application form in the Business Technologies Division office in the Brinkman Educational Center.

## Computer Software Development/Programming Certificate

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

Course Number	Course Title	Credit Hours
CSD 104	Programming Fundamentals	5
CSD 114	Visual Basic for Web Services	5
CSD 119	Programming with ADO	5
CSD 130	Database Modeling	3
CSD 160	Database Design	5
CSD 208	Programming XML Web Service	3
CSD 216	C Concepts I	5
CSD 217	C Concepts II	5
CSD 240	Component Object Model Development	5
ITS 107	HTML Fundamentals	3
ITS 108	XML Web Services	3
ITS 109	Intro to SQL	3
Total credit hours		50

## Microsoft Database Administration/Programming Certificate

This certificate is mapped to the MCDBA certification and focuses on the programming track.

Course Number	Course Title	Credit Hours
CSD 104	Programming Fundamentals	5
CSD 114	Visual Basic for Web Services	5
CSD 119	Programming with ADO	5
CSD 130	Database Modeling	3
CSD 150	Database Administration	5
CSD 160	Database Design	5
CSD 208	Programming XML Web Services	3
ITS 107	HTML Fundamentals	3
ITS 108	XML Web Services	3
ITS 109	Intro to SQL	3
NTK 270	Administering Microsoft Professional	5
NTK 272	Administering Microsoft Server	5
Total credit hours		50

## Microsoft Database Administration/Networking Certificate

This certificate is mapped to the MCDBA certification and focuses on the networking track.

Course Number	Course Title	Credit Hours
CSD 130	Database Modeling	3
CSD 150	Database Administration	5
CSD 160	Database Design	5
ITS 108	XML Web Services	3
ITS 109	Intro to SQL	3
NTK 270	Administering Microsoft Professional	5
NTK 272	Administering Microsoft Server	5
NTK 274	Administering Microsoft Network	5
Total credit hours		34

## Systems Analysis Certificate

This certificate provides the knowledge and skills necessary to analyze and develop business information systems. Both traditionally structured procedural methodologies and object-oriented methodologies will be included.

Course Number	Course Title	Credit Hours
CSD 104	Programming Fundamentals	5
CSD 130	Database Modeling	3
CSD 150	Database Administration	5
CSD 160	Database Design	5
CSD 220	Systems Analysis	4
CSD 222	Systems Design	4
ITS 108	XML Web Services	3
ITS 109	Intro to SQL	3
ITS 200	Project Management	5
Total credit hours		37

## Web Services Certificate

The focus of this certificate is to provide the knowledge and skills necessary to develop web applications and e-business systems. Web languages will include both procedural and object-oriented.

Course Number	Course Title	Credit Hours
CSD 104	Programming Fundamentals	5
CSD 114	Visual Basic for Web Services	5
CSD 119	Programming with ADO	5
CSD 130	Database Modeling	3
CSD 160	Database Design	5
CSD 208	Programming XML Web Services	3
CSD 270	Creating and Publishing Web Sites	4
ITS 107	HTML Fundamentals	3
ITS 108	XML Web Services	3
ITS 109	Intro to SQL	3
Total credit hours		39

# Information Technology Systems

Information technology is one of the fastest-growing career fields today.

Network Administration students can increase their learning (and earning) potential by participating in the cooperative education work experience program. Through this program, students can spend up to two quarters working in the information technology field while earning college credits. Interested students should contact their academic advisor.

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

## Computer Networking

The Computer Networking curriculum prepares students to plan, design, implement, troubleshoot and administer microcomputer-based networks. Students learn how to maintain microcomputer systems, administer network server resources/services and design and implement the network infrastructure. This curriculum focuses on assisting students in preparing for the following certification: CompTIA (A+, Server+, Network+, i-Net+, Linux+, Security+, Project+), Novell (Certified NetWare Administrator), Microsoft (Microsoft Certified Professional) and Cisco (Certified Network Associate).

### Learning Outcomes

Upon completion of an associate degree in Computer Networking, a graduate will be able to:

- Demonstrate knowledge of computer terms and concepts.
- Troubleshoot basic desktop and server hardware and operating system problems.
- Install, configure and manage Internet services.
- Install, manage and configure network operating systems.
- Demonstrate knowledge of basic LAN/WAN technologies.
- Implement intermediate LAN/WAN technologies and hardware components.
- Implement basic network security technologies and tools.

### Scholastic Preparation

Computer Networking students should have completed high school algebra or DEV 101 or CPE 101 (Introduction to Algebra) by the completion for their first year. Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

### Degree Availability

These programs are available during the day and evening. Contact your academic advisor about evening curriculum guides.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
NTK 176	PC/Network Essentials I	6
ACC 111	Accounting I	4
MGT 105	Introduction to Business	3
ENG 111	English I	4
<i>Winter</i>		
NTK 152	Internet Technologies	5
NTK 178	PC/Network Essentials II	6
— —	Management/Marketing/Accounting Elective***	3
ENG 112	English II or	
ENG 135	Business Report Writing*	4
<i>Spring</i>		
NTK 250	Novell Administration	5
ENG 221	Business Communication	3
ITS 200	Project Management	5
— —	Social Science Elective	3
<i>Fall</i>		
NTK 201	Cisco Associate I	5
NTK 240	Unix/Linux Administration I	5
NTK 270	Administering Windows Professional	5
— —	Humanities/Social Science Elective	3
<i>Winter</i>		
NTK 202	Cisco Associate II	5
NTK 221	Information Security I	5
NTK 272	Administering Windows Server	5
COM 121	Effective Speaking	3
<i>Spring</i>		
NTK 203	Cisco Associate III	5
NTK 279	Managing a MS Network Environment	5
NTK 288	Advanced Networking Topics or	2
EBE 100*	Employability Skills and	
EBE 283	Co-Op**	3
— —	Humanities/Social Science Elective	3
Total credit hours		105

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

\*\*If a student wishes to complete EBE 283 or some other co-op, he or she must take EBE 100 prior to signing up for the co-op experience (EBE 283).

\*\*\* Any management, marketing or accounting course not already prescribed.

# Information Technology Systems

Information technology is one of the fastest-growing career fields today.

Oracle Database Administration students can increase their learning (and earning) potential by participating in the cooperative education work experience program. Through this program, students can spend up to two quarters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the director of Career Services for more information.

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

## Oracle Database Administration Option

The Oracle Database Administration curriculum prepares students to support computer and network end-users and setup database management systems structures. Students learn how to maintain microcomputer systems, administer network server resources/services, implement and maintain database systems and setup information security structures. This curriculum focuses on assisting students in preparing for the following certifications: CompTIA (A+, Server+, Network+, i-Net+, Linux+, Security+, Project+), Novell (Certified NetWare Administrator), Microsoft (Microsoft Certified Professional) and the Oracle Certified Professional (OCP).

### Learning Outcomes

Upon completion of an associate degree in Oracle Database Administration, a graduate will be able to:

- Demonstrate knowledge of PC terms and concepts.
- Troubleshoot basic desktop and server hardware and operating system problems.
- Install, configure and manage internet services.
- Install, manage and configure network operating systems.
- Implement basic network security technologies and tools.
- Configure and administer a database management system

### Scholastic Preparation

Oracle Database Administration students need a high school algebra background equivalent to DEV 101 or CPE 101 (Introduction to Algebra). Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

### Degree Availability

These programs are available during the day and evening. Contact your academic advisor about evening curriculum guides.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
NTK 176	PC/Network Essentials I	6
ACC 111	Principles of Accounting I	4
MGT 105	Introduction to Business	3
ENG 111	English I	4
<i>Winter</i>		
NTK 152	Internet Technologies	5
NTK 178	PC/Network Essentials II	6
— —	Management or Accounting Elective***	3
ENG 112	English II or	
ENG 135	Business Report Writing*	4
<i>Spring</i>		
NTK 250	Novell Administration	5
ITS 200	Project Management	5
ENG 221	Business Communications	3
— —	Social Science Elective	3
<i>Fall</i>		
NTK 255	Introduction to Oracle	5
NTK 240	Unix/Linux Administration I	5
NTK 270	Administering Microsoft Professional	5
— —	Humanities/Social Science Elective	3
<i>Winter</i>		
NTK 256	Oracle Fundamentals I	5
NTK 221	Information Security I	5
NTK 272	Administering Microsoft Server	5
COM 121	Effective Speaking	3
<i>Spring</i>		
NTK 257	Oracle Data Mining & Warehousing	5
NTK 279	Managing a MS Network Environment	5
NTK 288	Advanced Networking Topics <i>or</i>	2
EBE 100	Employability Skills and	
EBE 283	Co-op	3
— —	Humanities/Social Science Elective	3
Total credit hours		105

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

\*\*If a student wishes to complete EBE 283 or some other co-op, he or she must take EBE 100 prior to signing up for the co-op experience (EBE 283).

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

# Information Technology Systems

Information technology is one of the fastest-growing career fields today.

Technical Systems Support students can increase their learning (and earning) potential by participating in the cooperative education work experience program. Through this program, students can spend up to two quarters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the director of Career Services for more information.

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

## Technical Systems Support Option

The Technical Systems Support curriculum prepares students to support computer and network end-users and setup technical support structures. Students learn how to maintain microcomputer systems, administer network server resources/services, implement and maintain technical support systems and setup information security structures. This curriculum focuses on assisting students in preparing for the following certifications: CompTIA (A+, Server+, Network+, i-Net+, Linux+, Security+, Project+), Novell (Certified NetWare Administrator), Microsoft (Microsoft Certified Professional).

### Learning Outcomes

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

- Demonstrate knowledge of computer terms and concepts.
- Troubleshoot basic desktop and server hardware and operate system problems.
- Install, configure and manage Internet services.
- Install, manage and configure network operating systems.
- Implement basic network security technologies and tools.
- Use and support desktop application software.

### Scholastic Preparation

Technical Support students need a high school algebra background equivalent to DEV 101 or CPE 101 (Introduction to Algebra). Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

### Degree Availability

These programs are available during the day and evening. Contact your academic advisor about evening curriculum guides.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
NTK 176	PC/Network Essentials I	6
ACC 111	Principles of Accounting I	4
MGT 105	Introduction to Business	3
ENG 111	English I	4
<i>Winter</i>		
NTK 152	Internet Technologies	5
NTK 178	PC/Network Essentials II	6
— —	Management/Marketing/Accounting Elective***	3
ENG 112	English II <i>or</i>	
ENG 135	Business Report Writing*	4
<i>Spring</i>		
ITS 200	Project Management	5
NTK 250	Novell Administration	5
ENG 221	Business Communications	3
— —	Social Science Elective	3
<i>Fall</i>		
— —	ITS or NTK Elective****	5
NTK 240	Unix/Linux Administration I	5
NTK 270	Administering Microsoft Professional	5
— —	Humanities/Social Science Elective (GA)	3
<i>Winter</i>		
ITS —	ITS Elective(s) **	5
NTK 221	Information Security I	5
NTK 272	Administering Microsoft Server	5
COM 121	Effective Speaking	3
<i>Spring</i>		
ITS —	ITS Elective(s)****	5
NTK 279	Managing a MS Network Environment	5
NTK 288	Advanced Networking Topics <i>or</i>	5
EBE 100	Employability Skills and	
EBE 283	Co-Op**	
— —	Humanities/Social Science Elective	3
Total credit hours		105

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

\*\*If a student wishes to complete EBE 283 or some other co-op, he or she must take EBE 100 prior to signing up for the co-op experience (EBE 283).

\*\*\*Any management, marketing or accounting course not already prescribed.

\*\*\*\*ITS 080, ITS 102, and ITS 103 cannot be used as electives.

# Network Administration Departmental Certificates

A number of departmental certificates are offered in Information Technology and are designed for individuals working in the field who may wish to upgrade their skills. Students who have little or no computer background are cautioned that these certificates may not provide the necessary information technology skills for them to achieve their goals. All course work completed is applicable to the appropriate associate degree program. These certificates can be applied for by filling out the certificate application form in the Business Technologies Division Office in the Brinkman Educational Center.

## Computer Networking Certificate

This certificate is focused on providing the knowledge and skills necessary to install, configure and administer a variety of network operating systems and services.

Course Number	Course Title	Credit Hours
NTK 152	Internet Technologies	5
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 201	Cisco Associate I	5
NTK 250	Novell Administration	5
NTK 270	Administering Microsoft Professional	5
NTK 272	Administering Microsoft Server	5
Total credit hours		37

## Network Design Certificate

This certificate is focused on providing the knowledge and skills necessary to design, configure, install and manage a computer network infrastructure.

Course Number	Course Title	Credit Hours
ITS 200	Project Management	5
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 201	Cisco Associate I	5
NTK 202	Cisco Associate II	5
NTK 203	Cisco Associate III	5
NTK 221	Information Security I	5
Total credit hours		37

## Microsoft System Administration Certificate

This certificate is focused on providing the knowledge and skills necessary to plan, install, configure and administer a Microsoft network.

Course Number	Course Title	Credit Hours
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 221	Information Security I	5
NTK 270	Administering Microsoft Professional	5
NTK 272	Administering Microsoft Server	5
NTK 279	Managing a Microsoft Network Environment	5
ITS 200	Project Management	5
Total credit hours		37

## Oracle Database Certificate

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

Course Number	Course Title	Credit Hours
NTK 176	PC/Network Essential I	6
NTK 178	PC/Network Essential II	6
NTK 255	Introduction to Oracle	5
NTK 256	Oracle Fundamentals I	5
NTK 257	Oracle Data Mining and Warehousing	5
— —	Network Elective	5
ITS 200	Project Management	5
Total credit hours		37

## Technical Support Certificate

This certificate is focused on providing the knowledge and skills necessary to support computer and network end-users and setup technical support structures.

Course Number	Course Title	Credit Hours
NTK 152	Internet Technologies	5
NTK 176	PC/Network Essentials I	6
NTK 178	PC/Network Essentials II	6
NTK 221	Information Security I	5
NTK 240	Unix/Linux Administration I	5
ITS —	ITS Elective*	5
ITS —	ITS Elective*	5
Total credit hours		37

\* ITS 080, ITS 102, and ITS 103 cannot be used as electives.

## Judicial Reporting

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

Clark State students learn to write realtime using a computerized machine and to prepare transcripts using computer-assisted translation (CAT) software. Students' writing skills are perfected by utilizing a mock computer-integrated courtroom (CID). All Realtime Reporting students are required to purchase a computerized writer and a laptop computer.

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

Students will follow the curriculum of the Realtime Reporter through the first year before deciding whether they will select Judicial Reporting or Broadcast Captioning/CART as their career goal. All Realtime Reporting students may also elect to follow both tracks, graduating with a degree in both options.

### *Learning Outcomes*

Upon completion of an associate degree in Judicial Reporting, a graduate will be able to:

- 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.
- Prepare a complete trial transcript using computer-assisted transcription.
- Write realtime in a computer-integrated courtroom.
- Prepare a 40-page marketable transcript.
- Produce a five-page, first pass transcript with at least 95 percent accuracy.

### *Scholastic Preparation*

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

Students with little or no computer background should enroll in ITS 080, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102, Keyboarding/Word Processing.

Entering students must be high school graduates or possess a certificate of general education (GED).

### *Graduation Requirements*

The Realtime Reporting program is approved by the National Court Reporters Association. This association's requirements are met or exceeded with the following standards:

- The student shall pass three 5-minute tests with 95 percent accuracy at each of the following speeds: 225 wpm testimony (two-voice), 200 wpm jury charge and 180 wpm literary.
- The student shall complete at least 80 verified hours of internship under the supervision of a practicing judicial reporter.
- The student shall prepare a five-page, first pass transcript with 95 percent accuracy.

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

### *Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
RTR 100	Realtime Theory	6
RTR 110	Survey of Realtime Reporting	1
ENG 111	English I	4
ITS 103	Information Technology Basics	3
OAD 105	Business English	4
<i>Winter</i>		
RTR 101	Beginning Speed Building I	4
RTR 131	Beg Computer Assisted Trans	3
RTR 152	Realtime Transcription	2
ENG 112	English II	4
ENG 221	Business Communications	3
RTR 125	Vocabulary and Reference Use	2
<i>Spring</i>		
RTR 102	Beginning Speed Building II	3
RTR 111	Beginning Testimony I	3
RTR 120	Law and Legal Terminology	2
RTR 132	Adv Computer Assisted Trans.	3
RTR 152	Realtime Transcription	2
BIO 102	Medical Terminology	3
<i>Summer</i>		
RTR 112	Beginning Testimony II	3
RTR 151	Realtime Transcription	1
— —	Humanities Elective	3
— —	Social Science Elective	3
— —	Humanities/Social Science Elective (GA)	3
<i>Fall</i>		
RJR 211	Advanced Testimony I	3
RJR 231	Jury Charge I	3
RTR 153	Realtime Transcription	3
RTR 201	Advanced Speed Building I	3
	Humanities/Social Science Elective	3
<i>Winter</i>		
RJR 212	Advanced Testimony II	3
RJR 232	Jury Charge II	3
RJR 245	Office Management	3
RTR 153	Realtime Transcription	3
RTR 202	Advanced Speed Building II	3
<i>Spring</i>		
RJR 213	Advanced Testimony III	3
RJR 233	Jury Charge III	3
RTR 153	Realtime Transcription	3
RTR 203	Advanced Speed Building III	3
RTR 280	Realtime Reporting Practice	3
	Total Credit Hours	110

# Legal Assisting

The Legal Assisting Technology program trains persons to assist attorneys in the delivery of legal services. Legal assistants are employed by private law firms, financial institutions, courts, prosecutors' offices, legal aid societies, public defenders' programs and corporate law offices.

Clark State cooperates with Sinclair Community College to offer approximately one year of courses leading toward an associate degree with a major in legal assisting. Students are cautioned that it will take more than a year to complete the remainder of the courses at Sinclair. By taking a year of coursework at Clark State, many students are able to minimize commuting time.

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

Course Number	Course Title	Credit Hours
ACC 111	Principles of Accounting I	4
ACC 112	Principles of Accounting II	4
COM 111	Interpersonal Communications	3
ECO 221	Principles of Macroeconomics	3
ENG 111	English I4	
ENG 112	English II4	
MTH 106	Business Mathematics or	
MTH 121	College Algebra I	3
PLS 110	American National Government	3
PSY 111	Psychology I or	
SOC 110	Sociology	3
<i>One of the following humanities electives:</i>		
ART 130	Appreciation of the Arts	3
ENG 130	Introduction to Literature	3
PHL 110	Philosophy	3
PHL 230	Medical Ethics	3
PHL 240	Philosophy of World Religions	3
<i>One of the following career-related electives:</i>		
ACC 113	Principles of Accounting III	4
ACC 221	Tax Accounting I	4
ECO 222	Principles of Microeconomics	3
PHL 200	Practical Logic	3
PLS 220	Constitutional Law	3
RES 240	Real Estate Appraisal	2
RES 245	Real Estate Finance	2
Total Clark State credit hours		35-38

# Management

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

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

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

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

## Learning Outcomes

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

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

## Degree Availability

The Business Management program is available during the day and the evening. Students should consult with an advisor for the recommended sequencing of courses.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
MGT 105	Introduction to Business	3
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 103	Information Technology Basics*	3
MTH 106	Business Mathematics	3
<i>WINTER</i>		
MGT 112	Principles of Management	4
ACC 112	Principles of Accounting II	4
ENG 135	Business Report Writing*** or	
ENG 112	English II	4
ITS 12D	Beginning Database*	1
ITS 12S	Beginning Spreadsheet*	1
MKT 200	Principles of Marketing	4
<i>SPRING</i>		
MGT 106	Human Relation & Organizational Behavior	4
MGT 202	Customer and Quality Management	4
MGT	Management Elective or EBE 100**	2
ACC 113	Principles of Accounting III	4
ENG 221	Business Communications	3
<i>FALL</i>		
MGT 266	Quantitative Business Methods or	
STT 264	Statistics I	4
MGT	Management Elective or co-op**	4
COM 121	Effective Speaking	3
ECO 221	Principles of Macroeconomics	3
PSY 111	Psychology I	3
<i>WINTER</i>		
MGT 225	Human Resource Management	3
MGT 260	Business Law	3
MGT 270	Business Finance	4
LSC 272	Operations and Supply Chain Management	5
— —	Humanities/Social Science Elective (GA)***	3
<i>SPRING</i>		
MGT 250	Leadership in Organizations	4
MGT 265	Negotiation Skills	3
MGT 290	Business Strategy and Policy Seminar	4
ECO 222	Principles of Microeconomics	3
— —	Humanities/Social Science Elective***	3
	Total	104

\* Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 keyboarding/Word Processing.

\*\* MGT electives must total 6 credit hours. They can come from any combination of courses not already prescribed that use following course codes: MGT, MKT, LSC, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080), NTK, OAD, RES

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

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

## Logistics and Supply Chain Management Option

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

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

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

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

### *Learning Outcomes*

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

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

### *Degree Availability*

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

### *Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 12S	Beginning Spreadsheet*	1
ITS 103	Information Technology Basics*	3
MGT 105	Introduction to Business	3
MTH 106	Business Mathematics	3
<i>WINTER</i>		
ENG 135	Business Report Writing *** or	
ENG 112	English II	4
MGT 106	Human Relations & Organizational Behavior	4
MGT 112	Principles of Management	4
MKT 240	Electronic Business Applications	4
<i>SPRING</i>		
LSC 210	Purchasing & Supply Management	4
ENG 221	Business Communications	3
ITS 12D	Beginning Database*	1
MGT 202	Customer and Quality Management	4
MGT 267	Introduction to International Business	3
PSY 111	Psychology I	3
<i>FALL</i>		
LSC 220	Logistics & Physical Distribution	4
LSC	Logistics Elective or EBE 100**	2
ECO 221	Principles of Macroeconomics	3
MGT 266	Quantitative Business Methods or	
STT 264	Statistics I	4
— —	Humanities/Social Science Elective (GA)***	3
<i>WINTER</i>		
LSC 272	Operations & Supply Chain Management	5
LSC —	Logistics Elective or Co-op**	3
COM 121	Effective Speaking	3
MGT 260	Business Law	3
MKT 200	Principles of Marketing	4
— —	Human/Social Science Elective***	3
<i>SPRING</i>		
LSC 275	Inventory & Materials Management	4
LSC —	Logistics Elective or co-op**	2
MGT 265	Negotiation Skills	3
MGT 290	Business Strategy and Policy Seminar	4
— —	Human/Social Science Elective***	3

Total credit hours 105

\*Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 (Keyboarding/Word Processing) before taking a computer class.\*\* LSC electives must total 7 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: LSC, MGT, MKT, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080), NTK, OAD, and RES

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

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

# Marketing and E-Business Option

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

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

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

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

### Learning Outcomes

Upon completion of an associate degree in Marketing and E-Business, a graduate will be able to do the following:

- Apply basic business and management concepts, skills and tools.
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate understanding of social responsibility, ethical and legal issues.
- Demonstrate understanding of international business issues.
- Use information technology skills, including the use of Internet resources and tools.
- Apply knowledge and skills in the four P's of marketing: product management, promotional strategies, pricing strategies, and logistics & physical distribution.
- Apply electronic business theories and concepts.

### Degree Availability

The Marketing and E-Business option is available during the day and in the evening. Students should consult with their advisor for the recommended sequencing of courses.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 12S	Beginning Spreadsheet*	1
ITS 103	Information Technology Basics*	3
MGT 105	Introduction to Business	3
MTH 106	Business Mathematics	3
<i>WINTER</i>		
MKT 200	Principles of Marketing	4
ACC 112	Principles of Accounting II	4
ENG 221	Business Communications	3
MGT 112	Principles of Management	4
PSY 111	Psychology I	3
<i>SPRING</i>		
MKT	Marketing Elective or EBE 100	2
COM 121	Effective Speaking	3
ENG 135	Business Report Writing**** or	
ENG 112	English II	4
ITS 12D	Beginning Database*	1
MGT 106	Human Relations & Organizational; Behavior	4
MGT 202	Customer and Quality Management	4
<i>FALL</i>		
MKT 210	Pricing Strategies	4
MKT 215	Product Management	3
MKT	Marketing Elective or co-op	2
MGT 266	Quantitative Business Methods or	
STT 264	Statistics I	4
LSC 220	Logistics & Physical Distribution	4
<i>WINTER</i>		
MKT 240	Electronic Business Applications	4
MKT 255	Promotion Strategies	4
ECO 221	Principles of Macroeconomics	3
MGT 260	Business Law	3
— —	Humanities/Social Science Elective (GA)***	3
<i>SPRING</i>		
MKT 245	Sales and Sales Management	3
MGT 290	Business Strategy & Policy Seminar	4
MGT 250	Leadership in Organizations	4
MGT 265	Negotiation Skills	3
	Humanities/Social Science Elective***	3
	<b>Total</b>	<b>105</b>

\*Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 (Keyboarding/Word Processing).

\*\*MKT electives must total 4 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: MKT, MGT, LSC, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080), NKT, OAD, RES

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

\*\*\*\*ENG135 will not necessarily transfer as the equivalent of ENG 112

# Management Certificate

The Management certificate provides students with an overview of the business environment and a background for understanding and managing people. It provides them with the foundational knowledge of accounting and financial issues needed by all managers. All courses taken for this certificate are applicable to the associate degree in Management.

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

Management

Course Number	Course Title	Credit Hours
<i>Fall</i>		
MGT 105	Introduction to Business	3
ACC 111	Principles of Accounting I	4
ENG 111	English I	4
ITS 103	Information Technology Basics*	3
MTH 106	Business Mathematics	3
<i>WINTER</i>		
MGT 106	Human Relations & Org Behavior	4
MGT 112	Principles of Management	4
ACC 112	Principles of Accounting II	4
ENG 135	Business Report Writing*** or	
ENG 112	English II	4
ITS 125	Beginning Spreadsheet	1
ITS 12D	Beginning Database	1
<i>SPRING</i>		
MGT 202	Customer and Quality Management	4
MGT	Management Elective**	3
ACC 113	Principles of Accounting III	4
COM 121	Effective Speaking	3
ENG 221	Business Communications	3
Total credit hours		52

\*Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 (Keyboarding/Word Processing).

\*\*MGT electives must total 3 credit hours. They can come from any combination of courses not already prescribed that use the following course codes: MGT, MKT, LSC, ACC, CSD, EBE (except EBE 110), ITS (except ITS 080), NKT, OAD, RES

\*\*\*ENG135 will not necessarily transfer as the equivalent of ENG 112

# Management Departmental Certificates

## Supervisory Certificate

This certificate is focused on developing the essential skills and knowledge needed by first-line supervisors. This will provide an individual the tools with which to motivate, challenge and manage employees. All courses can be applied to the associate degree in Management.

Course Number	Course Title	Credit Hours
MGT 105	Introduction to Business	3
MGT 106	Human Relations and Organizational Behavior	4
MGT 112	Principles of Business Management	4
MGT 202	Customer & Quality Management	4
MGT 225	Human Resource Management	3
MGT 250	Leadership in Organizations	4
ACC 111	Principles of Accounting I	4
ITS 103	Information Technology Basics	3
PSY 111	Psychology I	3
Total credit hours		32

## Customer Service Certificate

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 to the organization. This is particularly focused on meeting needs and expectations of an organization's customers. All courses can be applied to the associate degree in Management.

Course Number	Course Title	Credit Hours
MGT 105	Introduction to Business	3
MGT 106	Human Relations and Organizational Behavior	4
MGT 112	Principles of Business Management	4
MGT 202	Customer & Quality Management	4
MKT 200	Principles of Marketing	4
MKT 245	Sales/Sales Promotion	3
ITS 103	Information Technology Basics	3
PSY 111	Psychology I	3
Total credit hours		28

## Small Business Certificate

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 degree in Management.

Course Number	Course Title	Credit Hours
MGT 105	Introduction to Business	3
MGT 106	Human Relations and Organizational Behavior	4
MGT 112	Principles of Business Management	4
MGT 214	Small Business Theory & Practice	4
MGT 202	Customer & Quality Management	4
MGT 250	Leadership in Organizations	4
MGT 260	Business Law	3
MKT 200	Principles of Marketing	4
MKT 240	Electronic Business Applications	4
MKT 245	Sales/Sales Promotion	3
ACC 111	Principles of Accounting I	4
ACC 112	Principles of Accounting II	4
ITS 103	Information Technology Basics	3
Total credit hours		48

## Logistics and Supply Chain Management Certificate

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

Course Number	Course Title	Credit Hours
LSC 210	Purchasing & Supply Management	4
LSC 220	Logistics & Physical Distribution	4
LSC 272	Operations and Supply Chain Management	5
LSC 275	Inventory & Materials Management	4
ACC 111	Principles of Accounting I	4
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
ITS 103	Information Technology Basics	3
MGT 105	Introduction to Business	3
MGT 106	Human Relations & Organizational Behavior	4
MGT 112	Principles of Management	4
MGT 202	Customer and Quality Management	4
MGT 260	Business Law	3
MGT 265	Negotiation Skills	3
MGT 266	Quantitative Business Methods or	
STT 264	Statistics I	4
MTH 106	Business Mathematics	3
Total credit hours		54

## Marketing E-Business Certificate

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
MKT 200	Principles of Marketing	4
MKT 210	Pricing Strategies	4
MKT 215	Product Management	3
MKT 240	Electronic Business Applications	4
MKT 255	Promotion Strategies	4
ACC 111	Principles of Accounting I	4
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
ITS 103	Information Technology Basic	3
LSC 220	Logistics & Physical Distribution	4
MGT 105	Introduction to Business	3
MGT 112	Principles of Management	4
MGT 202	Customer and Quality Management	4
MGT 266	Quantitative Business Methods or	
STT 264	Statistics I	4
MTH 106	Business Mathematics	3
	Total credit hours	50

# Manufacturing Certificate

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 so they can fit the student's schedule.

## Scholastic Preparation

The time required for a student to complete the certificate will depend on their level of participation. They should have high school drafting, algebra, trigonometry and physics or its equivalent. These preparatory courses can be taken at Clark State but that will increase the time required to complete the program.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
DFT 102	Drafting II	3
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
ENG 111	English I	4
MTH 101	Technical Math Applications A	1
MTH 121	College Algebra I	3
<i>Winter</i>		
MAT 110	Manufacturing Processes	3
MAT 111	Manufacturing Processes Lab	2
DFT 211	Computer-Aided Design I	4
ENT 205	Circuits and Machines	4
MTH 107	Technical Math Applications B	1
MTH 140	Trigonometry	3
<i>Spring</i>		
INT 101	Metrology I	2
INT 251	Programmable Logic Controllers	4
INT 252	Automated Systems	4
ENG 112	English II	4
MTH 108	Technical Math Applications C	1
PHY 111	Technical Physics I	4
	Total credit hours	53

# Manufacturing Engineering Technology

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.

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

## Scholastic Preparation

Students starting the program should have had two years of high school drafting and one year each of high school algebra, trigonometry and physics or equivalent. Students may take these preparatory courses at Clark State, but it will require a longer amount of time to complete their degree program. Students who have not had two years of high school drafting or significant work experience in drafting will be required to take DFT 101 Drafting I. Those without high school physics must complete PHY 110 Fundamentals of Physics.

## Learning Outcomes

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

- demonstrate basic knowledge of manufacturing processes including fabrication and assembly of metals, plastics, ceramics and composites.
- use basic computer-aided design skills to draw parts, fixtures and equipment layouts.
- demonstrate a basic knowledge of quality assurance.
- demonstrate a basic knowledge of process control including CNC programming and PLC controls.
- demonstrate a basic knowledge of materials properties, manufacturing methods and cost.
- design, build and document an industrial project.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
DFT 102	Drafting II	3
ENT 101	Engineering Methods	3
ENT 121	Computer Basics for Applied Technology	3
INT 101	Metrology I	2
ENG 111	English I	4
MTH 101	Technical Math Applications A	1
<i>Winter</i>		
MAT 110	Manufacturing Processes	3
MAT 111	Manufacturing Processes Lab	2
DFT 211	Computer-Aided Design	4
ENG 112	English II	4
MTH 107	Technical Math Applications B	1
MTH 121	College Algebra I	3
<i>Spring</i>		
DFT 212	Computer-Aided Design II	4
ENT 111	Engineering Materials	3
EBE 100	Employability Skills	2
MTH 108	Technical Math Applications C	1
MTH 140	Trigonometry	3
PHY 111	Physics I	4
<i>Summer</i>		
ENT 205	Circuits and Machines	4
ENT 210	Engineering Statistics	3
EBE 284	Co-op Education I	4
<i>Fall</i>		
ENT 211	Statics	3
INT 215	Statistical Process Control	3
INT 251	Programmable Logic Controllers	4
COM 121	Effective Speaking	3
ENG 223	Technical Report Writing	3
<i>Winter</i>		
MAT 221	Computer Numerical Control	4
ENT 213	Strength of Materials	4
INT 252	Automated Systems*	4
— —	Humanities/ Social Science Elective (GA)	3
SOC 110	Sociology**	3
<i>Spring</i>		
EBE 294	Co-op Education II	4
ECO 110	Economics**	3
— —	Technical Elective ***	3
— —	Technical Elective ***	3
Total credit hours		108

\*Students can select MAT 297 Robotics and Industrial Robots instead of INT 252 Automated Systems.

\*\*Other humanities/social science electives may be substituted.

\*\*\*Students must select a minimum of six credits of technical elective coursework from the following to complete graduation requirements: DFT 203, DFT 214, DFT 215, INT 252 (or MAT 297), INT 255, INT 260, INT 280, MAT 100, MAT 112, MAT 222, and NTK 176. Other technical coursework may be approved by the division.

# Medical Laboratory

Medical Laboratory is a career opportunity in the laboratory. Two-year associate degree programs with supervised clinical experience in approved laboratories provide the opportunity to enter this challenging, ever-changing career.

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

## *Learning Outcomes*

Upon completion of an associate degree in Medical Laboratory, a graduate will be able to:

- communicate professionally and accurately by demonstrating the ability to follow written and verbal instructions; the practice of professional conduct in interactions with other health care professionals, administration, patients and public; and the ability to log in specimens, prepare and keep accurate records, prepare and transmit clear and complete reports.
- select and use appropriate, safe and effective tools to solve a variety of problems pertaining to collecting, handling and conducting tests on samples and to perform corrective and preventative maintenance on instruments.
- demonstrate the ability to think critically by assessing proper correlation between the results and predetermined values, by performing quality control activities, by relating laboratory results to common disease process and by drawing and defending reasonable conclusions.
- demonstrate the necessity for life-long learning to update skills and gain new knowledge.
- demonstrate the ability to use technology and scientific principles to adapt to the technologically changing society.
- demonstrate an awareness of cultural diversity as pertaining to both patients and peers.

## *Course Format*

Each MLT course is composed of two required components—an online lecture component and a lab component, which may be taught at the College or another college approved supervised site. A suitable site is found for each student in the program by the MLT program director with the assistance of the Health Division of Clark State Community College.

## *Scholastic Preparation*

All entering students must have completed at least one year of high school algebra and or achieved an appropriate score on the College's algebra placement test. If the student does not have high school algebra, DEV 101 or CPE 101 (Introductory Algebra) is highly recommended.

## *Certification*

Upon completion of the accredited program, graduates are required to take national certifying examinations. Fees for this exam are collected throughout the program. This program is accredited by the Committee on Allied Health Education and Accreditation and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Ave., Suite 670, Chicago, Illinois; telephone 777-714-8880; www.naacls.org.

## *Health Requirements*

Medical Laboratory Technology students must meet health requirements by the end of the Spring Quarter of their first year in order to meet requirements for the directed practice courses. Specific information will be provided prior to Directed Practice I.

Applicants must be physically and emotionally able to fulfill the functions of the medical laboratory technician.

## *Graduation Requirements*

To qualify for an associate degree, a Medical Laboratory student must pass all the required courses, have a cumulative average of 2.0 and must have a C as a minimum grade in all the technical courses of the program.

## *Liability Insurance*

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

## *Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

*Medical Laboratory curriculum featured on next page.*

Course Number	Course Title	Credit Hours
<i>Fall</i>		
MLT 101	Medical Laboratory Orientation	2
MLT 102	Medical Laboratory Orientation Lab	1
MLT 111	Chemistry for Technicians	3
MLT 112	Applications of Chemistry for Tech	1
MLT 116	Phlebotomy	2
MLT 117	Phlebotomy Laboratory	2
BIO 105	Fundamentals of Anatomy & Physiology	4
<i>Winter</i>		
MLT 123	Medical Microbiology I	3
MLT 124	Medical Microbiology I Lab	2
MLT 131	Clinical Chemistry	3
MLT 132	Clinical Chemistry Lab	3
ENG 111	English I	4
ITS 103	Information Technology Basics	3
<i>Spring</i>		
MLT 125	Hematology I	3
MLT 126	Hematology I Lab	3
MLT 135	Urinalysis and Body Fluids	2
MLT 136	Urinalysis and Body Fluids Lab	2
ENG 112	English II	4
PSY 111	Psychology I	3
<i>Summer</i>		
MLT 181	Directed Practice I	4
MLT 191	Seminar I	3
COM 111	Interpersonal Communication	3
<i>Fall</i>		
MLT 211	Immunology	3
MLT 212	Immunology Lab	1
MLT 213	Medical Microbiology II	3
MLT 214	Medical Microbiology II Lab	3
COM 121	Effective Speaking	3
ENG 221	Business Communications	3
<i>Winter</i>		
MLT 223	Hematology II	3
MLT 224	Hematology II Lab	3
MLT 226	Immunochemistry	4
MLT 227	Immunochemistry Lab	4
— —	Humanities/Social Science Elective	3
<i>Spring</i>		
MLT 270	MLT Review & Update	4
MLT 281	Directed Practice II	4
MLT 291	Seminar II	3
	Total credit hours	104

# Nurse Aide Training

The Nurse Aide Training course is a six credit hour course that incorporates both classroom and skills lab instruction, and includes 24 clinical hours in a long-term care facility at the end of the course. Successful completion of this course within two years of entry into the first clinical nursing course of the LPN and RN programs, meets the prerequisite nurse aide requirement of these programs. After completing the course, students are eligible to sit for the written and skills state certification test. Successful completion of the state certification test is an employment requirement for hire as a nurse aide in Ohio's long-term care facilities.

<i>Course Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
MST 181		
Nurse Aide Training		6

## Nursing Transition LPN to RN

This nursing sequence is a four-quarter modification to meet the educational needs of the licensed practical nurse that wishes to become a registered nurse. Other course requirements remain the same as in the two-year Registered Nursing program. The program is accredited by the National League for Nursing Accrediting Commission and approved by the Ohio Board of Nursing. Graduates are prepared to function in beginning staff-level registered nurse positions in hospitals, extended care facilities, clinics, and comparable health care facilities as members of a health care team.

### *Learning Outcomes*

Upon completion of an associate degree in Registered Nursing, a graduate will be able to:

- communicate effectively with patients, families and other healthcare providers.
- manage nursing care for individuals and small groups of clients with common and recurring health problems.
- use the nursing process to provide holistic care for individual and families from diverse cultures through the life cycle.
- integrate knowledge of nursing, biological sciences, social sciences and humanities into the practice of nursing.
- develop and implement health teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- practice within the ethical/legal framework of nursing.

### *Course Format*

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

### *Scholastic Preparation*

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they have completed the pre-requisite courses/requirements. The admission requirements include:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of “C” or better the appropriate college preparatory course(s) (CPE 061/DEV 061 and/or CPE 062/DEV 062). Students are excused from taking the reading placement test if they have taken the ACT or SAT exam within the last five years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on Basic Math and 29 on the Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of “C” or better the appropriate college preparatory course(s) (CPE 091/DEV 091 and/or CPE 101/DEV 101). Students

are excused from taking the math placement test if they have taken and received a “C” or better in a college level math course within the past three years.

- Recent (within past 10 years) completion of either one unit of high school chemistry or a college chemistry course (CHM 110, Fundamentals of Chemistry or its equivalent) with a grade of “C” or better.
- A cumulative grade point average of 2.0 or greater in the required courses in the curriculum.
- Licensure as practical nurse (PN) for at least one year
- Current practice as a PN. (Minimum of one year within the past three years)
- Current professional CPR provider certification
- Satisfactory completion of NUR 114 – Dosage Calculations proficiency test or course within the two years prior to admission into NUR 173, the first nursing course.
- Completion of the prerequisite course requirements for NUR 173, the first clinical nursing course.

Additional information about admission requirements can be obtained from the RN program coordinator.

### *Licensure*

Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must disclose information related to any prior misdemeanor or felony involving alcohol or drug use or any crime involving gross immorality or moral turpitude and are also required to submit finger prints for a required criminal records check. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

### *Health Requirements*

Transition students must meet health requirements before they take the first clinical nursing course. Specific information will be provided prior to beginning the nursing transition course.

### *Graduation Requirements*

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

### Liability Insurance

Students will be billed for liability insurance for the clinical courses.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
NUR 114	Dosage Calculations	1
BIO 121	Anatomy and Physiology I	4
ENG 111	English I	4
PSY 111	Psychology I	3
<i>Winter</i>		
BIO 122	Anatomy and Physiology II	4
ENG 112	English II	4
ITS 103	Information Technology Basics	3
PSY 221	Human Growth and Development I	3
<i>Spring</i>		
BIO 123	Anatomy and Physiology III	4
BIO 132	Microbiology	3
BIO 133	Microbiology Lab	1
PSY 230	Abnormal Psychology	3
<i>Spring or Summer</i>		
NUR 173	Nursing Transition	8
<i>Summer or Fall</i>		
NUR 274	Nursing IV	5
NUR 275	Nursing V	5
ENG 223	Technical Report Writing	3
— —	Humanities	3
<i>Fall or Winter</i>		
NUR 276	Nursing VI	11
SOC 110	Sociology	3
— —	Humanities/Social Science Elective (GA)	3
<i>Winter or Spring</i>		
NUR 267	Nursing VII	4
NUR 268	Nursing VIII	3
NUR 269	Nursing IX	6
NUR 280	Nursing Seminar	2
	Total credit hours	93

# Office Administration

All students in Office Administration (OAD) take the same courses the first year. Beginning the second year, students elect to specialize in Office Administration or Medical Office Administration.

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

## Learning Outcomes

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

- produce business letters, memorandums, reports, forms, tables and other business documents applying proper formatting, grammar, spelling and punctuation.
- file using alphabetic, numeric, geographic and subject rules.
- perform routine office functions, including managing an office, working without supervision and establishing work priorities.
- demonstrate word processing functions using word processing software.
- use medical technology terms (Medical Office Administration only).
- compose business correspondence, research and write business reports and deliver oral presentations.
- transcribe documents using transcribing machines.
- demonstrate good oral communication skills.
- demonstrate good customer service skills.
- exhibit an ability to think quickly on the job.

## Scholastic Preparation

Students must possess the ability to key the alphabet and numeric keys “by touch” using appropriate techniques to enroll in OAD 101 Document Formatting. Students coming into the course should be keyboarding at a minimum of 20 wpm. Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

## Office Administration

Office administrators are the key office support personnel whose skill and technical expertise enable organizations to operate smoothly. They serve as managers who may perform traditional secretarial functions and supervise clerical employees. By performing their responsibilities well, they may have opportunities for promotion to management positions.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
OAD 101	Document Production I	5
OAD 105	Business English	4
ITS 103	Information Technology Basics	3
MTH 106	Business Mathematics	3
— —	Social Science Elective	3
<i>Winter</i>		
OAD 102	Document Production II	5
OAD 130	Advanced Grammar and Proofreading	4
COM 121	Effective Speaking	3
ENG 111	English I	4
ITS 12A	Windows Concepts	2
<i>Spring</i>		
OAD 103	Document Production III	4
OAD 135	Office Procedures	4
OAD 140	Records Management	3
ENG 112	English II	4
ENG 221	Business Communications	3
<i>Fall</i>		
OAD 245	Basic Machine Transcription	4
ACC 111	Principles of Accounting I	4
COM 111	Interpersonal Communication	3
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
ITS 101	Using the Internet/Web Development	4
<i>Winter</i>		
OAD 246	Advanced Machine Transcription	4
OAD 260	Office Simulation	5
EBE 100	Employability Skills	2
ENG 135	Business Report Writing	4
ITS 12P	Beginning Presentation Graphics	1
ITS 14S	Intermediate Spreadsheet	2
<i>Spring</i>		
OAD 200	Administrative Office Management	3
OAD 285	Co-op Education	2
ITS 14D	Intermediate Database	2
ITS 14P	Intermediate Presentation Graphics	2
— —	Humanities/Social Science Elective	3
Total credit hours		101

## Medical Office Administration

Medical administrators work in physicians' offices, hospitals, nursing homes and other medical settings. They may transcribe dictation, prepare medical records or charts, schedule appointments, handle correspondence, prepare bills and process insurance forms. In addition to excellent keyboarding skills, medical office administrators need expertise with medical terminology and familiarization with medical references. Strong human relations skills are also important as they deal with people in stressful situations.

*Scholastic Preparation*

Students must possess the ability to key the alphabet and numeric keys “by touch” using appropriate techniques to enroll in OAD 101 Document Formatting. Students coming into the course should be keyboarding at a minimum of 20 nwpm. Students with little or no computer background should enroll in ITS 080 Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 102 Keyboarding/Word Processing.

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

\*\*Students are required to take three credit hours of MGT or ITS courses not already prescribed. ITS 080, ITS 12W, ITS 14W and ITS 102 will not count toward graduation requirements.

*Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
OAD 101	Document Production I	5
OAD 105	Business English	4
ITS 103	Information Technology Basics	3
MTH 106	Business Mathematics	3
— —	Social Science Elective	3
<i>Winter</i>		
OAD 102	Document Production II	5
OAD 130	Advanced Grammar and Proofreading	4
COM 121	Effective Speaking	3
ENG 111	English I	4
ITS 12A	Windows Concepts	2
<i>Spring</i>		
OAD 103	Document Production III	4
OAD 135	Office Procedures	4
OAD 140	Records Management	3
ENG 112	English II <i>or</i>	
ENG 135	Business Report Writing*	4
ENG 221	Business Communications	3
<i>Fall</i>		
OAD 248	Basic Medical Machine Transcription	4
BIO 102	Medical Terminology	3
BIO 105	Fundamentals of Anatomy and Physiology	4
COM 111	Interpersonal Communication	3
ITS 12D	Beginning Database	1
ITS 12S	Beginning Spreadsheet	1
<i>Winter</i>		
OAD 249	Advanced Medical Machine Transcription	4
OAD 256	Medical Office Management	4
OAD 270	CPT - Coding	5
EBE 100	Employability Skills	2
ITS 12P	Beginning Presentation Graphics	1
<i>Spring</i>		
OAD 272	ICD-9-CM Coding	5
OAD 285	Co-op Education	2
— —	MGT or ITS Elective*	3
— —	Humanities/Social Science Elective	3
	Total credit hours	99

# Office Administration Certificate

A one-year certificate in Office Administration is available for students who need a quicker entry into the job market. This will provide the student with the skills needed for entry-level positions in today's computer-oriented and fast-paced business office. Students can fully apply this one-year certificate toward the completion of either the Office Administration or the Medical Office Administration associate degree programs.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
OAD 101	Document Production I	5
OAD 105	Business English	4
ITS 103	Information Technology Basics	3
MTH 106	Business Mathematics	3
	Social Science Elective	3
<i>Winter</i>		
OAD 102	Document Production II	5
OAD 130	Advanced Grammar and Proofreading	4
COM 121	Effective Speaking	3
ENG 111	English I	4
ITS 12A	Windows Concepts	2
<i>Spring</i>		
OAD 103	Document Production III	4
OAD 135	Office Procedures	4
OAD 140	Records Management	3
ENG 112	English II	4
ENG 221	Business Communications	3
	Total credit hours	54

Four departmental certificates are available for students who want to upgrade skills in a particular area. These certificates can be applied for by filling out the certificate application form in the Business and Applied Technologies Division in the Brinkman Educational Center.

# Departmental Certificates

## Communications Certificate

Course Number	Course Title	Credit Hours
OAD 105	Business English	4
OAD 130	Advanced Grammar and Proofreading	4
COM 111	Interpersonal Communication	3
COM 121	Effective Speaking	3
ENG 111	English I	4
ENG 135	Business Report Writing	4
ENG 221	Business Communications	3
Total credit hours		25

## Machine Transcription Certificate

Course Number	Course Title	Credit Hours
OAD 101	Document Production I	5
OAD 105	Business English	4
OAD 130	Advanced Grammar and Proofreading	4
OAD 245	Basic Machine Transcription	4
OAD 246	Advanced Machine Transcription	4
Total credit hours		21

## Medical Coding Certificate

Course Number	Course Title	Credit Hours
BIO 102	Medical Terminology	3
BIO 105	Fundamentals of Anatomy and Physiology	4
OAD 270	CPT – Coding	5
OAD 272	ICD-9-CM Coding	5
Total credit hours		17

## Medical Transcription Certificate

Course Number	Course Title	Credit Hours
OAD 101	Document Production I	5
OAD 248	Basic Medical Machine Transcription*	4
OAD 249	Advanced Medical Machine Transcription	4
BIO 102	Medical Terminology	4
BIO 105	Fundamentals of Anatomy and Physiology	4
Total credit hours		21

A student can take OAD 245 or OAD 248 concurrently with OAD 101 if he or she can type at least 35 nwpm and knows Microsoft Word to a level equivalent to ITS 102 or ITS 12W. Please see the dean of Business and Applied Technologies for a waiver. A Medical Transcription student with strong grammar skills can also ask the dean to waive OAD 105 and OAD 130 as a prerequisite for OAD 248.

# Photography Certificate

Scientific, industrial and societal needs point to a growing demand for trained photographers. Photography is also a vital element in both entertainment and communications. Photography also may be a personal venture, pleasing for its artistic value alone.

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

## Humanities/Social Science Electives

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
PHO 111	Photography I	3
MGT 105	Introduction to Business	3
ENG 111	English I	4
	Humanities/Social Science Elective	3
<i>Winter</i>		
PHO 112	Photography II	3
ART 130	Appreciation of the Arts	3
COM 111	Interpersonal Communication	3
PHO 130	Digital Photography I	3
<i>Spring</i>		
PHO 121	Color Photography I	3
ART 135	Art History III	3
ENG 112	English II	4
PSY 111	Psychology I	3
PHO 131	Digital Photography II	3
<i>Summer</i>		
PHO 122	Color Photography II	4
PHO 124	Photography Portfolio	4
PHO 180	Photography Practicum	3
	Total credit hours	52

## Learning Outcomes:

- The student will demonstrate competency by taking black and white photographs, which depict depth of field.
- The student will demonstrate competency by developing a black and white photograph and printing that photograph.
- The student will demonstrate the ability to develop a color photograph and color balance it to industry standards.
- The student will demonstrate the ability to pose a subject and take a portrait photograph to industry standards.
- The student will demonstrate competency by taking a digital photograph using proper lighting as defined by industry standards.
- The student will demonstrate competency by taking a digital photograph using proper lighting as defined by industry standards.
- The student will demonstrate the ability to take a digital photograph and through computer software manipulate that photograph and print it.

## Physical Therapist Assistant

The Physical Therapist Assistant program is a seven-quarter curriculum, which combines didactic and clinical learning experiences that are within the legal scope of responsibility of physical therapist assistants.

The physical therapist assistant delivers services under the supervision of a physical therapist that completes an initial examination of the patient 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.

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

### Course Format

Each PTA course is composed of two required components, an online lecture component and a lab component, which may be taught at the Leffel Lane campus or other College approved site.

### Scholastic Preparation

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they file a petition in the Admissions Office to be placed on the admission list or waiting list, if the admission list is closed.

In addition to completing the standard procedures for admission to the College, students must complete the following to be eligible to petition to the Physical Therapist Assistant Program:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of "C" or better the appropriate college preparatory/developmental course (CPE 061/DEV 061 and/or CPE 062/DEV 062).
  - Students are excused from taking the reading placement test if they have taken the ACT or SAT exam within the last five years and received reading scores of greater than or equal to 20 on the ACT and 500 on the verbal portion of the SAT or have obtained a "C" or better in a college-level English course.

- A minimum COMPASS score of 38 on pre-algebra and 20 on the algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of "C" or better the appropriate college preparatory/developmental education course(s) (CPE 091/DEV 091 and/or CPE 101/DEV 101).
  - Students are excused from taking the pre-algebra and algebra placement test if they have taken and received a "C" or better in a college-level math or physics course within the past ten years.
  - Students are excused from taking the pre-algebra and algebra placement test if they have taken the ACT or SAT exam within the last five years and received math scores of greater than or equal to 22 on the ACT and 560 on the math portion of the SAT
  - Students are excused from taking the Algebra placement test if they opt for and pass the PTA Physics Proficiency.
- A recent grade of "C" or better in either high school physics (within past 5 years) or a college physics course (PHY 110, Fundamentals of Physics or its equivalent, within the past ten years) or passing of the PTA Physics Proficiency (within the past year).
- Students who do not complete Anatomy and Physiology I prior to entering the program must be prepared to take it in the fall concurrent with Muscle Anatomy (BIO 118). Students must have completed all pre-requisites required for Anatomy and Physiology I (BIO 121) prior to petitioning for admission into the program. Please review the PTA Petitioning Handbook or contact your physical therapist assistant advisor for further information about these requirements.
- A GPA of greater than or equal to 2.0 in the courses pertaining to the identified physical therapist assistant major.

In order to be accepted into the physical therapist assistant courses, students must maintain a 2.0 cumulative grade point average in the required courses in the curriculum while on the admission or waiting list. College preparatory/developmental education courses and other courses, which are not listed as part of the curriculum are not included in calculating the GPA. However, a minimum grade of C is required in the pre-requisite and College Preparatory Courses (DEV/CPE). Please refer to the PTA Petitioning Handbook for additional information on courses in which a C is required. If the student does not maintain a 2.0 GPA while on the admission or waiting list, his or her name will be removed from the list. While students are on either list they may take any of the non-PTA courses in the curriculum. (Muscle Anatomy, BIO 118 and Biomechanics, BIO 230 are considered PTA courses).

- Prior to entering the first physical therapist assistant course (Introduction to Patient Management, PTA 120) students must complete 30 hours of volunteer/observation or work experience under the supervision of a physical therapist or physical therapist assistant within

the past five years. These hours must be completed in two different settings. Failure to do so will result in removal from the admission list. Please review the PTA Petitioning Handbook or contact your physical therapist assistant advisor for further information about these requirements.

Entry into physical therapy assistant courses occurs once a year in the fall. Initial acceptance letters for fall entry are mailed out once the applicant's information has been reviewed and verified. Applicants are then placed on either the admission or waiting list, depending upon availability. This information is outlined in complete detail in the PTA Petitioning Handbook, available in the Admissions Office.

*Learning Outcomes*

Upon completion of an associate degree in Physical Therapist Assistant, graduates will be able to:

- demonstrate skill in implementing treatment practices to complete a comprehensive treatment plan.
- demonstrate skill in utilizing testing and measurement techniques appropriate to the plan of care established by the physical therapist.
- implement effective communication when working with patients, families, colleagues, other health care providers.
- work in an ethical, legal, safe and effective manner under the supervision of a physical therapist.
- apply appropriate role utilization in the physical therapy delivery system.
- practice lifelong learning that reflects social responsibility and career development.

*Graduation Requirements*

A 2.0 cumulative average on a 4.0 scale is the standard used for the major courses in the PTA curriculum.

*Health Requirements*

A physical exam, a two-step Mantoux test, hepatitis B immunization or waiver, a health history including record of childhood immunizations or adult titers, fingerprinting, professional CPR and First Aid training are required, prior to beginning the second year. Additional medical tests and other requirements may be necessary depending upon clinical site placement.

*Liability Insurance*

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

*Certification Fees*

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

*Accreditation*

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

*Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
PTA 110	PTA Survey	3
PTA 120	Introduction to Patient Management	2
BIO 102	Medical Terminology	3
BIO 118	Muscle Anatomy	2
BIO 121	Anatomy and Physiology I	4
ENG 111	English I	4
ITS 103	Information Technology Basics	3
<i>Winter</i>		
PTA 145	PTA Procedures I	4
BIO 122	Anatomy and Physiology II	4
BIO 230	Biomechanics	4
ENG 112	English II	4
PSY 111	Psychology I	3
<i>Spring</i>		
PTA 146	PTA Procedures II	5
PTA 160	PTA Rehabilitation I	6
BIO 123	Anatomy and Physiology III	4
PSY 221	Human Growth and Development I	3
<i>Summer</i>		
PTA 241	PTA Procedures III	5
PSY 222	Human Growth and Development II	3
— —	Humanities/Social Science Elective	3
<i>Fall</i>		
PTA 260	PTA Rehabilitation II	6
PTA 281	Directed Practice I	3
PTA 291	Seminar I	2
COM 111	Interpersonal Communication	3
<i>Winter</i>		
PTA 265	PTA Rehabilitation III	6
PTA 270	PTA Trends and Issues	2
PTA 282	Directed Practice II	3
PTA 292	Seminar II	2
ENG 223	Technical Report Writing	3
— —	Humanities/Social Science Elective	3
<i>Spring</i>		
PTA 283	Directed Practice III	6
PTA 293	Seminar III	2
Total credit hours		110

# Practical Nursing Certificate

The 12-month Practical Nursing Certificate is approved by the Ohio Board of Nursing and the Ohio Board of Regents.

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

## Learning Outcomes

Upon completion of this program of practical nurse education, the graduate will be able to:

- contribute to the data collection of the health care client from newborn through aged within prescribed settings.
- participate in the planning, implementation and evaluation of nursing care using the nursing process.
- provide safe nursing care in prescribed situations using nursing skills and principles from the biological and behavioral sciences.
- report and document significant findings of the client's condition to the appropriate individual.
- identify learning needs of assigned clients and assist in teaching the health care client.
- function as an active member of the nursing care team and assume responsibility for continuing growth in nursing knowledge and skills.
- demonstrate a code of behavior based on ethical principles and an understanding of the legal scope of practice of the practical nurse.

## Scholastic Preparation

Entering students must demonstrate math, reading and writing competency through the COMPASS placement tests. Any student who does not have an appropriate score on the respective test must complete the College Preparatory Education (CPE)/Developmental Education (DEV) course with a "C" or better. In addition, students must complete all non-nursing courses and MST 181 or its equivalent prior to the fall quarter that the student is admitted into the PN program. The student is also required to present a current professional CPR card prior to taking LPN 160 or any subsequent clinical course.

## Licensure

Upon completion of the program, the graduate may apply to take the NCLEX-PN Examination. Candidates for licensure in Ohio must disclose information related to any prior misdemeanor or felony involving alcohol or drug use or any crime involving gross immorality or moral turpitude. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

## Health Requirements

Practical Nursing students must meet health requirements before they take LPN 160 Fundamentals of Nursing I.

## Graduation Requirements

To qualify for a certificate in Practical Nursing, students must have a cumulative average of 2.0 and must have a C as a minimum grade in BIO 105 and all LPN courses.

## Liability Insurance

Students will be billed for liability insurance for the clinical courses.

Course Number	Course Title	Credit Hours
<i>Summer</i>		
NUR 114	Dosage Calculations	1
BIO 102	Medical Terminology	3
BIO 105	Fundamentals of Anatomy and Physiology	4
ENG 111	English I	4
ITS 12W	Beginning Word Processing	1
PSY 111	Psychology I	3
PSY 221	Human Growth and Development I	3
<i>Fall</i>		
LPN 108	Nutrition and Diet Therapy	2
LPN 125	Introduction to Disease Processes	4
LPN 130	Nursing Trends I	2
LPN 160	Fundamentals of Nursing I	6
<i>Winter</i>		
LPN 145	Pharmacology	3
LPN 164	Fundamentals of Nursing II	6
LPN 181	Women's Health & Obstetric Nursing	2
LPN 185	Pediatric Nursing	5
<i>Spring</i>		
LPN 133	Nursing Trends II	2
LPN 191	Medical-Surgical Nursing	10
LPN 195	Medical-Surgical Nursing II	4
Total credit hours		65

## Registered Nursing

The Registered Nursing program is a seven-quarter associate degree program that is accredited by the National League for Nursing Accrediting Commission and approved by the Ohio Board of Nursing. Graduates are prepared to function in beginning staff-level registered nurse position in hospitals, extended care facilities, clinics, and comparable health care facilities as members of a health care team.

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

### Learning Outcomes

Upon completion of an associate degree in Registered Nursing, a graduate will be able to:

- communicate effectively with patients, families and other healthcare providers.
- manage nursing care for individuals and small groups of clients with common and recurring health problems.
- use the nursing process to provide holistic care for individual and families from diverse cultures through the life cycle.
- integrate knowledge of nursing, biological sciences, social sciences and humanities into the practice of nursing.
- develop and implement health teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- practice within the ethical/legal framework of nursing.

### Course Format

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

### Scholastic Preparation

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition in the Admissions Office to be placed on the waiting list.

To be eligible to petition to the Registered Nursing program, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of “C” or better the appropriate college preparatory/developmental course (CPE 061/DEV 061 and/or CPE 062/DEV 062). Students are excused from taking the reading placement test if they have taken the ACT or SAT exam within the last five years and received English scores of greater than or equal to 20 on the ACT

and 500 on the SAT or have obtained a “C” or better in a college-level English course.

- A minimum COMPASS score of 47 on Basic Math and 29 on the Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of “C” or better the appropriate college preparatory/developmental education course(s) (CPE 091/DEV 091 and/or CPE 101/DEV 101). Students are excused from taking the math placement test if they have taken and received a “C” or better in a college-level math course within the past three years).
- A recent (within past 5 years) grade of “C” or better in either high school chemistry or a college chemistry course (CHM 110, Fundamentals of Chemistry or its equivalent)
- A GPA of greater than or equal to 2.0 in the courses pertaining to the identified nursing major.

In order to be accepted into the clinical nursing courses, the student must maintain a 2.0 cumulative grade point average in the required courses in the curriculum while on the waiting list. College preparatory/developmental education courses and other courses, which are not listed as part of the curriculum are not included in calculating the GPA. If the student does not maintain a 2.0 GPA, his or her name will be removed from the waiting list. While students are waiting to be accepted into the clinical nursing courses, they may take any of the non-nursing courses in the curriculum. Entry into clinical nursing courses occurs once a year in the fall. Initial acceptance letters for fall entry are mailed out in February and the acceptance process continues until all the openings are filled.

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

### 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 disclose information related to any prior misdemeanor or felony involving alcohol or drug use or any crime involving gross immorality or moral turpitude and are also required to submit fingerprints for a required criminal records check. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

### Health Requirements

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

*Graduation Requirements*

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

*Liability Insurance*

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

*Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Summer</i>		
BIO 102	Medical Terminology	3
ENG 111	English I	4
ITS 103	Information Technology Basics	3
<i>Summer or Fall</i>		
NUR 114	Dosage Calculations	1
<i>Fall</i>		
NUR 170	Nursing I	6
BIO 121	Anatomy and Physiology I	4
ENG 112	English II	4
PSY 111	Psychology I	3
<i>Winter</i>		
NUR 171	Nursing II	6
BIO 122	Anatomy and Physiology II	4
PSY 221	Human Growth and Development I	3
SOC 110	Sociology	3
<i>Spring</i>		
NUR 172	Nursing III	8
BIO 123	Anatomy and Physiology III	4
BIO 132	Microbiology	3
BIO 133	Microbiology Lab	1
PSY 230	Abnormal Psychology	3
<i>Fall</i>		
NUR 274	Nursing IV	5
NUR 275	Nursing V	5
ENG 223	Technical Report Writing	3
— —	Humanities Elective	3
<i>Winter</i>		
NUR 276	Nursing VI	11
— —	Humanities/Social Science Elective (GA)	3
<i>Spring</i>		
NUR 267	Nursing VII	4
NUR 268	Nursing VIII	3
NUR 269	Nursing IX	6
NUR 280	Nursing Seminar	2
Total credit hours		108

## Registered Nursing - Evening

A six-quarter sequence of nursing courses is offered as an evening program. Because the nursing course schedule does not allow options for other evening classes at the same time, all other required courses should be completed before a student enrolls in the first evening nursing (NUR) course.

The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission and approved by the Ohio Board of Nursing. Graduates are prepared to function in beginning staff-level registered nurse positions in hospitals, extended care facilities, clinics, and comparable health care facilities as members of a health care team.

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

### *Learning Outcomes*

Upon completion of an associate degree in Registered Nursing, a graduate will be able to:

- communicate effectively with patients, families and other healthcare providers.
- manage nursing care for individuals and small groups of clients with common and recurring health problems.
- use the nursing process to provide holistic care for individual and families from diverse cultures through the life cycle.
- integrate knowledge of nursing, biological sciences, social sciences and humanities into the practice of nursing.
- develop and implement health teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- practice within the ethical/legal framework of nursing.

### *Course Format*

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

### *Scholastic Preparation*

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition in the Admissions Office to be placed on the waiting list.

To be eligible to petition to the Registered Nursing program, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of “C” or better the appropriate college preparatory/developmental education course (CPE 061/DEV 061 and/or CPE 062/DEV 062). Students are excused from taking the reading placement test if they have taken the ACT or SAT exam within the last five years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a “C” or better in a college-level English course.
- A minimum COMPASS score of 47 on Basic Math and 29 on the Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of “C” or better the appropriate college preparatory/developmental educational course(s) (CPE 091/DEV 091 and/or CPE 101/DEV 101). Students are excused from taking the math placement test if they have taken and received a “C” or better in a college-level math course within the past three years).
- A recent (within past 5 years) grade of “C” or better in either high school chemistry or a college chemistry course (CHM 110, Fundamentals of Chemistry or its equivalent)
- A GPA of greater than or equal to 2.0 in the courses pertaining to the identified nursing major.

In order to be accepted into the clinical nursing courses, the student must maintain a 2.0 cumulative grade point average in the required courses in the curriculum while on the waiting list. College preparatory courses and other courses, which are not listed as part of the curriculum are not included in calculating the GPA. If the student does not maintain a 2.0 GPA, his or her name will be removed from the waiting list. While students are waiting to be accepted into the clinical nursing courses, they may take any of the non-nursing courses in the curriculum. Entry into clinical nursing courses occurs once a year in the fall. Initial acceptance letters for fall entry are mailed out in February and the acceptance process continues until all the openings are filled.

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

*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 disclose information related to any prior misdemeanor felony involving alcohol or drug use or any crime involving gross immorality or moral turpitude and are also required to submit fingerprints for a required criminal records check. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

*Health Requirements*

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

*Graduation Requirements*

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

*Liability Insurance*

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

*Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
ENG 111	English I	4
ITS 103	Information Technology Basics	3
PSY 111	Psychology I	3
<i>Winter</i>		
ENG 112	English II	4
PSY 221	Human Growth and Development I	3
<i>Spring</i>		
ENG 223	Technical Report Writing	3
PSY 230	Abnormal Psychology	3
<i>Summer</i>		
BIO 102	Medical Terminology	3
BIO 132	Microbiology	3
BIO 133	Microbiology Lab	1
<i>Fall</i>		
BIO 121	Anatomy and Physiology I	4
SOC 110	Sociology	3
<i>Winter</i>		
BIO 122	Anatomy and Physiology II	4
— —	Humanities Elective	3
<i>Spring</i>		
BIO 123	Anatomy and Physiology III	4
— —	Humanities/Social Science Elective (GA)	3
<i>Fall</i>		
NUR 114	Dosage Calculations	1
NUR 170	Nursing I	6
<i>Winter</i>		
NUR 171	Nursing II	6
<i>Spring</i>		
NUR 172	Nursing III	8
<i>Summer</i>		
NUR 274	Nursing IV	5
NUR 275	Nursing V	5
<i>Fall</i>		
NUR 276	Nursing VI	11
<i>Winter</i>		
NUR 267	Nursing VII	4
NUR 268	Nursing VIII	3
NUR 269	Nursing IX	6
NUR 280	Nursing Seminar	2
Total credit hours		108

## Social Services

Social work education is at the core of the Social Services program. Social work is devoted to helping people function as well as they can within their environments. Areas of employment include alcohol and drug treatment, children's services, juvenile services, mental health, mental retardation and developmental disabilities and public assistance. The field placement portion of the curriculum provides over 480 hours of supervised learning experiences in local social services agencies.

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

### *Learning Outcomes*

Upon completion of an associate degree in Social Services, a graduate will be able to:

- adhere to a professional code of ethics in working with clients.
- demonstrate effective oral and written communication skills.
- complete professional documentation reports, including progress notes, psycho/social histories and mental status evaluations, as well as other professional documentation.
- demonstrate an awareness of personal biases, values, attitudes, and their effect on clients.
- demonstrate basic listening skills in combination with a helping interview.
- know the roles of the social services practitioner/chemical dependency counselor and will apply them in practice.

### *Registration*

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.

### *Prerequisites*

Persons seeking a career in social services should recognize that to be successful, they must be emotionally stable, creative and flexible. A social services professional must be able to work effectively with diverse groups of people and individuals with a wide variety of ages, racial and cultural backgrounds and life situations. ENG 111, ITS 103, and SWK 100 must be completed with a grade of "C" or better before enrolling in additional courses.

### *Health Requirements*

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

### *Graduation Requirements*

Graduates must demonstrate professional ethical behavior, effective oral and written communication, professional documentation skills, basic listening skills, and an awareness of personal biases as they affect clients.

### *Liability Insurance*

Students will be billed for liability insurance for the year of practicum courses.

### *Humanities/Social Science Electives*

A complete listing of humanities and social science electives begins on page 5.

Course Number	Course Title	Credit Hours
<i>Fall</i>		
SWK 100	Intro to Social Welfare and Social Work*	4
SWK 105	Chemical Dependency I	4
ENG 111	English I*	4
ITS 103	Information Technology Basics*	3
PSY 111	Psychology I	3
<i>Winter</i>		
SWK 121	Social Work Methods and Procedures	5
ENG 112	English II	4
PSY 221	Human Growth and Development I	3
SOC 110	Sociology	3
— —	Humanities/Social Sciences Elective (GA)	3
<i>Spring</i>		
SWK 136	Affective Education	4
BIO 110	Fundamentals of Human Biology	4
ENG 223	Technical Report Writing	3
PSY 222	Human Growth and Development II	3
SOC 240	Racial and Cultural Minorities	3
<i>Fall</i>		
SWK 231	General Practice/Crisis Intervention	3
SWK 271	Social Service Practicum I**	2
SWK 291	Social Service Seminar I**	2
PSY 230	Abnormal Psychology	3
— —	Technical Elective**	3
<i>Winter</i>		
SWK 232	Generalist Practice with Families	3
SWK 236	Case Management	5
SWK 272	Social Services Practicum II	2
SWK 292	Social Services Seminar II	2
	Humanities/Social Science Elective	3
<i>Spring</i>		
SWK 130	Social Policy and Service	4
SWK 238	Social Work and Group Work	3
SWK 273	Social Services Practicum III	2
SWK 293	Social Services Seminar III	2
	Technical Elective***	3
	Total credit hours	95

\* ENG 111, ITS 103, and SWK 100 MUST be completed with a “C” or better before enrolling in additional social service courses (SWK)

\*\*SWK 271 Social Service Practicum I and SWK 291 Social Service Seminar I must be taken together. Students must attend Practicum orientation to be admitted into SWK 271.

\*\*\*Technical electives include: SWK 205, SWK 215, SWK 218, SWK 220, and SWK 297.

# Social Services Departmental Certificates

A departmental certificate is available for students to meet requirements for the Ohio Credentialing Board. This certificate can be applied for by filling out the certificate application form in the administrative office in the Applied Science Center.

## ***Chemical Dependency***

This certificate is focused on providing 110 clock hours toward the required 5000 hours that must be earned to become a certified chemical dependency counselor. (SWK 205 and SWK 215 are also technical electives for the Social Work degree.)

<i>Course Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
SWK 105	Chemical Dependency I	4
SWK 205	Chemical Dependency II	4
SWK 215	Special Populations in Chemical Dependency	3
	Total credit hours	11

## Theatre Arts

Clark State offers two programs in theatre, both developed in conjunction with Clark State's Performing Arts Center in downtown Springfield. The first option is an associate of arts degree with a technical theatre concentration, which focuses on stagecraft, lighting and sound. Students who enroll in this program should be prepared for entry-level technical careers at the end of two years of full-time study, although some students may choose to transfer to university programs with a technical focus. The other option is an associate of arts degree with a performing arts concentration, which focuses on acting, voice, theatre history, etc. Performance students will most likely transfer to university programs with a performance focus. Students in both programs will be involved with theatrical productions in the Performing Arts Center.

In order to finish their degrees in two years, full-time students should have completed all prerequisites and have no developmental requirements. Many individuals, especially part-time students and those taking developmental courses will require additional quarters of study. Students should consult their academic advisors for help in planning their schedules.

### *Area 1 - English (8 credit hours)*

English I (ENG 111) and English II (ENG 112)

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

Introduction to Theatre (THE 130)\*, Theatre History I (THE 270), Creative Writing (ENG 225) or Drama (ENG 245)

### *Area 3 - Humanities (9 credit hours)*

Western Civilization I (HST 111), II (HST 112), III (HST 113)

### *Area 4 - Social Sciences (15 credit hours)*

Psychology I (PSY 111), Abnormal Psychology (PSY 230), Sociology (SOC 110), any Regional Studies course (RST), World Regional Geography (GEO 220) or Comparing Cultures (SOC 220)

### *Area 5 - Mathematics and Computers (6 credit hours)*

Math in Today's World (MTH 105) or College Algebra I (MTH 121); Information Technology Systems requirement of three credit hours (Information Technology Basics (ITS 103) is recommended.)

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

Take either a three-course sequence in Biology, Chemistry, Geology or Physics or choose any three laboratory-based courses from the four content areas listed above. The three courses selected must come from three different sciences (example: one class from BIO, CHM and GLG).

### *Capstone Seminar*

Effective Fall Quarter 2001, all new students entering the College for the first time pursuing either an AA or AS degree, are now required to take the Capstone Seminar (HUM 299). Students must have earned at least 60 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of the specific AA/AS program goals.

## Option One – Performance Theatre

*Concentration (15-17 credit hours)*

Acting I (THE 202)\*, Acting II (THE 203), and Speech and Voice for Actors (THE 107)

*Electives (15-17 credit hours)*

Children's Theatre (THE 160), Theatre History II (THE 271), Stagecraft I (THE 111)\*, Theatre Laboratory I (THE 150), II (THE 151), III (THE 152)\*\*, Theatre electives, Dance electives and Music electives

All performance majors must work in at least one technical position as approved by their advisor to fulfill graduation requirements.

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

- demonstrate competency with basic audition techniques.
- internalize the discipline and professional attitude of a performer.
- analyze a script for the purposes of character development.
- analyze a play's structure, character, themes and production values.
- differentiate among major periods in theatre history.
- demonstrate competency in at least two different areas within the performing arts.

## Option Two – Technical Theatre

*Concentration (15-17 credit hours)*

Stagecraft I (THE 111)\*, II (THE 112), Acting for the Non-major (THE 160), Lighting I (THE 210)

*Electives (15-17 credit hours)*

Lighting II (THE 211), Sound I (THE 220), Theatre Labs I (THE 150), II (THE 151), III (THE 152)\*\*, Sound II (THE 271), Theatre electives (3-5 credit hours), Theatre History II

### *Learning Outcomes*

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

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

\*Take during the first quarter at Clark State.

\*\*Up to 6 credit hours may be taken for degree credit.

# Theatre Arts Departmental Certificate

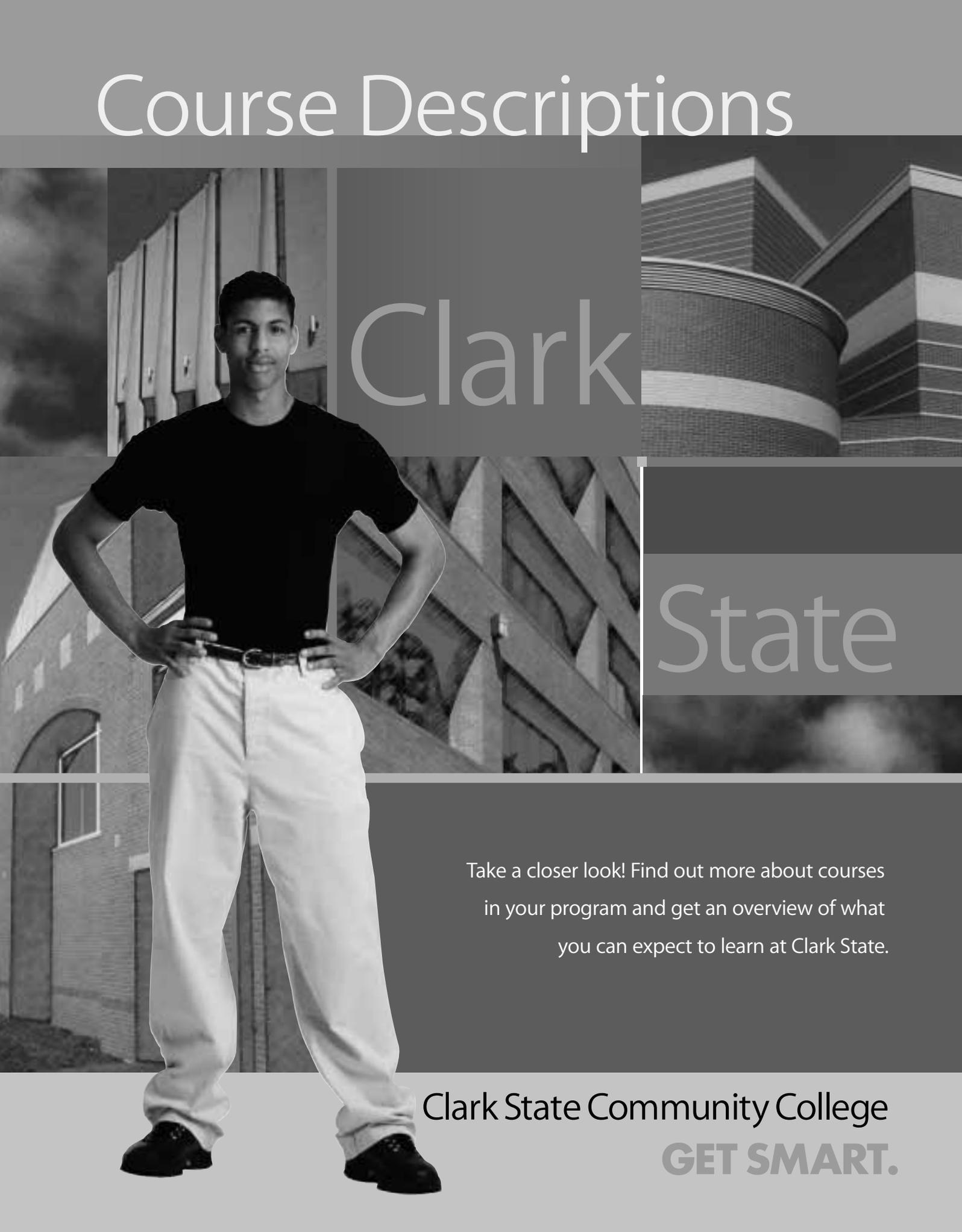
The Arts Administration Certificate is designed to prepare students for entry-level positions in arts administration. General education courses in theatre, as well as arts administration, acting and stagecraft provide a broad overview of the arts. Accounting, marketing and management courses will give the students the business background they need to succeed in arts management. Many of the courses needed for this certificate overlap those required in Business Management and/or Theatre Arts, so students can apply many of the following classes to the requirements for those programs. Also, many of these classes are offered online for students who wish to do their course work at a distance.

## Arts Administration Departmental Certificate

Course Number	Course Title	Credit Hours
THE 111	Stagecraft I	4
THE 130	Introduction to Theatre*	3
THE 230	Theatre Management	3
THE 270	Theatre History I* <i>or</i>	
THE 271	Theatre History II*	4
THE 202	Acting I <i>or</i>	
THE 160	Acting for the Non-major	4
ACC 111	Principles of Accounting I	4
ACC 112	Principles of Accounting II	4
MGT 106	Human Relations and Organizational Behavior	4
MGT 112	Principles of Business Management	4
MKT 200	Principles of Marketing	4
	Total credit hours	38

\*Humanities elective meeting Global Awareness requirement.

# Course Descriptions



Clark

State

Take a closer look! Find out more about courses in your program and get an overview of what you can expect to learn at Clark State.

Clark State Community College  
**GET SMART.**

### Course Numbering System

Alpha prefixes identify the subject area of the course while the number identifies the level. Courses in the 100 series are usually considered first-year courses while courses in the 200 series are usually considered second-year courses. However, students should follow their recommended curriculum guides and the advice of their advisors when making final decisions regarding the level and sequence of courses.

Courses numbered under 100 or identified with the prefix CPE or DEV may not be accepted by other colleges and universities for transfer credit. College Preparatory Education (Developmental) courses do not meet graduation requirements at Clark State.

### Prerequisite(s)/Corequisite(s)

Some courses require a certain degree of prior knowledge or competence called a prerequisite. For example, a college preparatory education (CPE or DEV) course in reading or mathematics may be considered a prerequisite to most courses or mathematics courses, depending on the student's placement test scores. In other cases prerequisite courses are necessary to enter the second or third course of a sequence.

Sometimes the prior knowledge required for a course can be obtained at the same time as the course itself. In this case, it is called a corequisite. Corequisite courses must be taken during the same term or prior to the selected course.

It is the student's responsibility to be aware of course prerequisites and corequisites which are listed in the course descriptions and also any courses required prior to the listed prerequisite(s). Faculty, in conjunction with the divisional dean or Dean of Student Affairs, may withdraw students who are enrolled in courses for which they do not have the prerequisite(s) or corequisite(s).

### ACC Accounting

#### ACC 111 Principles of Accounting I (4)

Fundamental accounting concepts, terms, and procedures; analyzing, classifying and recording accounting data; subsidiary ledgers; special journals, adjusting and closing accounts; accounting cycle completion; financial statements; payroll and payroll taxes; control over cash; bank reconciliation.

Prerequisite(s): DEV 061 or CPE 061

#### ACC 112 Principles of Accounting II (4)

Accounting for a merchandising business, receivables, inventories, plant and intangible assets. Corporations: organization and equity rights, retained earnings, and dividends. Additional emphasis on financial statements.

Prerequisite(s): ACC 111

#### ACC 113 Principles of Accounting III (4)

Corporations—long term liabilities. Financial statement analysis, statement of cash flows, managerial accounting principles and systems, manufacturing operations and job order cost accounting, differential analysis.

Prerequisite(s): ACC 111, ACC 112

#### ACC 120 Microcomputer Accounting Systems (4)

Integrated accounting systems applications with use of microcomputer as primary tool for maintaining accounting

records and financial statement generation. Use of windows-based accounting software. Includes study of both service and merchandising businesses.

Prerequisite(s): ACC 111 or instructor permission

#### ACC 211 Intermediate Accounting I (4)

Review of accounting principles and procedures, including financial reporting, users of financial information, and development of accounting standards. Advanced study of financial statements to include the income statement, retained earnings statement, balance sheet, and statement of cash flows.

Prerequisite(s): ACC 112

#### ACC 212 Intermediate Accounting II (4)

Cash and receivables. Cost of goods sold and inventories including cost allocation, valuation, estimation and non-cost valuation procedures. Noncurrent operating assets including acquisition, utilization, and retirement.

Prerequisite(s): ACC 113, ACC 211

#### ACC 213 Intermediate Accounting III (4)

Current, contingent, and long-term liabilities. Owner's equity, including contributed capital and retained earnings. Financial reporting and analysis.

Prerequisite(s): ACC 212

#### ACC 221 Tax Accounting I (4)

Theory of individual taxes and their application under the Internal Revenue Code. Introduction and preparation of individual tax returns.

Prerequisite(s): DEV 061 or CPE 061

#### ACC 222 Tax Accounting II (4)

Introduction to business tax law and its application in the preparation of domestic federal, state and local corporate tax forms. A working knowledge in the preparation of personal property, sales, franchise tax returns.

Prerequisite(s): ACC 221

Corequisite(s): ACC 112

#### ACC 233 Cost Accounting (4)

Cost accounting principles including job order cost, process cost and standard cost accounting. Variance analysis and budgeting also covered.

Prerequisite(s): ITS 125, ACC 113

#### ACC 250 Government and Nonprofit Accounting (4)

Fundamental accounting procedures for nonprofit and governmental institutions. To include state and local governmental accounting, accounting for health care organizations, and accounting for colleges and universities.

Prerequisite(s): ACC 113, ACC 211

### (AGR) Agriculture

#### AGR 104 Agricultural Survey and Employment Skills (3)

Survey of Agriculture Business and Horticulture Industries; career opportunities, goals, employability skills, including resumes, cover letters, interview preparation, professional development, college and degree requirements, student

responsibilities; industry expectations.  
Prerequisite(s): DEV 061 or CPE 061

*AGR 105 Principles of Ag Sales I (3)*

A basic course in sales functions. The role of selling, what it means, and its relationship to marketing. Responsibilities of salespeople as a profession, traits for success, sales skills, and professionalism.

Prerequisite(s): DEV 061 or CPE 061

*AGR 106 Principles of Ag Sales II (3)*

An in-depth study of personal selling, including the importance of selling; establishing partnering relationships between salespeople and their customers; ethical and legal responsibilities confronting salespeople; concepts of buyer behavior; communication principles; and techniques in adaptive selling.

Prerequisite(s): AGR 105

*AGR 108 Technical Math for Agriculture (3)*

Development and application of practical mathematic principles in agriculture including algebra, geometry and trigonometry fundamentals with emphasis on applications involving equations, percents, measurements, graphing and problem solving techniques.

Prerequisite(s): DEV 101 or placement test score

*AGR 109 Animal Agriculture (4)*

Introduction to animal science focusing on the economic importance of the livestock and poultry industries. Identification of basic types of livestock related to production, purpose and function. Instruction in feeds and nutrition, animal health and facility requirements.

Prerequisite(s): ENG 111

*AGR 115 Welding (3)*

Introduction to basic principles and practices of shield metal arc and oxyacetylene welding.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$25

*AGR 122 Plant Pests (4)*

Identifying insects, diseases, and weeds. A study of pest life cycles, types of damage and natural control.

Prerequisite(s): BIO 140

Lab Fee: \$15

*AGR 133 Turf Science (3)*

Routine cultural practices necessary for growing turf for specialized uses including mowing, fertilization, irrigation.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$10

*AGR 143 Landscape Plant Materials (4)*

Recognition of trees, shrubs, ground covers and related plant materials commonly used in landscapes, grounds, and golf courses. Usage, design, installation, care and culture of landscape plants utilizing a variety of learning resources.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$10

*AGR 145 Herbaceous Plant Materials (4)*

Recognition of annuals, perennials, bulbs and monocots used in the garden and landscape. Usage, design, installation and culture of herbaceous plants in the landscape utilizing a variety of learning resources.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$10

*AGR 150 Soil Science (4)*

A basic understanding of soils, the study of soil formation, physical properties, water movement, organic matter and soil organisms.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$15

*AGR 151 Soil Fertility (4)*

Principles of soil fertility, plant nutrient requirements, nutrient sources application methods and environmental concerns.

Prerequisite(s): AGR 150

Lab Fee: \$15

*AGR 174 Agribusiness Principles (3)*

Basic management principles for planning, organizing and operating a small agribusiness successfully.

Prerequisite(s): DEV 061 or CPE 061

*AGR 185 Vehicle Operation and Management (3)*

Operating principles, safety and maintenance of transport equipment utilized in various agricultural/horticultural businesses.

Prerequisite(s): Agribusiness and Horticulture Majors Only

Corequisite(s): AGR 104

Lab Fee: \$12

*AGR 187 Small Gas Engines (4)*

Introduction to basic principles of two-cycle and four-cycle small engine operation, applications, maintenance, lubrication, troubleshooting, service and repair.

Prerequisite(s): CPE 061 or DEV 061

Lab Fee: \$25

*AGR 189 Applied Practices in Agriculture I (1)*

Application of agricultural or horticultural principles and techniques under supervision of college staff and faculty.

Prerequisite(s): DEV 061 or CPE 061

*AGR 193 Horticulture Co-op Experience I (3)*

Co-op work experience in chosen career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and/or written reports of the experience required.

Prerequisite(s): AGR 104

*AGR 194 Agribusiness Co-op Experience I (4)*

Co-op work experience in chosen career field at industry location. Work site for full-time (40 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and/or written reports of the experience required.

Prerequisite(s): AGR 104

*AGR 206 Agribusiness Marketing (3)*

Fundamental principles, policies, problems, structure and strategy of agribusiness marketing. Includes the role of marketing in agribusiness and the development of a marketing plan.

Prerequisite(s): AGR 174, ENG 111

*AGR 214 Crop Production (4)*

Adoption, utilization, cultural practices and cost analysis of major field and forage crops grown in Ohio. Product quality and commercial standards related to production. Computer programs specific to crop production inputs.

Prerequisite(s): BIO 140, ENG 111

Lab Fee: \$10

*AGR 219 Landscape Construction (4)*

Fundamental principles, theories and practices of landscape construction. Site plan and preparation, safety principles, tool use and identification, landscape and construction materials, job bid development and project management.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$25

*AGR 224 Irrigation Systems (3)*

Irrigation system operation and design. Primary emphasis is toward turf and horticultural applications.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$20

*AGR 225 Landscape Maintenance (4)*

Practices involved in the maintenance of landscape sites. Pruning, transplanting, mulching, watering and general plant care.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$15

*AGR 226 Landscape Design (4)*

A basic study of landscape design concepts with emphasis on site planning, design principles, plant utilization and irrigation systems

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$12

*AGR 231 Plant Propagation (4)*

Principles, techniques, materials, and necessary facilities needed by commercial horticulture growers to propagate floral, greenhouse, and landscape plants.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$20

*AGR 236 Turfgrass Management (3)*

Management of turfgrass culture practices as applied to various turfgrass industries. Includes equipment selection and maintenance, fertilizer and pest management, scheduling, record keeping and budgeting.

Prerequisite(s): AGR 133

Lab Fee: \$20

*AGR 253 Pest Management (5)*

Managing pest problems through approved practices of

control using cultural, biological and chemical methods including the safe use, handling and application of pesticides. Individualized study of the student's special area of interest.

Prerequisite(s): AGR 122

Lab Fee: \$15

*AGR 262 International Ag Trade (3)*

A study of agriculture and food policy both in the U.S. and internationally. The implications of world trade and political aspects of world food production. Food and agriculture problems, policy alternatives and their consequences.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): ENG 112

*AGR 284 Agribusiness Management (4)*

In-depth coverage of both creating and managing an agribusiness. Emphasis is on the steps necessary for creating a business plan.

Prerequisite(s): AGR 174

Corequisite(s): ENG 112

*AGR 287 Computer Aided Landscape Design (4)*

Two-dimensional computer aided landscape plans. Generate hardscapes and place plant material in digital format utilizing on-line and computerized library material. Create orthographic views from digital models, and/or from computer aided landscape site plans. Utilize automated project estimation tools.

Prerequisite(s): AGR 297 & DFT 211

Lab Fee: \$15

*AGR 289 Applied Practices in Agriculture II (1)*

Application of agricultural or horticultural principles and techniques under supervision of college staff and faculty.

Prerequisite(s): AGR 189

*AGR 293 Horticulture Co-op Experience II (3)*

A second Co-op work experience in chosen career field at industry location. Work site for part-time (30 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and/or written reports of the experience required.

Prerequisite(s): AGR 104, AGR 193

*AGR 294 Agribusiness Co-op Experience II (4)*

A second Co-op work experience in chosen career field at industry location. Work site for full-time (40 hours) work for 10 weeks selected by the student with assistance from Ag Co-op instructor. Oral and/or written reports of the experience required.

Prerequisite(s): AGR 104, AGR 194

*AGR 296 Special Topics in Agriculture: Small Gas Engines (4)*

Introduction to basic principles of two-cycle and four-cycle small engine operation, applications, maintenance, lubrication, troubleshooting, service and repair.

Prerequisite(s): DEV 061 and CPE 061

Lab Fee: \$25

*AGR 297 Landscape Design II (4)*

Advanced study of landscape design concepts with emphasis

on planning, designing and pricing diversified landscapes.  
Prerequisite(s): AGR 226  
Lab Fee: \$12

*AGR 298 Applied Practices in Agriculture III (1)*  
Application of agricultural or horticultural principles and techniques under supervision of college staff and faculty.  
Prerequisite(s): AGR 289

### **(ART) Art**

*ART 111 Drawing I (3)*  
Explores the use of line value, shape and color in developing visual drawing skills. Two and three-dimensional problems are given. Also included is the study of location of forms in space, their proportion and structure with light and shade as well as perspective.  
Prerequisite(s): DEV 061 or CPE 061  
Lab Fee: \$5

*ART 112 Drawing II (3)*  
Continuing representational and contemporary problems with complex composition arrangements, wet/dry media and simple color drawing to develop visual skills. Use of still life, landscape, and introduction to some figure work. Explores the use of line, value, shape and color in developing visual drawing skills. Study of location of forms in space, their proportion and structure with light and shade as well as perspective. Introduction to figure drawing.  
Prerequisite(s): ART 111  
Lab Fee: \$5

*ART 113 Drawing III (3)*  
Interpretation of the figure using wet and dry media, black and white and simple color. For both fine and graphic design artists.  
Prerequisite(s): ART 112  
Lab Fee: \$20

*ART 114 Drawing IV (3)*  
Continued interpretation of the figure. Emphasis is placed on increasing the drawing vocabulary and the development of personal approaches to the medium.  
Prerequisite(s): ART 113  
Lab Fee: \$20

*ART 130 Appreciation of the Arts (3)*  
Awareness and aesthetic appreciation of literature, painting, sculpture, architecture, music, and dance within an historical context. Individual works used to illustrate the nature and problems of the creative experience and its relationship to the historical, cultural, and social environment.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass Score  
Corequisite(s): ENG 111  
Lab Fee: \$3

*ART 133 Art History I (3)*  
Survey of visual art from medieval times to Renaissance. Introduction to basic concepts of visual and stylistic analysis.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE

071 or appropriate Compass score  
Corequisite(s): ENG 111  
Lab Fee: \$3

*ART 134 Art History II (3)*  
Survey of visual art from late medieval times to beginnings of the modern era.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111  
Lab Fee: \$3

*ART 135 Art History III (3)*  
Survey of visual art during post impressionist to modern era.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111  
Lab Fee: \$3

*ART 138 Arts of Africa (3)*  
General survey course to enhance the student's understanding and appreciation of traditional African art and culture as reflected in the visual arts. Focus on visual arts, other interrelated art forms such as music, dance, and drama also discussed as transmitters of traditional cultural values.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111

*ART 213 Painting I (3)*  
Color principles studied with application to transparent painting on paper. Form, space and color studied as they apply to water-based paints. Still life, landscape and figure work studied as themes.  
Prerequisite(s): ART 113, GPH 105  
Lab Fee: \$10

*ART 214 Painting II (3)*  
Basic color principles studied and applied in opaque painting. Various approaches to application explored as well as study of form, space, composition, and technique.  
Prerequisite(s): ART 213  
Lab Fee: \$10

*ART 215 Painting III (3)*  
The continued study of painting as an expressive medium. Exploration in technique and the development of personal approaches are encouraged. Student can select medium and subject.  
Prerequisite(s): ART 214  
Lab Fee: \$10

*ART 216 Painting IV (3)*  
An advanced study of painting as an expressive medium. Exploration in technique and the development of personal approaches are expected. Student selects medium and subject.  
Prerequisite(s): ART 215  
Lab Fee: \$10

**(Bio) Biology***BIO 102 Medical Terminology (3)*

Understand the language of medicine and expand vocabulary to better communicate with physicians, nurses and other health personnel. Use of medical dictionaries and develop an understanding of the meanings of medical terms including prefixes, suffixes, and root words. Learn to use abbreviations for medical documentation and apply knowledge of medical terminology.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*BIO 105 Fundamentals of Anatomy and Physiology (4)*

The human body's structure and function with emphasis on major body systems.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*BIO 110 Fundamentals of Human Biology (4)*

The human organism: structure and organization, integrity and homeostasis, metabolism, responsiveness, reproduction, growth and development. Aging, diseases and disorders included.

Prerequisite(s): DEV 091 or CPE 091

Lab Fee: \$40

*BIO 111 Biology I (4)*

Cell biology and genetics. Cellular molecules, cellular anatomy, cellular processes including respiration and photosynthesis, cellular reproduction. Mendelian and molecular genetics.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score, High School Chemistry or instructor permission

Lab Fee: \$40

*BIO 112 Biology II (4)*

Evolution, diversity and ecology of organisms. Processes by which organisms change over time, the diversity of life that results from such changes and the adaptations that occur allowing organisms to exist in a changing environment.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$40

*BIO 113 Biology III (4)*

The human as organism; a comparative look at structure, function and behavior.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$40

*BIO 118 Muscle Function (2)*

Study of skeletal structure and function and the origin, insertion, and action of trunk and extremity muscles. Introduction to palpation and muscle function during activities.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): BIO 102, PTA 120

*BIO 121 Anatomy and Physiology I (4)*

Human cells, tissues, skin, bones, muscles, nervous system cells, autonomic nervous system.

Prerequisite(s): CHM 110

Corequisite(s): BIO 102

Lab Fee: \$25

*BIO 122 Anatomy and Physiology II (4)*

Human circulatory, respiratory, urinary, digestive systems, acid-base and fluid and electrolyte balance, metabolism.

Prerequisite(s): BIO 102, BIO 121

Corequisite(s): NONE

Lab Fee: \$25

*BIO 123 Anatomy and Physiology III (4)*

Central and peripheral nervous system, special senses, endocrine and lymphatic systems, immunity, reproduction and development.

Prerequisite(s): BIO 122

Lab Fee: \$25

*BIO 132 Microbiology (3)*

Study of bacteria, fungi, protista, rickettsiae, chlamydia, viruses, and helminths. Emphasis on bacteria and their relationship to health. Concurrent enrollment in BIO 133, the lab component, is required for most majors.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): BIO 133 if lab component required. Lab component is required for most majors.

*BIO 133 Microbiology Laboratory (1)*

Study of bacteria, fungi, protista, rickettsiae, chlamydia, viruses, and helminths in the laboratory setting. Emphasis on bacteria and their relationship to health.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): BIO 132

Lab Fee: \$90

*BIO 140 Plant Science (4)*

Basic structure and function of plants, including growth, vegetative, and reproductive structures, heredity, photosynthesis, respiration, and the control of growth and development.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

Lab Fee: \$40

*BIO 230 Biomechanics (4)*

The science of human motion and the systematic application of mechanical laws to movement. Includes fundamentals of posture and gait analysis. Laboratory practice.

Prerequisite(s): BIO 118, BIO 121, PTA 120

Corequisite(s): BIO 122, PTA 145

Lab Fee: \$15

**(CHM) Chemistry***CHM 110 Fundamentals of Chemistry (5)*

Concepts in chemistry for students requiring only one chemistry course for their major. Classification and properties of matter, atomic structure and periodicity, ionic and covalent compounds, moles and molarity, acids and bases, energy in

chemical reactions, introduction to nuclear, organic and biochemistry.

Prerequisite(s): DEV 061 or CPE 061 and DEV 101 or CPE 101 or appropriate Compass score

Lab Fee: \$15

*CHM 114 Introduction to General Chemistry Review (4)*

Intended as a review course prior to taking General Chemistry (CHM 121) for students who have completed high school chemistry. Introduction to the composition, structure, properties, and transformations of matter, including dimensional analysis, atomic structure, bonding, chemical reactions, states of matter, energy changes, solutions, reaction rates and chemical equilibrium, acids and bases.

Prerequisite(s): DEV 061 or CPE 061 & DEV 103 or CPE 103 or appropriate Compass score, For MLT Students only: DEV 061 or CPE 061, DEV 101/CPE101 for MLT students only

Corequisite(s): ENG 111

*CHM 115 Introduction to General Chemistry (5)*

Intended as preparation for General Chemistry (CHM 121). Introduction to the composition, structure, properties, and transformations of matter, including dimensional analysis, atomic structure, bonding, chemical reactions, states of matter, energy changes, solutions, reaction rates and chemical equilibrium, acids and bases.

Prerequisite(s): DEV 061 OR CPE 061, DEV 103 or CPE 103 or appropriate Compass score, For MLT Students only: DEV 061 or CPE 061, DEV 101/CPE 101 DEV 071/CPE071

Corequisite(s): ENG 111

Lab Fee: \$15

*CHM 116 Introduction to Organic and Biological Chemistry (5)*

Introduction to the structures, chemical and physical properties of hydrocarbons, alcohols, phenols, ethers, aldehydes, ketones, carbohydrates, carboxylic acids, esters, lipids, amides, amino acids, proteins. Introduction to the role of enzymes and vitamins in metabolism. Emphasis on health-related applications.

Prerequisite(s): DEV 103 or CPE 103 or appropriate Compass score and CHM 114 or CHM 115 or high school chemistry within 5 years

Corequisite(s): ENG 111

Lab Fee: \$20

*CHM 121 General Chemistry I (5)*

Basic chemical principles of elements, compounds, and mixtures. Theory, principles and applications of structure of atoms, molecules, formula units including bonding and VSEPR. Principles and applications of stoichiometry, reactivity, energy and thermochemistry.

Prerequisite(s): DEV 071 or CPE 071 or app. Compass score & CHM 115 or HS chemistry and passing chemistry placement test, DEV/CPE 103, or app score on the math placement test.

Corequisite(s): MTH 120 or MTH 121 and ENG 111

Lab Fee: \$30

*CHM 122 General Chemistry II (5)*

Theory, principles and applications of properties of solids, liquids and gases including gas laws, phase changes, and colligative properties. Theory, principles and applications of chemical reactions including chemical kinetics, chemical equilibrium, acids, bases, applications of equilibrium (buffers, common ion effect, solubility products).

Prerequisite(s): CHM 121 and ENG 111

Corequisite(s): MTH 122 and ENG 112

Lab Fee: \$30

*CHM 123 General Chemistry III (5)*

Theory, principles and applications of quantitative and descriptive chemistry emphasizing: thermodynamics, electrochemistry, main group chemistry, coordination chemistry, solid state chemistry, nuclear chemistry, organic chemistry and biochemistry.

Prerequisite(s): CHM 122

Lab Fee: \$30

*CHM 211 Organic Chemistry I (5)*

Nomenclature, structure and stereochemistry of carbon compounds. Chemical and physical properties of alkanes and cycloalkanes and related compounds. Infrared spectroscopy and nuclear magnetic resonance.

Prerequisite(s): CHM 123

Lab Fee: \$35

*CHM 212 Organic Chemistry II (5)*

Chemical and physical properties of unsaturated hydrocarbons, oxygen containing carbon compounds, aromatic compounds and their derivatives, organic synthesis of polymers.

Prerequisite(s): CHM 211

Lab Fee: \$35

*CHM 213 Organic Chemistry III (5)*

Polycyclic compounds, amines and related compounds. Chemistry of biomolecules and biochemical synthesis and metabolism.

Prerequisite(s): CHM 212

Lab Fee: \$35

**(COM) Communication**

*COM 111 Interpersonal Communication (3)*

Introduction to intrapersonal and interpersonal communication processes, focusing on effective ways of expressing oneself and understanding others through various communication theories. We will look at listening, understanding the self, conflict, power, perception, etc.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): CPE 071

**COM 121 Effective Speaking I (3)**

Introduction to public speaking processes which are designed to help individuals communicate effectively in a variety of speaking situations. This course focuses on developing, organizing, preparing, delivering, and analyzing public presentations.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

**COM 131 Introduction to Mass Communication (3)**

A study of newspapers, radio, television, magazines, public relations, advertising, photojournalism, and allied topics as well as the analysis of forces and institutions affecting media behavior, and the resulting quality of performance.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

**COM 200 Basic Reporting and News Writing (3)**

A beginning course in reporting and news writing with an emphasis on journalistic style and grammar, basic news story structure, the interview, coverage of speeches and meetings, and elementary feature writing for print and electronic media. Also examine laws and ethics.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

**COM 221 Effective Speaking II (3)**

Presentation design with an emphasis on elements of argumentation, building a strong case with appropriate evidence, order of arguments, and delivery for a specific audience outcome

Prerequisite(s): COM 121

Corequisite(s): ENG 112

**(COR) Correction****COR 100 Introduction to Corrections (4)**

Survey of the corrections system, including history and growth; role in the criminal justice system; components of the correctional process; local, state, and federal corrections establishments; structures and operations; present and future issues.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): CRJ 100

Lab Fee: \$10

**COR 105 Probation and Parole (4)**

History and philosophy of probation, aftercare, and other community programs for juvenile and adult offenders; function and philosophy of parole, current laws and case studies.

Prerequisite(s): COR 100

Corequisite(s): CRJ 120

**COR 130 Adult/Juvenile Corrections (4)**

Facilities, programs, and procedures for detention and incarceration; variations due to age, sex, offense of individual, social structure of facilities; humanistic control of incarcerated persons.

Prerequisite(s): COR 100, CRJ 120

Lab Fee: \$10

**COR 280 Jail Practicum (4)**

Field service training, educational experience through appropriate observation and work assignment to witness function and operation of the jail, case laws, current trends.

Prerequisite(s): COR 130, COR 100, CRJ 120

Lab Fee: \$10

**COR 281 Juvenile Institutions Practicum (4)**

Field service training, designed to broaden educational experience through appropriate observation and work assignment in state operated juvenile correction facilities.

Prerequisite(s): COR 280, COR 130, COR 100, CRJ 120

Lab Fee: \$10

**COR 282 Adult Institutions Practicum (4)**

Field service training, designed to broaden educational experience through appropriate observation and work assignment in state operated adult corrections facilities.

Prerequisite(s): COR 100, COR 130, COR 280, CRJ 120

Lab Fee: \$10

**(CPE) Comprehension****CPE 061 Reading Comprehension I (4)**

A semi-individualized program of reading skill development, including general reading comprehension, vocabulary development and study skills strategies. Institutional credit only.

Prerequisite(s): Reading Placement test score below the CSCC standard

**CPE 062 Reading Comprehension II (4)**

A continuation of reading skill development begun in DEV 061, including general reading comprehension, vocabulary development, and study skills strategies. Institutional credit only.

Prerequisite(s): Reading Placement test score below the CSCC standard or CPE 061

**CPE 071 Writing Fundamentals (4)**

This course is designed to prepare you for the writing abilities and requirements of English 111 and 112 as well as the specific writing needs for your individual areas of concentrated study. The course attempts to improve sentence and writing skills by combining exercises in grammar/mechanics and weekly writing assignments. Development of topic and ideas to support topic sentences in an organized and coherent manner will also be covered. Institutional credit only.

Prerequisite(s): Writing Placement test result below the CSCC standard

**CPE 073 Writing Fundamentals Module A (1)**

This course is designed to prepare you for the writing abilities and requirements of English 111 and 112 as well as the specific writing needs for your individual areas of concentrated study. Module A focuses on the mechanics of writing using proper punctuation. Institutional Credit

Only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 074 Writing Fundamentals Module B (1)*

This course is designed to prepare you for the writing abilities and requirements of English 111 and 112 as well as the specific writing needs for your individual areas of concentrated study. Module B focuses on sentence structure (comma splices, fragment, run-ons, wordiness). Institutional Credit Only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 075 Writing Fundamentals Module C (1)*

This course is designed to prepare you for the writing abilities and requirements of English 111 and 112 as well as the specific writing needs for your individual areas of concentrated study. Module C focuses on the essential elements of paragraph development. Topic sentences, development of ideas, details, and conclusions will be covered. Institutional Credit Only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 076 Writing Fundamentals Module D (1)*

This course is designed to prepare you for the writing abilities and requirements of English 111 and 112 as well as the specific writing needs for your individual areas of concentrated study. Module D focuses on rhetorics and the introduction of the essay. Institutional Credit Only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 091 Math Fundamentals (4)*

Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions and the metric system. Institutional credit only.

Prerequisite(s): Math placement test score below the CSCC standard

*CPE 092 Math Fundamentals Module A (1)*

Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions and operations with the metric system. Module A focuses on the operations with whole numbers. Institutional credit only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 093 Math Fundamentals Module B (1)*

Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions and operations with the metric system. Module B focuses on the operations with fractions. Institutional credit only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 094 Math Fundamentals Module C (1)*

Topics include whole numbers, mixed numbers, fractions,

decimals, percentages, ratios and proportions and operations with the metric system. Module C focuses on the operations with decimals. Institutional credit only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 095 Math Fundamentals Module D (1)*

Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions and operations with the metric system. Module D focuses on metric conversions. Institutional credit only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 096 Math Fundamentals Module E (1)*

Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions and operations with the metric system. Module E focuses on ratios and proportions. Institutional credit only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 097 Math Fundamentals Module F (1)*

Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions and operations with the metric system. Module F focuses on percentages. Institutional credit only. This is a computer-based work on your own type course.

Prerequisite(s): None

*CPE 101 Introductory Algebra I (4)*

An introduction to basic algebra including operations with integers, solving linear and literal equations (with applications), operations with polynomials and factoring. Institutional credit only.

Prerequisite(s): Algebra Placement test score below the CSCC standard or Math Fundamentals DEV 091 or CPE 091

*CPE 102 Introductory Algebra II (4)*

Topics include rational expressions, equations containing rational expressions (with applications), graphs of points and lines, slope and linear systems in two variables. Institutional credit only.

Prerequisite(s): Algebra Placement Test score below the CSCC standard or DEV 101 or CPE 101

*CPE 103 Introductory Algebra III (4)*

Selected topics from plane geometry with applications; positive, negative, and fractional exponents; scientific notation; simplifying, rationalizing and operations with radicals; quadratic equations with applications; introduction to functions and graphing. Institutional credit only.

Prerequisite(s): Algebra Placement test score below the CSCC standard or DEV 102 or CPE 102

**(CRJ) Criminal Justice***CRJ 100 Intro to Criminal Justice (4)*

Overview of the criminal justice system's history, development and evolution including subsystems of police, courts and corrections.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 112 Traffic Management (3)*

The principles of traffic control, accident reconstruction, and enforcement of the law.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 116 Systems Approach to Computer Technology (3)*

The management of police departments through computer applications, using database, electronic spreadsheet, and other commercial software.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$15

*CRJ 118 Forensic Photography (3)*

The application of photography to criminal and civil investigations, including the preparation of courtroom presentation.

Prerequisite(s): PHO 111

Lab Fee: \$25

*CRJ 120 Juvenile Procedures (3)*

The juvenile justice system's parts and subcultures; causative factors of, prevention of, and treatment programs for juvenile delinquency.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 123 Patrol Operations (3)*

A comprehensive study of police patrol operations, including vehicle patrol techniques, foot patrol, crimes in progress, prowler calls, building searches, and stops and approaches.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 125 Community Policing (3)*

Principles of community policing including youth focused activities, community based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision-making.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 201 Police Administration (3)*

Examination of administrative design, including personnel selection, training, advancement, discipline, and utilization of resources.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 216 Community Relations (3)*

The development of skills to resolve communication problems

between citizens and the police.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 221 Forensic Science I (5)*

The search for, recognition of, and preservation of physical evidence found at crime scenes.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$15

*CRJ 223 Forensic Science II (5)*

Familiarization with selected laboratory techniques commonly used by law enforcement agencies.

Prerequisite(s): CRJ 221

Lab Fee: \$15

*CRJ 226 Interview and Interrogation (3)*

Examines the dynamics of the art of interviewing and interrogation of witnesses, victims, and suspects.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 228 Criminal Investigation (3)*

Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 230 Social Justice (3)*

Exploration of job stresses; the social value and ethics of the criminal justice process.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 231 Criminal Law (3)*

Overview of the criminal procedures, criminal law, common defense, and prosecutorial processes.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 232 Ohio Criminal Code (3)*

The explanation of Ohio's statutory code; elements of offenses and lesser-included offenses.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 250 Community Resources (3)*

A service learning class where the student will weekly participate in two hours of seminar discussion and 8 hour of practicum in a related field. The student will learn what resources are available to police officers such as homeless shelters, detoxification centers and food pantries.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*CRJ 280 Practicum (3)*

Supervised work experience in criminal justice agencies for purpose of increasing student understanding of the criminal justice process.

Prerequisite(s): CRJ 100, CRJ 112, CRJ 116, CRJ 118, CRJ 120, CRJ 123, CRJ 125, CRJ 201, CRJ 216, CRJ 221, CRJ 222, CRJ 226, CRJ 228, CRJ 231

*CRJ 287 Basic Law Enforcement I (8)*

Law enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's office and the Ohio Peace Officer's Training Council.

Prerequisite(s): None

Corequisite(s): CRJ 289

Lab Fee: \$480

*CRJ 289 Basic Law Enforcement II (8)*

Law enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's Office and the Ohio Peace Officer's Training Council.

Prerequisite(s): None

Corequisite(s): CRJ 287

Lab Fee: \$480

**(CSD) Computer Software Development**

*CSD 104 Programming Fundamentals (5)*

Fundamental programming constructs and concepts. Study of variables, constants, looping, strings, flowcharting basics, programming logic, and data validation techniques. Introduction to object - oriented programming.

Prerequisite(s): Knowledge level equivalent to ITS 080, keyboarding skills

Lab Fee: \$15

*CSD 114 Visual Basic For Web Services (5)*

Knowledge and skills needed to develop Microsoft.NET-based applications using Visual Basic.NET. Utilize framework goals of the .NET architecture. Extend traditional Visual Basic application to take advantage of the language's enhancements.

Prerequisite(s): CPE 091, CSD 104

Lab Fee: \$20

*CSD 119 Programming with ADO.NET (5)*

Knowledge and skills needed to build data-centric applications and web services. Integration of MS ADO.NET, SQL server, and the .NET framework.

Prerequisite(s): CPE 101, CSD 114

Lab Fee: \$15

*CSD 130 Database Modeling (3)*

Knowledge and skills needed to model business requirements. Object role modeling (ORM) techniques and ORM tools. Database modeling and how ORM relates to Entity Relationship (ER) diagrams.

Prerequisite(s): Equivalent ITS 080 skills

Lab Fee: \$15

*CSD 150 Database Administration (5)*

Install and configure a MS SQL Server Database. Manage and maintain data, configure and manage security, monitor and maintain database, and troubleshoot problems.

Prerequisite(s): ITS 109 or instructor permission

Lab Fee: \$10

*CSD 160 Database Design (5)*

Database design theory (specifically back-end relational databases utilizing MS SQL Server). Database structure; programming databases using transact-SQL. Basic and advanced topics regarding database creation/manipulation/report production/user interfaces. Designing and implementing databases with MS SQL Server 7.0.

Prerequisite(s): ITS 109 or instructor permission

Lab Fee: \$10

*CSD 208 Programming XML Web Services (3)*

Knowledge and skills needed to develop XML Web Services. Build, deploy, locate, and consume Extensible Markup Language (XML) Web Services. Focus on MS Visual Studio, MS ASP, and Universal Description, Discovery, and Integration (UDDI).

Prerequisite(s): CSD 119, ITS 108

Lab Fee: \$20

*CSD 210 Programming Applications for Windows (3)*

Provides skills required to build MS Forms applications. Topics include: GDI, threading and asynchronous programming issues, simple remoting, web access, and deployment issues. Use of the .NET Framework stressed.

Prerequisite(s): CSD 118

Lab Fee: \$15

*CSD 216 C Concepts I (5)*

Knowledge and skills needed to develop C# applications for the Microsoft .NET Platform. Focuses on C# program structure, language, syntax, and implementation details. Object-oriented and type-safe programming language concepts.

Prerequisite(s): CSD 104 or Instructor Permission

Lab Fee: \$20

*CSD 217 C Concepts II (5)*

Knowledge and skills needed to build Windows applications. Utilization of the Microsoft.NET Framework. Topics to include Windows Forms, GDI+, threading, simple remoting, etc. Security and deployment issues.

Prerequisite(s): CSD 216

Lab Fee: \$20

*CSD 220 Systems Analysis (4)*

Integration of principles from management information systems theory and data processing to identify managerial information needs. Development of systems to provide that information. Topics include: information gathering tools and techniques, analysis tools and techniques, and project management tools and techniques. A structured approach to development of information systems.

Prerequisite(s): CSD 104 or CSD 105 or Permission of Instructor

Lab Fee: \$10

*CSD 222 Systems Design (4)*

Design of computer-based information systems. Requirements, methodology, and technical skills related to system specification, system design, development and documentation.

Prerequisite(s): CSD 220

Lab Fee: \$10

*CSD 240 Component Object Model Development (5)*

Knowledge and skills needed to build scalable, distributed applications. Use of MS.NET Enterprise Services and the MS. NET Framework

Prerequisite(s): CSD 119

Lab Fee: \$20

*CSD 270 Creating and Publishing Web Sites (4)*

Creating and editing web pages using a collection of different technologies such as HTML, XML, JavaScript, CSS (Cascading Style Sheets), and DOM (Document Object Model). Standard programming language concepts and actual publishing of web pages. Creation of an e-commerce site

Prerequisite(s): CSD 208

Lab Fee: \$20

**(DAN) Dance***DAN 100 Beginning Dance (1)*

Basic movement class for students with no previous dance experience. Placement exercises, movement combinations to improve flexibility, and movements common to ballet and modern dance

Prerequisite(s): none

*DAN 111 Ballet I (3)*

Basic fundamentals and theory of classical ballet for beginning students. Barre work, center combinations, and traveling sequences.

Prerequisite(s): none

*DAN 112 Ballet II (3)*

Ability to apply concepts and refine techniques learned in Ballet I. More advanced ballet techniques and concepts. Knowledge of 20th century ballet. Includes barre work, center combinations, and traveling sequences.

Prerequisite(s): DAN 111

*DAN 113 Advanced Intermediate Ballet (3)*

Continuation of ballet fundamentals from Ballet I and Ballet II. Increased awareness of the relationship between movement and music. Barre, center floor, traveling sequences each class

Prerequisite(s): DAN 111, DAN112

*DAN 120 Modern Dance I (3)*

Fundamental movement principles demonstrating body awareness and alignment. Barre work, center floor work and locomotor patterns of movement using primarily modern dance technique. Awareness of the origins of modern dance.

Prerequisite(s): None

Corequisite(s): none

*DAN 130 Jazz Dance I (3)*

Basic fundamentals of jazz technique. Warm-up, simple jazz style exercises, isolations, floor movements, movement dynamics, basic dance fundamentals, and vocabulary in the jazz idiom

Prerequisite(s): none

*DAN 131 Jazz Dance II (3)*

Intermediate level of jazz dance techniques. Includes combinations, isolations, jumps, leaps and turns. Work on styles, speed and balance.

Prerequisite(s): DAN 130

*DAN 132 Jazz Dance III (3)*

Advanced level jazz technique. Advanced movement sequences. Continued study of jazz artists and choreography.

Prerequisite(s): DAN 131

*DAN 135 Tap Dance I (3)*

Basic fundamentals of tap technique. Basic steps, rhythm and combinations.

Prerequisite(s): none

*DAN 136 Tap Dance II (3)*

Continued fundamentals of the tap technique and vocabulary. Further work in basic steps, rhythms and combinations.

Prerequisite(s): DAN 135

*DAN 137 Tap Dance III (3)*

Advanced fundamentals of tap technique, including steps, rhythms and combinations.

Prerequisite(s): DAN 136

*DAN 140 Dance & Movement for Actors (3)*

Movement principles for actors. Body alignment, weight transference, simple movements and movement combinations,

Prerequisite(s): none

*DAN 150 Composition I (2)*

Basic choreographic factors using a single dancer. Study of historical styles and movement qualities.

Prerequisite(s): DAN112

Lab Fee: \$50

*DAN 160 Dance History (3)*

Survey the major aspects of Western theatrical dance from sixteenth century through the twentieth century.

Prerequisite(s): None

*DAN 215 Pointe Technique I (2)*

Application of advanced ballet technique en pointe.

Prerequisite(s): None

*DAN 296 Independent Study: Choreography (2)*

Basic fundamentals of choreography. Students must learn to work as a group to organize a dance piece.

Prerequisite(s): DAN 100

*DAN 297 Special Topics: Rehearsal and Performance (3)*  
Learning and perfecting dance movements in combination with weekly rehearsal for the Spring dance recital.  
Prerequisite(s): DAN 132

*DAN 299 Independent Study: Dance Education (5)*  
To enable the student to develop a better understanding of dance teaching techniques, methods, and practices. To develop skills as a dance instructor; so that the dance instructor's students will benefit from better time management, and new teaching techniques.  
Prerequisite(s): None

### **(DFT) Drafting**

*DFT 101 Drafting I (3)*  
Instruments and their uses, lettering, dimensioning, geometrical construction, sketching and orthographic drawing.  
Prerequisite(s): DEV 061 or CPE 061  
Lab Fee: \$10

*DFT 102 Drafting II (3)*  
Auxiliary views, sections, fasteners, welding symbols, riveting, developed views, pictorial drawings including isometric and perspective views, and fundamentals of design. All work drawn and dimensioned in accordance with ASME Y 14.100.  
Prerequisite(s): DFT 101 or 2 years high school drafting  
Lab Fee: \$10

*DFT 103 Descriptive Geometry (4)*  
Use of a CAD system to create two dimensional graphic representations of points, lines and planes in three-dimensional space with practical applications to locate and determine true lengths of lines, true shapes of surfaces and planes, intersections of surfaces, angles between planes, shades/shadows and perspectives.  
Prerequisite(s): DFT 102, DFT 211 and ENT 101  
Lab Fee: \$15

*DFT 203 Technical Publication (4)*  
Graphic communication with computer methods of drawing construction. Isometric, one point and two point perspective techniques used to construct part, exploded, and sectioned assembly drawings. Drawings merged into a desktop publishing program for the addition of notes, assembly/repair instructions and specifications for the preparation of assembly and repair manuals.  
Prerequisite(s): DFT 214, ENG 223  
Lab Fee: \$15

*DFT 211 Computer-Aided Design I (4)*  
Microcomputer system with Windows and AutoCAD software to construct two-dimensional mechanical drawings. Use of Windows and AutoCAD commands to produce drawings and fully dimension them according to ANSI standards. Drawings plotted full-size and at scale as required.  
Prerequisite(s): DFT 101 or two years h.s. drafting, ENT 121, or INT 105  
Lab Fee: \$15

*DFT 212 Computer-Aided Design II (4)*  
Continuing the use of the Windows version of AutoCAD software with microcomputer systems as applied to libraries, three-dimensional wire frame drawings and custom menus.  
Prerequisite(s): DFT 211, DFT 102  
Lab Fee: \$15

*DFT 214 Solid Modeling (4)*  
Two-dimensional drafting and three dimensional solid model assemblies. Generating 2D and 3D elements, integrating 2D/3D elements, creating orthographic views from solid models, and parametric modeling. Inventor used.  
Prerequisite(s): DFT 211  
Lab Fee: \$15

*DFT 215 Advanced Solid Modeling (3)*  
Use of Windows version of AutoCAD software with microcomputer systems to write programs to automate the drafting and design process. Increasing productivity using programs to eliminate excessive numbers of drafting steps, make global drawing changes and simplify drafting of similar parts. Inventor used.  
Prerequisite(s): DFT 214  
Lab Fee: \$15

### **(EBE) Experienced-Based Education**

*EBE 100 Employability Skills (2)*  
Life, career and educational goals; resume and cover letter; research organization; interviewing skills, discussion of professional image; follow-up letter.  
Prerequisite(s): DEV 061 or CPE 061  
Lab Fee: \$5

*EBE 110 Prior Learning Portfolio Development (3)*  
The development of a portfolio to be assessed for credit for prior learning experiences. Topics include an overview of experiential learning, development of a chronological record, writing a goals paper, writing learning statements, documentation of learning experiences, and development of a portfolio.  
Prerequisite(s): This course is required if seeking more than 4 hours of experiential credit. Approval of Coordinator of Prior Learning Portfolio Program

*EBE 282 Co-Op Education I (2)*  
Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports. Workplace learning of a minimum of 200 documented hours.  
Prerequisite(s): EBE 100 and approved co-op placement

*EBE 283 Co-Op Education I (3)*  
Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports. Workplace learning of a minimum of 300 documented hours.  
Prerequisite(s): EBE 100 and approved co-op placement

**EBE 284 Co-Op Education I (4)**

Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports. Workplace learning of a minimum of 400 documented hours.

Prerequisite(s): EBE 100 and approved co-op placement

**EBE 287 Co-Op Seminar I (2)**

Discussion of workplace experiences relating to classroom theory and practice to the work environment.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): EBE 282

**EBE 292 Co-Op Education II (2)**

Continuation of valuable work experience. In addition to requirements of EBE 282, a special project is required based on the technology. Workplace learning of a minimum of 200 documented hours.

Prerequisite(s): EBE 282 or EBE 283 or EBE 284; and approved co-op placement

**EBE 293 Co-Op Education II (3)**

Continuation of valuable work experience. In addition to requirements of EBE 283, a special project is required based on the technology. Workplace learning of a minimum of 300 documented hours.

Prerequisite(s): EBE 282 or EBE 283 or EBE 284; and approved co-op placement

**EBE 294 Co-Op Education II (4)**

Continuation of valuable work experience. In addition to requirements of EBE 284, a special project is required based on the technology. Workplace learning of a minimum of 400 documented hours.

Prerequisite(s): EBE 282 or EBE 283 or EBE 284; and approved co-op placement

**EBE 297 Co-Op Seminar II (2)**

Discussion of workplace experiences relating classroom theory and practice to the work environment.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): EBE 292

**(ECE) Early Childhood Education****ECE 100 Introduction to Early Childhood Education (3)**

An introduction to the historical development of early childhood education, types of programs, the physical environment, educational theory, and the development of the child.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): ECE 101

Lab Fee: \$30

**ECE 101 Professional Development for Educators (1)**

Explore professional development options. Examine own potential learning style and study needs. Criteria for performance-based assessment for beginning teachers. (PRAXIS)

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): ECE 100

Lab Fee: \$10 Student Liability Insurance: \$20

**ECE 106 Observing Young Children (2)**

Observing and recording the behaviors of young children in early childhood settings. Develop objectives based on observed individual needs using a variety of observation tools. Center observation required.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): ECE 100

Lab Fee: \$25

**ECE 110 Infant/Toddler Education (3)**

Infant and toddler developmental milestones, appropriate environment and practices for stimulation and learning, educational theory and recent brain research concerning the first three years of life, health and safety aspects of group care for infants and toddlers.

Prerequisite(s): ECE 100

Lab Fee: \$25

**ECE 112 Resources in Early Childhood Education (4)**

Making teaching materials and audiovisuals; becoming aware of early childhood technology as well as free or inexpensive material. Examination of cost, storage, and use of materials. Exploring community and professional organizations; communication with parents and field trips.

Prerequisite(s): ECE 100

Lab Fee: \$35

**ECE 114 Art, Music and the Child (3)**

Creativity of the child in art, music, movement. Resources for developing and implementing curriculum.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$35

**ECE 120 Language Development and the Child (3)**

Communication of the child, developmental stages, language disabilities, language screening, curriculum development for the typical/atypical child, and literature selection/evaluation for children from birth to 8 years of age.

Prerequisite(s): None

Corequisite(s): ECE 100

Lab Fee: \$25

**ECE 210 Children's Literature (3)**

Comprehensive study of children's literature and how to use it effectively with young children from birth to age eight based on NAEYC's developmentally appropriate practice of literacy experiences. Designed to expose students to many titles of award winning children's literature and teach basic book handling skills.

Prerequisite(s): ECE 100

Lab Fee: \$25

**ECE 211 Sensory Motor Skills (3)**

Motor development of the young child with emphasis on perceptual motor abilities, physical abilities, theory, activities

enhancing movement in the classroom, and physical education as a part of the curriculum for the prekindergarten/school-age child.

Prerequisite(s): ECE 100

Lab Fee: \$25

*ECE 213 Health, Safety and Nutrition (3)*

Role of the teacher in preventing accidents; providing and maintaining a safe, healthy environment; childhood diseases, nutrition, curriculum, and parent communication.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$25

*ECE 215 Math /Science Activities (3)*

Math and science curriculum activities, observations, providing laboratory activities to stimulate basic math and science skills.

Prerequisite(s): ECE 100

Lab Fee: \$25

*ECE 217 Special Needs Child (4)*

Early childhood education and the special needs child; curriculum for the individual child with special needs; family needs and concerns; community, state and federal assistance; and licensing regulations.

Prerequisite(s): ECE 100, ECE 110

Lab Fee: \$25

*ECE 220 Early Literacy - A: Literacy-Rich Environments, Play & Language (3)*

Discover research based literacy principles of phonemic awareness. Prepare literacy rich environments for children 0-8 years. Design and implement literature based lessons that enhance literacy outcomes of young children.

Prerequisite(s): ECE 100, ECE 110, ECE 120

Lab Fee: \$25

*ECE 221 Early Literacy - B: Reading, Writing, & Phonics (3)*

Discover research-based literacy principles of reading, writing and phonics. Instructional strategies for children 0-8 years. Design and implement literature-based lessons that enhance literacy outcomes of young children.

Prerequisite(s): ECE 100, ECE 110, ECE 120

Lab Fee: \$25

*ECE 222 Early Literacy - C: Literacy Curriculum & Assessment (3)*

Discover research-based literacy principles of integrated curriculum models and assessment. Strategies for children 0-8 years. Design and implement literature-based lessons that enhance literacy outcomes of young children.

Prerequisite(s): ECE 100, ECE 110, ECE 120

Lab Fee: \$25

*ECE 223 Preschool Curriculum and Instruction (3)*

Planning and implementing curriculum with emphasis on philosophy, goals, objectives, themes, lesson planning, screening and evaluation, classroom management and teaching techniques.

Prerequisite(s): ECE 100, ECE 110, ECE 120

Lab Fee: \$25

*ECE 224 School-Age Curriculum (3)*

Planning and implementing school-age curriculum for elementary school children who may attend the child care center before-school and after-school and summer program.

Prerequisite(s): ECE 110, PSY 221

Lab Fee: \$25

*ECE 225 Professional, Legal, Ethical Issues (2)*

Issues, educational programs concerning the child, parent, teacher, administrator, including legal aspects, ethics, and the future of early childhood education.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$25

*ECE 230 Organizational Management (3)*

Guidelines for financing and budgeting, board members, community assessment needs, facility equipment, staffing, scheduling, health and safety, management techniques, Ohio licensing regulations, enrollment management and other skills necessary to manage a quality early childhood education program.

Prerequisite(s): ECE 100, ECE 225

Lab Fee: \$25

*ECE 250 Positive Guidance in Early Childhood (3)*

An approach to discipline that is positive, preventive, and developmentally appropriate for the early childhood age group.

Prerequisite(s): ECE 100, ECE 110

Lab Fee: \$25

*ECE 271 ECE Practicum I (2)*

Supervised experiences and observation in an approved childcare center/Early Childhood Education program, assisting with appropriate activities with individual children and in small groups, becoming aware of routines and implementing theory in the classroom.

Prerequisite(s): ECE 112, ECE 114 ECE 120, ECE 223

Corequisite(s): ECE 291

Lab Fee: \$25 Student Liability Insurance: \$20

*ECE 272 ECE Practicum II (2)*

Supervised experiences in approved child care centers/Early Childhood Education program; knowledge, skills, attitudes, values of child development, education of the young child; assessing learning needs; taking the role of lead teacher while under the guidance of the cooperating teacher and the ECE faculty member; developing and evaluating age appropriate and developmentally appropriate curriculum; creating an environment that promotes discovery and self-esteem of the child; classroom management and communication skills.

Prerequisite(s): ECE 112, ECE 114 ECE 120, PSY 221

Corequisite(s): ECE 292

Lab Fee: \$25

*ECE 275 Leadership and Mentoring in Early Childhood Programs (2)*

Leadership and mentoring of pre- and in-service teachers using principles of adult development, developmentally appropriate practice, and effective communication.

Prerequisite(s): ECE 100

Lab Fee: \$25

*ECE 283 Child Care Practicum- Administration (2)*

Job shadowing a child care administrator in a licensed childcare center/Early Childhood Education program. Observing and implementing administrative duties including: bookkeeping procedures, interviewing parents, supplies and inventory, curriculum, staffing patterns, and other duties performed by the administrator while supervising the day-to-day operations of a child care center.

Prerequisite(s): ECE 225, ECE 230

Corequisite(s): ECE 293

Lab Fee: \$25 Student Liability Insurance: \$20

*ECE 291 Child Care Seminar I (2)*

Analysis of experiences gained in an approved childcare center/Early Childhood Education program, reviewing theory, teaching skills, team teaching, classroom management, lesson planning and evaluation.

Prerequisite(s): PSY 221

Corequisite(s): ECE271

Lab Fee: \$25

*ECE 292 Child Care Seminar II (2)*

Analysis of experiences gained while taking the lead teacher's role in a licensed child care center/early childhood education program, the typical/atypical child, teaching techniques, behavior management, lesson planning, implementation followed by evaluation, parent communication and staff relationships in the workplace.

Prerequisite(s): ECE 271, ECE 291

Corequisite(s): ECE272

Lab Fee: \$25

*ECE 293 Child Care Seminar- Administration (2)*

Review experiences gained while job shadowing a childcare administrator in a licensed childcare center/Early Childhood Education program, review and complete exercises assigned from textbook.

Prerequisite(s): ECE 225, ECE 230, ECE 275

Corequisite(s): ECE 283

*ECE 298 Special Topics: Developmentally Appropriate Curriculum and Instruction (4)*

Provides specific curriculum for individualizing education that reflects developmentally appropriate practices with young children. Emphasizes how to individualize the curriculum to address the special needs of exceptional children and children who are learning English as a second language. The course is taught in Spanish.

Prerequisite(s): None

**(ECO) Economics***ECO 110 General Economics (3)*

Social/political analysis of contemporary economic issues, including population, inflation, unemployment, energy, and other policy issues. (Serves as General Education elective for students whose program does not require ECO 221 and ECO 222.)

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*ECO 221 Principles of Macroeconomics (3)*

Fundamentals of economics from a macro perspective including gross domestic product (GDP), monetary and fiscal policies, trends and cycles.

Prerequisite(s): DEV 061 or CPE 061 and ENG 111

Corequisite(s): ENG 112

*ECO 222 Principles of Microeconomics (3)*

Fundamentals of economics from a micro perspective including principles of consumer behavior, supply and demand, price and wage determination, competition and resource allocations within individual markets.

Prerequisite(s): DEV 061 or CPE 061 and ENG 111

Corequisite(s): ENG 112

**(EEP) Education***EEP 110 Teaching in American Schools (3)*

Acquaint prospective teachers with teaching profession and structure of American schools. Examine issues in public education.

Prerequisite(s): ECE 100, ECE 101

Lab Fee: \$25

*EEP 122 Diversity in Education (3)*

Components of individual and group motivation and behavior. Differences in approaches to learning. Learning environments that encourage positive social interaction, active engagement, and self-motivation. Instructional methods that are equitable and adaptable to diverse learners.

Prerequisite(s): ECE 100, ECE 101

Lab Fee: \$25

*EEP 152 Positive Guidance in the Elementary Classroom (3)*

Exploration of school, classroom and individual approaches to positive behavioral support in the elementary setting. Functions of behavior, techniques of intervention, and intervention strategies. Six hours of school observation required

Prerequisite(s): ECE 100, ECE 101

Lab Fee: \$25

*EEP 200 Educational Teaming: Working with Parents (3)*

Effects of culture, disability, socioeconomic status on collaboration and interaction with families. Effect of family environment on the learner. Strategies to promote effective collaboration with emphasis on listening, communication, confidentiality, problem solving, stress management, ethics and role as a team member. Field observation/participation required.

Prerequisite(s): CPE 061 or DEV 061 or appropriate Compass score

Lab Fee: \$25

*EEP 205 Elementary Curriculum Planning and Delivery (3)*  
Examination of all aspects of curriculum planning and implementation. Fifteen hours of field experience required.  
Prerequisite(s): ECE 100, ECE 101, ECE 120  
Lab Fee: \$25

*EEP 216 Technology for Educators (3)*  
Computer technology for PK-12 educators, data collection in classrooms, and adaptive and assisted learning. Basic audio-visual equipment, digital cameras, and recordings.  
Prerequisite(s): ITS 103  
Lab Fee: \$25

*EEP 228 Tutoring and Small Group Instruction (3)*  
Learning approaches, teaching methods and materials used in tutoring and small group instruction. Creation of tutoring plans and small reading group plans using educational standards.  
Prerequisite(s): EEP 122, EEP 152, EEP 205  
Lab Fee: \$25

### **(EMS) Emergency Medical Services**

*EMS 100 EMT-Basic Theory and Practice (8)*  
Meets current standards of National Curriculum of EMT-Basic. Includes recognizing nature and seriousness of patient's condition/extent of injuries, administering appropriate emergency medical care, developing self confidence, communication skills, and accurate record keeping. Successful students will be eligible to sit for Ohio's EMT-B (Basic) certification testing.  
Prerequisite(s): EMS 171 or Current Basic Life Support for Health Care Providers Certification  
Lab Fee: \$10 Student Liability Insurance: \$62

*EMS 101 Paramedic Theory/Practice I (7)*  
Introduction to emergency medical services advanced life support following Division I, II, III, V, and VIII of the EMT-Paramedic national standard training curricula. Includes prehospital environment, an overview of roles and responsibilities, EMS systems, medical/legal aspects, therapeutic communications, rescue operations, major incident response, stress management in emergency services, advanced patient assessment, advanced airway management, IV therapy and shock resuscitation, emergency pharmacology, and introduction to cardiac emergencies. Includes college practical skills laboratory.  
Prerequisite(s): Ohio EMT Basic Certification, BIO 102, BIO 105  
Corequisite(s): EMS 112  
Lab Fee: \$75

*EMS 102 Paramedic Theory/Practice II (7)*  
Applies Paramedic Theory/Practice I. Integrates Division V, of the EMT-Paramedic national standard training curricula. Division V (Medical): Cardiology, Neurology, Endocrinology, Allergies & Anaphylaxis, Gastroenterology, Urology, Toxicology, Environmental Conditions, Infectious and Communicable Diseases, Behavioral & Psychiatric Disorders, Gynecology and Obstetrics, Pediatrics, and Geriatrics. Includes college practical skills laboratory.

Prerequisite(s): EMS 101, EMS 112 or EMS 104, EMS 113  
Corequisite(s): EMS 114, EMS 120  
Lab Fee: \$75

*EMS 104 EMT Intermediate Theory/Practice (7)*  
Meets current standards of National Curriculum of EMT Intermediate. Recognizing nature and seriousness of patient's condition and/or extent of injuries, administering appropriate advanced level care utilizing basic principles of pharmacology, developing drug profiles for common emergency medications. Practical skills laboratory. Successful students will be eligible to sit for Ohio's EMT Intermediate certification testing.  
Prerequisite(s): EMS 100, Ohio EMT Basic Certification  
Corequisite(s): EMS 113  
Lab Fee: \$65

*EMS 105 Paramedic Theory/Practice III (7)*  
Applies Paramedic Theory/Practice I and Paramedic Theory/Practice II and integrates application of theory in a case study format, including case scenario presentations and role play situations, emphasizing critical thinking and decision making. Gives the student the ability to apply knowledge handling life threatening and non-life threatening emergency situations. Includes an overview of divisions I through VI of the EMT-Paramedic national standard training curriculum and practical skills evaluation in a college laboratory setting.  
Prerequisite(s): EMS 102, EMS 114, EMS 120  
Corequisite(s): EMS 116, EMS 122  
Lab Fee: \$60

*EMS 110 Health and Health Emergencies (3)*  
Consideration of selected health conditions and issues; recognition of health emergencies; demonstration of assistive measures.  
Prerequisite(s): Permission of instructor  
Lab Fee: \$20

*EMS 112 Hospital Practice I (1)*  
Beginning of the hospital clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room.  
Prerequisite(s): BIO 102, BIO 105, Ohio EMT Basic Certification  
Corequisite(s): EMS 101  
Student Liability Insurance: \$62

*EMS 113 EMT Intermediate Hospital Field Practice (1)*  
Incorporates clinical practice in the pre-hospital and hospital ALS settings. Observing and practicing EMT Intermediate skills. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room.  
Prerequisite(s): Ohio EMT Basic Certification  
Corequisite(s): EMS 104  
Student Liability Insurance: \$62

*EMS 114 Hospital Practice II (2)*

Intermediate phase of the hospital clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, intubation in the operating room, cardiac skills, advanced cardiac life support, and prehospital trauma skills.

Prerequisite(s): EMS 101, EMS 112 or EMS 104, EMS 113  
Corequisite(s): EMS 102, EMS 120

*EMS 116 Hospital Practice III (2)*

Advanced phase of the hospital clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room, cardiac skills, advanced cardiac life support, prehospital trauma skills, assessment and management medical emergencies and behavioral emergencies rotating through more specialized facilities completing hospital clinical requirements.

Prerequisite(s): EMS 102, EMS 114, EMS 120  
Corequisite(s): EMS 105, EMS 122

*EMS 120 ALS Field Observation I (1)*

Beginning level of ambulance experience with a paramedic team, allowing the student to observe the daily responsibilities of the paramedic, and giving the student the opportunity to run on EMS calls, progressing from an observation role to a participant role with the Advanced Life Support team.

Prerequisite(s): EMS 101, EMS 112 or EMS 104, EMS 113  
Corequisite(s): EMS 102, EMS 114

*EMS 122 ALS Field Observation II (1)*

Continuation of ambulance experience with a paramedic team, allowing the student to observe the daily responsibilities of the paramedic, and giving the student the opportunity to run on EMS calls progressing from an observation role to a participant/ leadership role with the Advanced Life Support team.

Prerequisite(s): EMS 102, EMS 114, EMS 120  
Corequisite(s): EMS 105, EMS 116

*EMS 171 Basic Life Support: CPR (1)*

Introduction to respiratory and circulatory emergency in infants, children, and adults. Instruction and treatment methods in community and professional cardiopulmonary resuscitation in accordance with the American Heart Association guidelines.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score  
Lab Fee: \$15

*EMS 220 EMS Pharmacology (3)*

General classification of drugs, indication, therapeutic effects, routes of administration, dosages, side effects and contraindications with an emphasis on medications used by and for ill or injured patients.

Prerequisite(s): EMS 105 or current EMT-P certification or Instructor permission

*EMS 225 Advanced Patient Assessment (4)*

Theoretical basis and methods of patient assessment for the health care professional stressing advanced techniques with an emphasis on practical application in a laboratory setting. Prerequisite(s): EMS 105 or EMT-P Certification or Instructor Permission

*EMS 230 EMS Supervision (3)*

Development of skills for managing, coordinating, implementing and evaluating personnel, equipment, budget, staffing and other facets of Emergency Medical Services Systems.

Prerequisite(s): Ohio EMT-P Certification or Instructor Permission

*EMS 240 Hazardous Material/Disaster Management (3)*

Applies EMS theories and practices in planning for disaster responses, Implementation of public education as it relates to the preplanning, reacting and follow up to man made and natural disasters. Incorporates a working knowledge of incident command, major incident response, and disaster planning.

Prerequisite(s): EMS Certification and Hazardous Material Operation Certificate

*EMS 250 EMS Legal Insights (2)*

Legal aspects of basic and advanced prehospital care including criminal and civil law with an emphasis to expand knowledge base. Case studies are presented.

Prerequisite(s): Basic, Intermediate, or Paramedic Certification

*EMS 280 Advanced Rescue (4)*

Safety factors and advanced techniques used when caring for victims exposed to injury in various extraordinary and hazardous situations. Skills are emphasized through practical application using protective gear and various equipment.

Prerequisite(s): Ohio EMS Basic Certification

Lab Fee: \$50

*EMS 288 Paramedic Theory/RNs (6)*

National Standard Paramedic Curriculum six divisions including prehospital environment, preparatory, trauma, burns, medical emergencies, OBG/GYN neonatal and behavioral emergencies for the registered nurse experience in the care of critically ill or injured patients. An emphasis is placed on practical knowledge in the college laboratory, hospital clinical setting and field internship. This course will substitute for EMS 101, EMS 102, EMS 105. RNs are given credit for past experience for their nursing education and experience toward the U.S. Department of Transportation National Standard Paramedic Training curriculum.

Prerequisite(s): RN, ACLS, PHTLS, BTLS, PALS, min 2 yrs critical care, TNCC, Ohio EMT-Basic Certification

Corequisite(s): none

Lab Fee: \$65 Student Liability Insurance: \$62

**(ENG) English***ENG 111 English I (4)*

The process of writing personal and argument essays; language issues; and library skills. Writing intensive.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

ENG 112 English II (4)  
Critical thinking, persuasive writing, research skills, and literary analysis. Writing intensive.  
Prerequisite(s): ENG 111

ENG 130 Introduction to Literature (3)  
Critical readings, discussion, and analysis of poetry, short story, and drama.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111

ENG 135 Business Report Writing (4)  
Business report writing including periodic, situational, informational, compliance, and feasibility reports. Particular emphasis on critical thinking and writing a proposal, a work plan, progress reports, and a long analytical research report. Oral presentation of research report. Will not necessarily transfer as the equivalent of ENG 112.  
Prerequisite(s): ENG 111

ENG 221 *Business Communications* (3)  
Developing skill and sensitivity in preparing business documents, especially letters and memorandums, along with techniques for preparing effective resumes and application letters. Emphasis on the importance of factual accuracy, completeness, appropriate tone, clarity, proper grammar, and writing style.  
Prerequisite(s): ENG 111 or OAD105

ENG 223 *Technical Report Writing* (3)  
Technical communications encountered on the job, including letters of application/resumes, technical definitions, descriptions of mechanisms, instructions, proposals, progress reports, memos, oral presentations, complaint letters, claim letters, inquiry letters, E-mail, newsletters, web pages, Internet, as well as research on behavior, attitudes, values, and social system of another culture in terms of how these variables influence on-job communication preferences and expectations.  
Prerequisite(s): ENG 111 and ITS 12W or basic word processing and keyboarding skills.  
Corequisite(s): ENG 112

ENG 225 *Creative Writing* (3)  
A practical introduction to the three major literary genres: fiction, poetry and drama. Discussion topics include the basic elements of the three forms. Writing projects include a collection of poems, short & long fiction and a one-act script, screen play or play.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 230 *Great Books: Literature* (3)  
Chronological selection of the major works and periods of world literature beginning with the ancients and progressing through modern times. Writing intensive.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 241 Poetry (3)  
Both traditional and contemporary forms of world poetry,

including rhyme and meter; blank verse; free verse; experimental forms; figurative language and allusion; explication and interpretation. Writing intensive.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 243 *Fiction* (3)  
Critical reading, discussion, and analysis of short stories and novels.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 245 *Drama* (3)  
Study and analysis of plays from different historical periods.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 250 *American Literature* (3)  
Themes, ideas and periods in American literature from its beginning through modern times.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 261 *British Literature to 1700* (3)  
Survey of the major works and periods of British literature from 700 to 1700.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 262 *British Literature 1700-Present* (3)  
Survey of the major works, themes, ideas, and periods of British literature from 1700 to the present time.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

ENG 292 *Relationships in Literature* (3)  
Critical reading, analysis and discussion of short stories, poems, drama and novels. Each offering focuses on a variety of relationships presented in the literature. Goal is to understand what a work of literature means and the art of conveying its meaning to the reader.  
Prerequisite(s): ENG 111 and ENG 112

### **(ENT) Engineering Technologies**

ENT 101 *Engineering Methods* (3)  
Engineering Technology as a profession. Dimensions, units, significant figures, simple trigonometry, simple logarithms and vectors. Use of scientific calculators.  
Prerequisite(s): DEV 061 or CPE 061  
Corequisite(s): DEV 102 or higher math placement

ENT 111 *Engineering Materials* (3)  
Structural and mechanical properties of ferrous (iron) and non-ferrous (aluminum, copper, nickel, etc.) materials and alloys. Non-metallic materials such as glass, ceramics, concrete, wood, and electromagnetic and semi-conductor materials.  
Prerequisite(s): DEV 061 or CPE 061  
Corequisite(s): DEV 102 or higher math placement  
Lab Fee: \$10

**ENT 121 Computer Basics for Applied Technology (3)**

Computer uses in technology. Computer applications of Window programs. The use of word processing, spreadsheet, and database software to prepare technical reports and manage information. Use the Internet and E-mail to obtain and share technical information.

Prerequisite(s): DEV 091

Lab Fee: \$10

**ENT 205 Circuits and Machines (4)**

Self paced capstone class combining INT 150 and INT 155 courses. Direct and alternating current circuits, generators and motors; batteries; magnetism; electromagnetic induction; single and three-phase electric circuits; transformers and regulators utilizing laboratory experiments and demonstrations.

Prerequisite(s): CPE 061, DEV 061 or instructor permission

Lab Fee: \$15

**ENT 210 Engineering Statistics (3)**

Statistics with emphasis on engineering and technical applications, variability, the normal curve, hypothesis testing and internal estimates for the mean, inferences about variance, components of variance, crossed and nested experiments, individual effects and regression analysis.

Prerequisite(s): ENT 101, MTH 121

Lab Fee: \$10

**ENT 211 Statics (3)**

The force analysis of rigid bodies at rest: vectors, forces, moments, centroids, equilibrium conditions, analysis of trusses and frames, friction, moments of inertia, and applications.

Prerequisite(s): ENT 101, MTH 121, MTH 140, PHY 111

**ENT 212 Finite Element Modeling (4)**

Modeling software applications of finite element thermal problems. Emphasis on analysis of forces acting on elastic bodies at rest, trusses and frames.

Prerequisite(s): DFT 214, ENT 111, ENT 121, MET 211

Lab Fee: \$20

**ENT 213 Strength of Materials (4)**

Equilibrium, stress and strain, review of centroids and moments of inertia, torsion, stresses and deflections in beams, combined loading, compression members and Mohr's Circle Method.

Prerequisite(s): ENT 211 or MET 211

**(FRN) French****FRN 111 French I (4)**

Study of the French culture, vocabulary and structure of the French language; practice in conversation, reading, and writing.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

**FRN 112 French II (4)**

Study of the French culture, vocabulary and structure of the French language; practice in conversation, reading, and writing.

Prerequisite(s): FRN 111

**FRN 113 French III (4)**

Study of the French culture, vocabulary and structure of the French language; practice in conversation, reading, and writing.

Prerequisite(s): FRN 112

**(GEO) Geography****GEO 110 World Human Geography (3)**

Major cultural elements in human interaction with the environment, including a spatial analysis of population, landscape, language, religion, health care, ethnicity, rural and urban settlements, economic resources and development, food supply, and environmental problems.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 01 or appropriate Compass score

Corequisite(s): ENG 111

**GEO 220 World Regional Geography (3)**

Cultural, social, economic, and political developments from the geographic perspective of specific world regions, such as Africa, Asia, Latin America, and the Middle East.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

**(GER) German****GER 111 German I (4)**

Study of the vocabulary and structure of the German language; practice in conversation, reading, writing. German culture.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

**(GLG) Geology****GLG 110 Earth Science (4)**

An introduction to the earth sciences. Concepts developed in Astronomy, Geology, Oceanography and Meteorology. Laboratory experience in rock and mineral identification, weather map reading and interpretation, and problems in oceanography and astronomy.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$40

**GLG 111 Geology I (4)**

Study of the materials of which the world is composed; examination of ongoing surface processes, such as the movement of water and ice, 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): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$40

**GLG 112 Geology II (4)**

Study of earth in space; physical evolution of oceans, atmosphere, and continents; origins of life and evolution; physical and biological development of North American continent.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$40

*GLG 113 Geology III (4)*

The interaction of geologic processes with the purposes posed by humans. Includes use and misuse of resources, hazardous environments, engineering difficulties, waste, and effects on health.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$40

*GLG 114 Ohio Field Geology (4)*

An introductory field geology course specializing in Ohio geology. Physical and historical geological formations, general exposure to the karst and glacial features, field mapping experience, and the general importance of both environmental and economic geology.

Prerequisite(s): GLG 111 or GLG 113 or with special permission from the instructor

Lab Fee: \$40

*GLG 201 Geology and Biology of the Bahamas (5)*

Course is taught at the Bahamian Field Station on San Salvador, the outer most island in the Bahamas; with Karst topography, Foraminifera identification, Calcareous algae, stromatolites, fossil identification, and current day ocean shore environments. Students will experience Bahamian cultural events, both past and present.

Prerequisite(s): BIO 111, GLG 110 or GLG 111 or with special permission from instructor.

*GLG 295 Special Topics: Earth Science Review (1)*

For on-line users who want more coverage of topics taught in the online course GLG 110.

Prerequisite(s): Only students taking the GLG 110 on-line course

**(GPH) Graphic Design***GPH 100 Introduction to Graphic Design (4)*

Introduction to the Macintosh (Mac) as a layout tool. Introduction to QuarkXpress, Adobe Illustrator, Adobe Photoshop. Survey of graphic design as a profession.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$20

*GPH 105 Design Fundamentals (3)*

Study of five design principles: line, shape, value, texture, and color. Two-dimensional designs using media and tools/materials of the graphic designer. Study of elements and principles of design to create color action and color relatedness.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$20

*GPH 110 Digital Illustration (3)*

Use of Adobe Illustrator for technical illustration. Special emphasis placed on its use to generate professional quality technical drawings and information graphics.

Prerequisite(s): GPH 100, GPH 105

Lab Fee: \$20

*GPH 112 Digital Typography I (3)*

The study of type characteristics. Practical application of basic typographic principles within the design process. Use of QuarkXPress.

Prerequisite(s): GPH 100, GPH 105

Lab Fee: \$20

*GPH 114 Digital Typography II (3)*

Continued study of type characteristics. Emphasis on the practical application of basic and intermediate typographic principles within the design process.

Prerequisite(s): GPH 112

Lab Fee: \$20

*GPH 120 Logo, Symbol, Corporate ID (3)*

The application and study of type, logo/trademark, and symbols for the creation of identification systems. Software: Adobe Illustrator

Prerequisite(s): GPH 114, GPH 201, ART 113

Lab Fee: \$20

*GPH 201 Electronic Imagery I (3)*

Basics of image editing from scanning and retouching images to working with selections, layers, type and composite imagery. Adobe Photoshop utilized.

Prerequisite(s): GPH 110, GPH 112, ART 112

Lab Fee: \$20

*GPH 202 Electronic Imagery II (3)*

Intermediate image editing from scanning and image retouching to working with selections, layers, type and composite imagery. Adobe Photoshop used.

Prerequisite(s): GPH 114, GPH 201, ART 113

Lab Fee: \$20

*GPH 203 Electronic Imagery III (3)*

Advanced image editing from scanning and image retouching to working with selections, layers, type, and composite imagery. Adobe Photoshop utilized.

Prerequisite(s): GPH 202

Lab Fee: \$20

*GPH 205 Advertising Layout (3)*

Traditional and progressive advertising procedures used in a wide variety of media. Single ad designs using a variety of techniques. Creative techniques and strategies for effective advertising campaigns. Principles of design, typography and color. Problem-solving techniques. Attention to detail and meeting deadlines emphasized.

Prerequisite(s): GPH 203, GPH 212

Lab Fee: \$20

*GPH 211 Computer Layout I (3)*

Introduction to layout and design using a variety of basic layout formats in black and white and/or color. Creative problem solving through use of thumbnails and computer refined comprehensives. Software: Quark XPress and Adobe Photoshop.

Prerequisite(s): GPH 114, GPH 201

Lab Fee: \$20

*GPH 212 Computer Layout II (3)*

The second of three courses designed to introduce layout and design using a variety of basic layout formats in black and white and/or color. Creative problem solving through the use of thumbnails and computer refined comprehensives.

Software: QuarkXPress, Adobe Photoshop.

Prerequisite(s): GPH 211

Lab Fee: \$20

*GPH 220 Illustration Techniques (3)*

Course in developing illustrations. Exploration of initial illustrative concepts using thumbnails. Refining ideas generated from roughs. Special emphasis placed on using Adobe Illustrator to produce professional quality drawings and information graphics.

Prerequisite(s): ART 113

*GPH 230 Introduction to Web Design (3)*

Study of web page design. Basic HTML coding and use of Macromedia Dreamweaver with emphasis on aesthetics of web page design.

Prerequisite(s): GPH 203, GPH 212

Lab Fee: \$20

*GPH 251 Professional Development I (3)*

Life, career and educational goals; resume and cover letter; research organization; interviewing skills, discussion of professional image; follow-up letter. Development of an individual portfolio from course work within the Graphic Design curriculum. Methods of self-promotion for the purpose of seeking employment and free-lance work included. Software: QuarkXPress, Adobe Photoshop, Adobe Illustrator.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): GPH 212

Lab Fee: \$20

*GPH 252 Professional Development II (3)*

Further refinement of individual portfolios from course work within the Graphic Design curriculum. Students are required to present portfolios to a panel of professional designers. Methods of self-promotion for the purpose of seeking employment (free-lance work, self promotional piece, digital portfolio, art show). Software: QuarkXPress, Adobe Photoshop, Adobe Illustrator.

Prerequisite(s): GPH 251

Corequisite(s): GPH 205

Lab Fee: \$20

*GPH 285 Graphic Design Internship (3)*

Relating academic studies to the world of work, familiarity with a particular career, application of the principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports.

Prerequisite(s): GPH 251

**(HON) Honors***HON 291 Science and Religion (4)*

To explore the relation and interaction between science and theistic religion as disciplines and ways of knowing. Specific topics will include some of the following: ways of relating

theistic religion and science; the functions of language in theistic religion and science; naturalism and supernaturalism; falsificationism; miracles, cosmology and creation; and creation and evolution.

Prerequisite(s): A minimum GPA of 3.0 and ENG 111

Corequisite(s): ENG 112

**(HST) History***HST 111 Western Civilization To the 14th Century (3)*

History of western society from earliest times to the 14th century. Social, political, economic, and cultural aspects of the ancient and medieval eras.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): CPE 071

*HST 112 Western Civilization from the 14th through 18th Centuries (3)*

History of western society from the end of medieval times to the end of the French Revolutionary period. Renaissance, Reformation, the Enlightenment, the French Revolution, and the Napoleonic era.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*HST 113 Western Civilization from 19th Century to the Present (3)*

History of western society from 1815 to the present. Social, political, economic and cultural aspects of the 19th-21st century. Nationalism, Revolution, the New Industrialism, Socialism, Colonialism, Imperialism, and 20th-century developments.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*HST 121 American History to 1810 (3)*

American history from before colonization to the Jeffersonian period including political, social, cultural and economic history.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): CPE 071

*HST 122 American History 1810-1900 (3)*

American history from the Jeffersonian period to the beginning of the 20th century including social, political, and economic development in the United States.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*HST 123 American History 1900-Present (3)*

American history of the United States in the 20th and 21st century. Political, social, cultural and economic history, concluding with a review of current events.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*HST 220 Topics in African-American History and Culture (3)*  
Examination of the people and events that have helped shape the story of blacks in America from 1619 to present. Organized around topics and themes, not necessarily taught in chronological order.

Prerequisite(s): ENG 111 and college level American History course recommended

Corequisite(s): ENG 112

### **(HUM) Humanities**

*HUM 299 Capstone Seminar (3)*

Interdisciplinary approach to the study of human nature: using readings, writing, and critical thinking skills to address and evaluate readings from at least two disciplines including the natural sciences, sociology, psychology, mathematics, literature, history, theatre, religion, and philosophy; course content will vary.

Prerequisite(s): A minimum of 60 credit hours earned including ENG 112

### **(INT) Industrial Technology**

*INT 100 Mechanical Skills/Precision Measurement (3)*

Use of tools and precision measuring equipment to maintain, install and align mechanical equipment (bearings, couplings, flexible drives, gearing and gear reducers). Lubrication techniques, hand tools, drill press, shop press, dial indicators and gage blocks.

Prerequisite(s): DEV 061 or CPE 061 or instructor permission  
Lab Fee: \$10

*INT 101 Metrology I (2)*

The application and use of basic and precision measurement tools including scales, calipers, micrometers, dial indicators, and others. The use of computer interfaces in metrology. An introduction to statistical process control including control charts, cause and effect diagrams, and Pareto diagrams. Beginning concepts in geometric dimensioning and tolerancing.

Prerequisite(s): DEV 061 or CPE 061 or instructor permission  
Lab Fee: \$15

*INT 105 Blueprint Reading & Schematics (3)*

Instruction in part visualization from drawings, location of key features, drawing dimensioning methods, geometric dimensioning and tolerancing symbols, electrical, pneumatic and hydraulic schematic symbols, and interpretation of drawing specifications.

Prerequisite(s): DEV 061 or CPE 061 or instructor permission  
Lab Fee: \$10

*INT 115 Industrial Calculations (3)*

Application of mathematical concepts to the design, and maintenance of products and processes. Basic concepts in measurement and geometry. Presenting and analyzing data using charts, graphs, algebraic equations, vector diagrams, statistical calculations, and trigonometric relationships.

Prerequisite(s): DEV 091 or placement test

*INT 120 Hydraulic/Pneumatics I (4)*

Components and principles utilized in basic industrial hydraulic and pneumatic circuits. Schematics for fluid systems, component

operation, troubleshooting techniques and basic calculations for the design and troubleshooting of systems.

Prerequisite(s): DEV 061 or CPE 061 or instructor permission  
Lab Fee: \$15

*INT 125 Hydraulics/Pneumatics II (4)*

Application of hydraulic systems. Connection and operation of circuits utilizing cylinders, valves, hydraulic motors and other components. Control of advanced hydraulic circuits using electrical and pneumatic devices. Application of electronic sensors to fluid power systems. Principles of vacuum systems.

Prerequisite(s): INT 120

Lab Fee: \$20

*INT 140 Industrial Safety (2)*

An introduction to industrial regulatory safety terminology and requirements.

Prerequisite(s): DEV 061 or CPE 061 or instructor permission

*INT 150 Electrical Systems (4)*

Components and operation of common alternating and direct current circuits. Use of test equipment for electrical circuits. Calculations involved in troubleshooting circuits. Series and parallel circuits. Basic logic circuits, control circuits, and the use of circuits to control mechanical processes, electrical wiring techniques and system installation.

Prerequisite(s): DEV 061 or CPE 061 or instructor permission  
Lab Fee: \$15

*INT 155 Motors and Motor Controls (4)*

The various types of direct and alternating current motors including their performance characteristics and application. Basic motor control concepts and selection of motors for specific applications. Speed, torque and power and their effects on motor performance.

Prerequisite(s): INT 150, DEV 091 or higher math placement  
Lab Fee: \$15

*INT 170 Mechanical Maintenance (4)*

Operating principles, troubleshooting and maintenance of mechanical power transmission equipment. Lubrication, bearings, couplings, flexible drives, valves, centrifugal pumps, gearing, gear reducers, V-belts, brakes and clutch assemblies.

Prerequisite(s): DEV 061 or CPE 061 or instructor permission  
Lab Fee: \$15

*INT 175 Foundations of Digital Control (4)*

Introduction to semiconductors, analog and digital integrated circuits including operational amplifiers, power supplies, oscillators and multivibrators, logic gates, encoders, decoders, analog to digital and digital to analog converters.

Prerequisite(s): INT 150

*INT 212 Electronic Systems (4)*

Survey of electronic components and systems-operation. Signatures, basic testing using HUNTRON 2000 Scope. Troubleshooting at the component level.

Prerequisite(s): INT 175 or High School Electronics  
Lab Fee: \$15

*INT 215 Statistical Process Control (3)*

Philosophy, history, statistical basis of SPC and use of computers for QC. Quality improvement techniques for industry. Control chart development and utilization for both variables and attributes. Process capability and capability index. Introduction to acceptance sampling.

Prerequisite(s): INT 101

Lab Fee: \$10

*INT 225 Industrial Electronics (3)*

Fundamentals and specific applications of electronic components for control of industrial machines and processes. Input and output transducers. Feedback systems and servomechanisms. Closed loop control.

Prerequisite(s): INT 212

Lab Fee: \$15

*INT 251 Programmable Logic Controllers (4)*

Programming, connecting, and testing PLC's for control of industrial/commercial processes. Programmable Logic Controllers (PLC's). Interfacing with sensors, using PLC's in a variety of process applications. Utilization of Amatrol 890-PEC-B trainer in troubleshooting PLC's.

Prerequisite(s): INT 150 or ENT 205

Lab Fee: \$10

*INT 252 Automated Systems (4)*

Fixed automation using transfer lines controlled by relay logic and flexible automation using PID Analog Controllers, robots, Computer Numerical Control (CNC) tools, conveyors, Automatic Storage/Retrieval System and investigation of Automatic Guided Vehicles. Computer integration of mechanical components.

Prerequisite(s): INT 250

Lab Fee: \$20

*INT 255 Electrical Troubleshooting (4)*

Maintenance and troubleshooting of motors, solenoids, electrical controls, electrical circuitry and sensors using common testing equipment. Problems at the component, machine, and inter-machine levels.

Prerequisite(s): INT 250

Lab Fee: \$15

*INT 260 Electrical Distribution (4)*

Transformers, AC power distribution, power factor correction, voltage regulation and DC power supplies. Circuit protection using circuit breakers, fuses and ground fault interrupters.

Prerequisite(s): INT 155

Lab Fee: \$20

*INT 270 Industrial Machine Maintenance (4)*

Utilizing all skills acquired in previous DLL courses to troubleshoot and maintain capstone class machines and system levels. Manufacturer's documentation and maintenance logs. Introduction to planned and predictive maintenance. Troubleshooting charts and efficient sequence for failure analysis.

Prerequisite(s): INT 155, INT 170, INT 255

Lab Fee: \$20

*INT 280 Industrial Technology Projects (4)*

A capstone class in which students will apply the skills acquired in the DLL courses to design, fabricate, install, document and debug an assigned project of a scale and type normally done in-house by local plants engineering and maintenance personnel.

Prerequisite(s): INT 255, ENG 223

Lab Fee: \$20

*INT 295 Special Topics - Basic Statistics for Industrial Technology (1)*

This is an introductory course for the non-technical student, and is taught with the idea that "Statistics can be Fun." The basic concepts, definitions and equations used in statistics are presented in easy to understand form and language. The origins and types of data are defined, as well as how to visualize and present this data through the use of charts, graphs and plots. Manual and computer analyses of data is discussed and demonstrated. Commonly used frequency distributions are introduced, but emphasis is placed on the characteristics, calculation and application of the Normal Distribution. Games of chance, probability, and odds are introduced, and applications of statistics at home and on the job are discussed and performed. The material in the course is presented in non-technical language with plenty of hands-on exercises, examples, and group participation.

Prerequisite(s): None

**(ITS) Information Technology Systems***ITS 080 Computer FUNDamentals (1)*

Fundamental concepts of computers, operating systems, and network usage. Experience with basic word-processing, spreadsheet, database, and graphic programs. Preparatory course for students with little or no computer background. Graded on an S or U (satisfactory or unsatisfactory) basis.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): none

*ITS 101 Using the Internet/Web Development (4)*

Creating and editing pages for the WWW using various software packages including Dreamweaver.

Prerequisite(s): Equivalent ITS 080 skills, keyboarding skills

*ITS 102 Keyboarding/Word Processing (3)*

Development of techniques for proper keyboarding skills. Creating and editing documents using packaged word processing software. Strongly recommended for students who have few or no keyboarding skills. Can be used as a substitute for ITS 12W.

Prerequisite(s): DEV 061 or CPE 061

*ITS 103 Information Technology Basics (3)*

Brief overview of Windows or current GUI, basic but essential word processing concepts, electronic mail, WWW research techniques, OhioLINK. (Windows XP, Word XP) Students with little or no keyboarding experience should expect to take longer to complete assignments.

Prerequisite(s): ITS 080 or placement score

*ITS 107 HTML Fundamentals (3)*

Knowledge and skills necessary to develop web applications. Utilization of HTML. Development of dynamic web sites. Creation of interactive web pages.

Prerequisite(s): Equivalent ITS 080 Skills

*ITS 108 XML Web Services (3)*

Overview of the structure and programming techniques of XML. Role of XML in the Microsoft.NET vision. Distributed standards-based computing fundamentals.

Prerequisite(s): Equivalent ITS 080 Skills, keyboarding skills

Lab Fee: \$15

*ITS 109 Introduction to SQL (3)*

Knowledge and skills required to write basic transact - SQL queries. Use of logical and physical data base design. Data integrity concepts. Associations between tables.

Prerequisite(s): Equivalent ITS 080 skills, keyboarding skills

Lab Fee: \$15

*ITS 12A Windows Concepts (2)*

Familiarization with the mouse and a graphical operating environment. Topics include all major aspects of MicroSoft Windows XP. Knowledge of a personal computer keyboard and basic DOS commands strongly recommended.

Prerequisite(s): Computer knowledge level equivalent to ITS 080.

*ITS 12D Beginning Database (1)*

Basic database manipulation (e.g. creating, updating, and generating reports) via packaged software (Access XP). Keyboarding skill strongly recommended. (Students who have little or no keyboarding skills will likely take much longer in completing the assigned tasks. )

Prerequisite(s): Computer knowledge level equivalent to ITS 080.

*ITS 12P Beginning Presentation Graphics (1)*

Techniques of visual presentation development via the use of a presentation software package (PowerPoint XP).

Prerequisite(s): Computer knowledge level equivalent to ITS 080.

*ITS 12S Beginning Spreadsheet (1)*

Basic creation and manipulation of data within an electronic spreadsheet (Excel XP). Planning and creating workbooks, using formulas and functions, creating charts, and formatting spreadsheet objects. Students with minimal computer skills will take longer in completing the assigned tasks and may want to consider taking ITS 080, Computer Fundamentals.

Prerequisite(s): Computer knowledge level equivalent to ITS 080.

*ITS 12W Beginning Word Processing (1)*

Basic creation and editing of documents using packaged word processing software (Word XP). Keyboarding skills strongly recommended. Students who have never worked on a keyboard and have little or no keyboarding skills will likely take much longer in completing the assigned tasks. ITS 102, which teaches keyboarding skills and beginning

word processing skill, may be substituted for ITS 12W.

Prerequisite(s): Computer knowledge level equivalent to ITS 080.

*ITS 14A Intermediate Windows Concepts (2)*

Using troubleshooting tools, working with DOS applications, customizing the system, installing hardware/software, file and system maintenance, GUI accessories. (Windows XP)

Prerequisite(s): ITS 12A

*ITS 14D Intermediate Database (2)*

Intermediate database manipulation techniques using packaged software (Access XP). Arithmetical/statistical manipulations, labels, reports, indexing, searching, programming, etc.

Prerequisite(s): ITS 12D or instructor permission

*ITS 14P Intermediate Presentation Graphics (2)*

Techniques for adding visual and audio elements to intermediate and expert level presentations. Customizing presentations. Delivery of presentations. (PowerPoint XP)

Prerequisite(s): ITS 12P or Instructor Permission

*ITS 14S Intermediate Spreadsheet (2)*

Intermediate spreadsheet manipulation techniques using packaged software (Excel XP). Managing files and memory, graphing, database functions, functions, and formulas.

Prerequisite(s): ITS 12S or instructor permission

*ITS 14W Intermediate Word Processing (2)*

Formatting issues, intermediate and advanced; automating procedures like mail merge and macros; exchanging data between applications. (Word XP)

Prerequisite(s): ITS 12W, ITS 102, or ITS 103

*ITS 200 Project Management (5)*

Develops business, interpersonal, and technical skills required to successfully manage business and system development projects. Covered topics include: project integration; scope, time, cost, quality, human resource, communications, risk, and procurement management. Use of Microsoft Project software. Covers CompTIA's ITProject+ and Microsoft Office Specialist (MOS) Project certification objectives.

Prerequisite(s): Computer knowledge level equivalent to ITS 080

**(LPN) Practical Nursing***LPN 108 Basic Nutrition and Diet Therapy (2)*

An introduction to the basic principles of nutrition and dietary treatment of common disease conditions and health disorders.

Prerequisite(s): BIO 102, BIO 105, ENG 111, ITS 12W, PSY 111, PSY 221

Corequisite(s): LPN 125, LPN 160, LPN 130, NUR 114

*LPN 125 Introduction to Disease Processes (4)*

Basic principles of microbiology, signs and symptoms of common disease/conditions of each body system, diagnostic tests, treatment and principles of nursing care.

Prerequisite(s): BIO 102, BIO 105, ENG 111, ITS 12W, PSY 111, PSY 221

Corequisite(s): LPN 108, LPN 160, LPN 130, NUR 114

*LPN 130 Nursing Trends I (2)*

Ethical and legal dimensions of practical nursing practice. Historical perspectives on practical nurses and nursing organizations.

Prerequisite(s): BIO 102, BIO 105, ENG 111, ITS 12W, PSY 111, PSY 221

Corequisite(s): LPN 108, LPN 125, LPN 160, NUR 114

*LPN 133 Nursing Trends II (2)*

Identifies career concerns and opportunities for practical nurses.

Prerequisite(s): LPN 130, LPN 145, LPN 164, LPN 181, LPN 185

Corequisite(s): LPN 191, LPN 195

*LPN 145 Pharmacology (3)*

Basic, essential knowledge of pharmacology. Major content area include principles of pharmacology, functions, and therapeutic implications of the major drug classes including their prototype drugs, the individuality and variability of patients, and the relationship between pharmacologic knowledge and nursing practice. Emphasis on conceptual learning rather than rote memorization.

Prerequisite(s): LPN 108, LPN 125, LPN 160, NUR 114

Corequisite(s): LPN 164, LPN 181, LPN 185

*LPN 160 Fundamentals of Nursing I (6)*

Role of the nurse in the maintenance and promotion of health, application of nursing, biological, and social sciences, basic assessment techniques, ethical/legal issues. College lab and health care facility settings.

Prerequisite(s): BIO 102, BIO 105, PSY 111 PSY 221, ENG 111, ITS 12W, MST 181 or equivalent

Corequisite(s): LPN 108, LPN 125, NUR 114, LPN 130

Lab Fee: \$100 Student Liability Insurance: \$20

*LPN 164 Fundamentals of Nursing II (6)*

Role of the practical nurse in the maintenance and promotion of health, application of medical and surgical asepsis and the use of the nursing process.

Prerequisite(s): LPN 125, LPN 130, LPN 160, NUR 114, LPN 108

Corequisite(s): LPN 145, LPN 181, LPN 185

Lab Fee: \$100

*LPN 181 Women's Health and Obstetric Nursing (2)*

A holistic approach to women's health care and its relationship to the childbearing female will be presented. Female anatomy and physiology, the male reproductive system, and fetal growth and development will be discussed. The normal changes of pregnancy, labor & delivery, postpartum, and the newborn will be taught with an emphasis on preventing

complications. It includes helping a woman through the different stages of maternity care during a time of physical and emotional changes, and providing support for the newborn, family, and significant other. Current trends in women's health will also be discussed.

Prerequisite(s): LPN 125, LPN 130, LPN 160, NUR 114, LPN 108

Corequisite(s): LPN 145, LPN 164, LPN 185

*LPN 185 Pediatric Nursing (5)*

Family centered approach to meeting the needs of the pediatric client; application of the nursing process, role of the nurse in the care of the infant/child with common diseases/conditions.

Prerequisite(s): LPN 125, LPN 130, LPN 160, NUR 114, LPN 108

Corequisite(s): LPN 145, LPN 164, LPN 181

*LPN 191 Medical-Surgical Nursing I (10)*

Application of the nursing process while providing nursing care for adult clients with common medical conditions; study and care of the surgical patient from admission through discharge from the hospital.

Prerequisite(s): LPN 181, LPN 185, LPN 145, LPN 164

Corequisite(s): LPN 195, LPN 133

Lab Fee: \$50

*LPN 195 Medical-Surgical Nursing II (4)*

Comprehensive review and testing of all prior nursing classes. Application of the nursing process in a long-term care preceptorship to provide and manage the nursing care of groups of clients requiring skilled nursing care.

Prerequisite(s): LPN 181, LPN 185, LPN 145, LPN 164

Corequisite(s): LPN 133, LPN 191

Lab Fee: \$50

**(LSC) Logistics***LSC 210 Purchasing & Supply Management (4)*

Management of purchasing and supply systems common to service, manufacturing, and government organizations. Survey of the interrelationship and interdependence of the purchasing function within supply chain management and other functional areas of business. Emphasis on purchasing policies, procedures, and techniques in the procurement, acquisition, and decision process utilized in the purchasing and acquisition functions.

Prerequisite(s): MGT 105; MGT 112

*LSC 220 Logistics & Physical Distribution (4)*

Design and management of physical distribution and logistic systems. Interrelationship and interdependence within the functional areas of business. Transportation methods, techniques, physical and automated systems, infrastructure, interrelationships and requirements comprising physical distribution and logistics systems.

Prerequisite(s): MGT 112

Corequisite(s): MGT 266 or STT 264

*LSC 272 Operations & Supply Chain Management (5)*

The design and management of production operations, including productivity, quality issues, strategy, capacity

planning, location, layout, human resources, just-in-time systems, materials requirement planning, and project management.

Prerequisite(s): MGT 112, MGT 266 or STT 264

*LSC 275 Inventory & Materials Management (4)*

Principles of inventory and materials management systems, common methods of planning and controlling inventory in manufacturing, institutional, distribution, and retail environments. Interrelationship and interdependence of the inventory and materials function within supply chain management and other functional areas of business. Demand forecasting, independent demand inventory systems, inventory models, aggregate planning, priority and capacity management, capacity requirements planning, production activity control, and Just-in-Time.

Prerequisite(s): MGT 112

**(MAT) Manufacturing Engineering Technology**

*MAT 100 World Class Manufacturing (3)*

World Class Manufacturing concepts and historical perspectives; simultaneous and concurrent engineering and Japanese innovations in manufacturing.

Prerequisite(s): DEV 091, INT 105 or DFT 101

*MAT 110 Manufacturing Processes (3)*

Detailed overview of manufacturing processes including machine tool operations, metal forming, welding processes and casting.

Prerequisite(s): DFT 101, or INT 105 or 2 years of high school drafting

Corequisite(s): MAT 111

*MAT 111 Manufacturing Laboratory (2)*

Set-up and operation of lathes, mills, drills, band saws, and grinders. Competency-based course requiring completion of several machining projects of increasing complexity. Safety, care, and use of equipment. Use of machinists' references and inspection instruments.

Prerequisite(s): DFT 101, or INT 105, or MAT 110, or 2 years of high school drafting

Corequisite(s): MAT 110

Lab Fee: \$25

*MAT 112 Metal Fabrication (4)*

Metal Fabrication with emphasis on angle, bar, plate & sheet stock. Pattern development and fabrication of projects using slip rolls, sheet metal brake, iron worker and angle rolls.

Prerequisite(s): DFT 101 or INT 105, or 2 years of high school drafting

Lab Fee: \$50

*MAT 221 Computer Numerical Control (4)*

The theory and practice of NC and CNC machining with actual programming applications. Converting engineering drawings into programs using computer simulation to test programs and produce programmed parts.

Prerequisite(s): DFT 104, ENT 101

Corequisite(s): MAT 110, MAT 111

*MAT 222 Computer-Aided Manufacturing (4)*

Application of procedures for CNC automatic tool changing on a lathe. NC and CNC programming concepts for complex parts on a computer controlled mill.

Prerequisite(s): MAT 221

**(MGT) Management**

*MGT 105 Introduction to Business (3)*

A broad survey of the American business system encompassing social responsibilities of business, our legal environment and business ethics, government regulation and taxation, forms of business ownership, small business administration, business management, organized labor, and other topics.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): NONE

*MGT 106 Human Relations and Organizational Behavior (4)*

An assessment of self, personality, self-concept, perception, and verbal and nonverbal communications skills. Includes organizational behavior concepts and practices. Discussion of diversity, job success, and development of effective work relations. A view of workplace dynamics including conflict resolution, assertiveness, team problem solving and decision-making.

Prerequisite(s): DEV 061 or CPE 061

*MGT 112 Principles of Business Management (4)*

The four basic management functions: planning, organizing, leading, and controlling. Topics include ethics, decision-making, planning, structure, power and authority, delegation, leadership and teamwork, and motivational theories and productivity.

Prerequisite(s): DEV 061 or CPE 061

*MGT 202 Customer and Quality Management (4)*

Customer satisfaction and quality management through employee involvement. Continuous process improvement, supplier partnerships, performance measures, Statistical Process Control (SPC), ISO9000, benchmarking, and the use of various management tools used for managing quality.

Prerequisite(s): MGT 105 or MGT 106 or MGT 112 or BUS 105 or BUS 106 or BUS 112

*MGT 214 Small Business Theory and Practice (4)*

Small business and entrepreneurship. Decision for self-employment through small business opportunities; business planning, financing, marketing, and management. Integration of functional business courses into a balanced overview of entrepreneurship. Application through group activities and projects.

Prerequisite(s): ACC 111, MGT 105, MGT 112

Corequisite(s): BUS 270

*MGT 225 Human Resource Management (3)*

Examination of the human resource functions in the business organization. Job analysis, recruitment, hiring, training, performance appraisal, and compensation. Psychological forces motivating workers, discipline, and morale.

Prerequisite(s): MGT 105 or BUS 105, MGT 106 or BUS 106, MGT 112 or BUS 112

*MGT 250 Leadership in Organizations (4)*  
Development of leadership skills, personal philosophy. Integrates concepts and practice in group settings.  
Prerequisite(s): MGT 105 or MGT 106 or MGT 112 or BUS 105 or BUS 106 or BUS 112

*MGT 260 Business Law (3)*  
History of the law, law of contracts, of agency, sales and personal property. The law of negotiable instruments, partnership, corporations, and real property.  
Prerequisite(s): CPE 061 or DEV 061

*MGT 265 Negotiation Skills (3)*  
Psychology and techniques of conducting purchasing and other types of business negotiations; mock negotiations using case studies. Principles apply to situations in personal life.  
Prerequisite(s): Business experience or minimum of 6 credit hours of MGT courses

*MGT 266 Quantitative Business Methods (4)*  
Application of practical business mathematics and statistical processes to analyze business situations.  
Prerequisite(s): CPE 101 or DEV 101; MTH 106

*MGT 267 Introduction to International Business (3)*  
Global dimensions of business; an overview of theories and institutions of trade, investment, and management emphasizing the managerial perspective on issues arising from international business and worldwide operations.  
Prerequisite(s): MGT 105 or BUS 105

*MGT 268 Introduction to International Business (3)*  
Global dimensions of business; an overview of theories and institutions of trade, investment, and management emphasizing the managerial perspective on issues arising from international business and worldwide operations.  
Prerequisite(s): MGT 105 or BUS 105

*MGT 270 Business Finance (4)*  
Financial management of business enterprises with emphasis on financial planning, capital management, capital budgeting, capital markets, and time value of money.  
Prerequisite(s): ACC 112 and MTH 106

*MGT 290 Business Strategy and Policy Seminar (4)*  
Integrated corporate strategy and policy, including competitive strategy, as well as supporting functional strategies. Concepts in competitive positioning, environmental analysis, competitive differential, and niche strategies. Includes management decision-making in the areas of marketing, production, research and development, and finance as well as team dynamics and development.  
Prerequisite(s): MGT 105 or BUS 105, MGT 112 or BUS 112, MKT 200 or BUS 243, ITS 103  
Corequisite(s): BUS 270

### **(MKT) Marketing**

*MKT 200 Principles of Marketing (4)*  
Marketing of products and services. Product development,

channels of distribution, pricing structures, promotional aspects, electronic marketing.  
Prerequisite(s): CPE 061 or DEV 061

*MKT 210 Pricing Strategies (4)*  
A comprehensive overview of managerially focused, integrated, pricing analysis and strategy. Overview of pricing calculation methods and tools, and analysis and identification of pricing strategy effects on the organization.  
Prerequisite(s): MTH 106, MKT 200

*MKT 215 Product Management (3)*  
Comprehensive overview of product management and the product development process. Overview of a product manager's tasks of market analysis, strategy development, and decision making regarding pricing, advertising, promotion, and distribution. Utilization of the marketing plan.  
Prerequisite(s): MGT 112, MKT 200

*MKT 240 Electronic Business Applications (4)*  
Prerequisite(s): ITS 103 or GPH 100  
Lab Fee: \$10

*MKT 245 Sales and Sales Management (3)*  
The role of selling in our economy. Psychology of selling, the sales process, motivation of the salesperson. Fundamentals and techniques of selling in relation to various types of goods and services.  
Prerequisite(s): MGT 112  
Corequisite(s): MKT 255

*MKT 255 Promotion Strategies (4)*  
Comprehensive overview of promotion and integrated communication strategies and techniques. Overview of the integrated marketing communication system and its tools for communication with internal and external customers.  
Prerequisite(s): MKT 210; MKT 215

### **(MLT) Medical Laboratory Technology**

*MLT 101 Medical Laboratory Orientation (2)*  
History, role and professional responsibilities of the medical laboratory technician. Organization of the medical laboratory. Medical terminology.  
Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score  
Corequisite(s): MLT 102

*MLT 102 Medical Laboratory Orientation Laboratory (1)*  
Principles of laboratory instrumentation. Use and care of laboratory instruments. Laboratory safety.  
Prerequisite(s): DEV 061 or CPE 061  
Corequisite(s): MLT 101  
Lab Fee: \$40

*MLT 111 Chemistry for Technicians (3)*  
Chemistry of matter and measurement, atoms, molecules and ions, formulas, equations and moles, aqueous solution reactions, atomic structure, ionic and covalent bonding, saturated hydrocarbons, unsaturated hydrocarbons, alcohols, aldehydes, ketones, and carbohydrates.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 112

Student Liability Insurance: \$20

*MLT 112 Applications of Chemistry for Technicians (1)*

Application of matter and measurement chemistry, atoms, molecules and ions, formulas, equations and moles, aqueous solution reactions, atomic structure, ionic and covalent bonding, saturated hydrocarbons, unsaturated hydrocarbons, alcohols, aldehydes, ketones, and carbohydrates.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 111

*MLT 116 Phlebotomy (2)*

Comprehensive background in the theory and principles of phlebotomy. Quality Assurance and Total Quality Management.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 117

*MLT 117 Phlebotomy Laboratory (2)*

Up-to-date practical instruction in phlebotomy procedures. Quality assurance and total quality management for laboratory practice.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 116

Lab Fee: \$30

*MLT 123 Medical Microbiology I (3)*

Identification of bacteria by microscope, media, inoculation, biochemical activities and sensitivity testing. Basic disease processes.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 124

*MLT 124 Medical Microbiology I Laboratory (2)*

Basic microbiology concepts. Identification of bacteria by microscope, media, inoculation, biochemical activities and sensitivity testing.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 123

Lab Fee: \$95

*MLT 125 Hematology I (3)*

The origin, formation and purpose of the formed elements of the blood, differential morphology and staining techniques. Quality control.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 126

*MLT 126 Hematology I Laboratory (3)*

Manual and automated hematology instrumentation techniques and principles of counting erythrocytes, leukocytes and thrombocytes; determination of red blood cell indices. Quality

control.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 125

Lab Fee: \$85

*MLT 131 Clinical Chemistry (3)*

Principles, procedures, quality assurance and clinical significance of quantitative chemical analysis of body fluids, carbohydrates, lipids, proteins, electrolytes, endogenous toxic substances, blood gases, pH, enzymes, vitamins, hormones and exogenous toxic substances.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 132

*MLT 132 Clinical Chemistry Laboratory (3)*

Quantitative chemical analysis of body fluids, carbohydrates, lipids, proteins, electrolytes, endogenous toxic substances, blood gases, pH, enzymes, vitamins, hormones and exogenous toxic substances.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): MLT 131

Lab Fee: \$100

*MLT 135 Urinalysis and Body Fluids (2)*

Urinalysis principles including physical and chemical characteristics and microscopic analysis of urinary sediment. Body fluids: amniotic, semen, fecal, synovial, spinal.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 136

*MLT 136 Urinalysis and Body Fluids Laboratory (2)*

Basic urinalysis techniques including physical and chemical characteristics and microscopic analysis of urinary sediment. Basic techniques for amniotic, semen, fecal, synovial, and spinal fluid analysis.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 135

Lab Fee: \$70

*MLT 181 Directed Practice I (4)*

Clinical site assignment; departmental rotation application of principles and techniques under supervision of clinical staff and college faculty.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 191

Certification Fee: \$25

*MLT 191 Seminar I (3)*

Weekly review of problems and progress in Directed Practice I. Guest speakers; current topics; quality control. Student presentation of case study.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 181

Certification Fee: \$25

*MLT 211 Immunology (3)*

Principles and theories of the production and characteristics of antigen-antibody reactions, formation and reactions of antigens and antibodies.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 212

Student Liability Insurance: \$20

*MLT 212 Immunology Laboratory (1)*

Techniques of agglutination, precipitation, flocculation, immunodiffusion, immunofluorescence, ELISA, and EIA.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 211

Lab Fee: \$100

*MLT 213 Medical Microbiology II (3)*

Identification of microbial agents associated with disease in man including bacteria, viruses and parasites. Specimen collection. Quality Control.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 214

*MLT 214 Medical Microbiology II Laboratory (3)*

Techniques to isolate, identify, and evaluate the presence of clinically significant microorganisms.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 213

Lab Fee: \$100

*MLT 223 Hematology II (3)*

Disorders of blood cells and platelets including biochemistry of the red blood cell, anemias, leukemias. Principles and procedures of coagulation.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 224

*MLT 224 Hematology II Laboratory (3)*

Manual and automated instrumentation techniques used within a hematology department. Differential counting of abnormal cells. Coagulation.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 223

Lab Fee: \$65

*MLT 226 Immunohematology (4)*

Responsibility of blood bank work, blood collection and processing. Genotypes and phenotypes of ABO and Rh blood group systems.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 227

*MLT 227 Immunohematology Laboratory (4)*

Typing techniques, principles, procedures; crossmatch and

panel screening; atypical antibody identification and quality control.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): MLT 226

Lab Fee: \$100

*MLT 270 MLT Review & Update (4)*

Review and update of: urinalysis, hematology, clinical chemistry, medical microbiology, immunology, immunoematology.

Prerequisite(s): All prior coursework leading to a degree in Medical Laboratory Technology

Certification Fee: \$75

*MLT 281 Directed Practice II (4)*

Clinical site assignment; departmental rotation; application of principles and techniques under supervision of clinical staff and college faculty.

Prerequisite(s): All prior coursework leading to a degree in Medical Laboratory Technology

Corequisite(s): MLT 291

*MLT 291 Seminar II (3)*

Weekly review of problems and progress in Directed Practice II. Guest speakers; current topics; quality control; and student presentation of research project.

Prerequisite(s): All prior coursework leading to a degree in Medical Laboratory Technology

Corequisite(s): MLT 281

**(MST) Multi-Skilled Healthcare***MST 181 Nurse Aide Training (6)*

Preparation for long-term care meeting requirements for nurse aide training in Ohio. Classroom training plus 24 clinical hours at the end of the course.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$20 Student Liability Insurance: \$20

**(MTH) Mathematics***MTH 101 Technical Mathematics Applications A (2)*

Applications course for Engineering Technology students. Instruction in the use of scientific calculators, and other technology. Topics include: area & volume, scientific notation & significant figures, metric/English conversions, geometry applications, graphing applications, and vector forces.

Prerequisite(s): CPE101 or DEV 101 or placement test score

Corequisite(s): CPE 102 or DEV 102

Lab Fee: \$10

*MTH 105 Mathematics and Today's World (3)*

A survey of contemporary mathematical ideas and the application of mathematical tools for solving real world problems to demonstrate the variety of problems that can be modeled and solved by quantitative means.

Prerequisite(s): CPE 103 or DEV 103 or an appropriate Compass score on the algebra placement test or equivalent

*MTH 106 Business Mathematics (3)*

Development and application of practical business mathematics principles to include: checking accounts, bank reconciliation, percentages and their applications, simple and compound interest, depreciation, markups and markdowns, trade and cash discounts, sales and property taxes, promissory notes, the discounting process, annuities, insurance, loan amortization, and business statistics.

Prerequisite(s): DEV 101

*MTH 107 Technical Mathematics Applications B (2)*

Applications course for Engineering Technology students to supplement MTH 121. Instruction in the use of scientific calculators and other technology. Topics include: scientific notation and significant figures, applied functional notation, geometry applications, graphing applications. Applications of linear and quadratic functions, and use of conic sections.

Prerequisite(s): CPE 103 or DEV 103, MTH 101

Corequisite(s): MTH 120 or MTH 121

Lab Fee: \$10

*MTH 108 Technical Mathematics Applications C (2)*

Applications course for Engineering Technology students to supplement MTH 140. Use of the scientific calculator and other technology. Topics include: applied problems involving radian measure, trigonometric functions, vectors, polar coordinates, and trigonometric identities.

Prerequisite(s): MTH 107; MTH 120 or MTH 121

Corequisite(s): MTH 140

Lab Fee: \$10

*MTH 110 Quantitative Reasoning (4)*

Discovery of fundamental concepts and skills of quantitative reasoning achieved by exploring real world data from various disciplines. Data collection, organization, display, interpretation, analysis and evaluation. Rates of change and percentages. Basic probability and statistics, simulation, sampling, and expected value. Use of a spreadsheet program and/or a graphing calculator.

Prerequisite(s): DEV 103 or CPE 103 or appropriate Compass score

*MTH 120 College Algebra IA (5)*

Algebraic expressions; equations and inequalities; linear, polynomial, and transcendental functions and their graphs; systems of equations and inequalities, analytic geometry. Note: Topics covered are exactly the same as topics covered in College Algebra I (MTH 121), but this course will involve more in-class practice of important skills.

Prerequisite(s): CPE 103 or DEV 103 or appropriate Compass score

*MTH 121 College Algebra I (3)*

Algebraic expressions; equations and inequalities; linear, polynomial, and transcendental functions and their graphs; systems of equations and inequalities, analytic geometry.

Prerequisite(s): CPE 103 or DEV 103 or an appropriate Compass score

*MTH 122 College Algebra II (3)*

Continuation of the concepts begun in MTH 121 and includes additional topics in complex numbers, synthetic division, remainder theorem, factor theorem, matrices and determinants, Gauss-Jordan, Cramer's Rule, sequences and series, permutations, combinations, probability, and variation.

Prerequisite(s): MTH 120 or MTH 121 or an appropriate Compass score

*MTH 140 Trigonometry (3)*

Familiarizes the student with topics in trigonometry, including trigonometric functions, solving triangles, laws of sines and cosines, unit circles, vectors, graphs of trigonometric functions, polar coordinates, identities, and trigonometric equations.

Prerequisite(s): High school geometry and MTH 120 or MTH 121 or an appropriate Compass score

*MTH 220 Calculus for the Management, Life and Social Sciences (5)*

Functions; limits; derivatives of polynomial, exponential, and logarithmic functions; integrals of polynomial, exponential, and logarithmic functions; maxima and minima; applications appropriate to biology, medicine, business, economics, social and behavioral sciences.

Prerequisite(s): MTH 120 or MTH 121 or an appropriate Compass score

*MTH 221 Calculus I (5)*

Functions, limits, continuity, differentiation of polynomial and trigonometric functions, applications of the derivative.

Prerequisite(s): MTH 122 and MTH 140 or an appropriate Compass score

*MTH 222 Calculus II (5)*

Differentiation of logarithmic and exponential functions, definite and indefinite integrals, Riemann sums, applications of the integrals of polynomial functions, logarithmic functions, exponential functions, trigonometric functions, techniques of integration.

Prerequisite(s): MTH 221

*MTH 223 Calculus III (5)*

Improper integrals, L'Hopital's Rule, Taylor's formula, power series, Taylor series, Maclaurin series, binomial series, polar curves, polar coordinates, vectors, rotation of axes, conic sections.

Prerequisite(s): MTH 222

*MTH 224 Calculus IV/ Multivariate Calculus (5)*

Vector valued functions, cylindrical and spherical coordinate functions, partial derivatives, multiple integrals, Stoke's Theorem, Green's Theorem, and applications of the above topics.

Prerequisite(s): MTH 223

*MTH 230 Differential Equations (5)*

First order equations, linear equations and systems, series solutions, Laplace transforms, uniqueness and existence of solutions, applications of differential equations.

Prerequisite(s): MTH 223

*MTH 240 Linear Algebra (3)*

Linear systems, matrices, matrix algebra, determinants, linear transformations, eigenvalues, eigenvectors, vector spaces.

Prerequisite(s): MTH 222

**(MUS) Music***MUS 130 Music Appreciation (3)*

Survey of Western music from approximately A.D.1500 onward. Chronological presentation of material supplemented with listening examples and live performances.

Prerequisite(s): None

*MUS 150 Clark State Chorale (1)*

Mixed choir specializing in the study and performance of choral works of a variety of stylistic periods, musical theatre, and jazz. School and public performances required. May be repeated up to 6 credit hours.

Prerequisite(s): None

Lab Fee: \$15

*MUS 160 Applied Voice (1)*

Private voice instruction focusing on the fundamentals of voice production, song literature, interpretation and performance skills.

Prerequisite(s): None

Lab Fee: \$50

*MUS 170 Applied Piano (1)*

Private piano instruction focusing on the fundamentals of piano performance skills.

Prerequisite(s): None

Lab Fee: \$50

*MUS 292 Applied Percussion (2)*

This course will teach students basic techniques and concepts used in modern percussion. Instruction will be individualized; students will progress at their own pace. Students will learn how rhythm, meter, and technique interrelate to make percussion one of the most visceral and powerful arts.

Prerequisite(s): none

Corequisite(s): none

Lab Fee: \$100

*MUS 293 Applied Percussion (1)*

This course will teach students basic techniques and concepts used in modern percussion. Instruction will be individualized; students will progress at their own pace. Students will learn how rhythm, meter, and technique interrelate to make percussion one of the most visceral and powerful arts.

Prerequisite(s): none

Corequisite(s): none

Lab Fee: \$50

*MUS 295 Applied Guitar (1)*

Private guitar instruction focusing on the fundamentals of guitar performance skills.

Prerequisite(s): None

Lab Fee: \$50

*MUS 299 Music Technology-Computer Recording (3)*

The student will learn to compose and record music with a computer.

Prerequisite(s): None

**(NTK) Network Administration***NTK 152 Internet Technologies (5)*

Introductory technical knowledge of Internet, Intranet and Extranet technologies. Internet basics, Internet clients, development, networking, security and business concepts. Basics of Domain Name Service (DNS), File Transfer Protocol (FTP), Hypertext Transfer Protocol (HTTP). Covers CompTIA's i-Net+ certification requirements.

Prerequisite(s): Computer knowledge level equivalent to ITS 080

Lab Fee: \$50

*NTK 176 PC/Network Essentials I (6)*

Basic knowledge for properly installing, configuring, upgrading, and troubleshooting microcomputer hardware. Coverage includes desktop and server systems, basic networking, and printers. First of a two-course sequence that covers A+ and Server+ certification objectives.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$50

*NTK 178 PC/Network Essentials II (6)*

Intensive introduction to multitasking operating systems and networking operating systems. Coverage includes: operating system upgrades/configuration, installation procedures, security issues, backup procedures, remote access, command line and graphical user interfaces. Second course in a two-course sequence that covers the A+ and Server+ certification objectives.

Prerequisite(s): CPE 091; NTK 176 or NTK 172

Lab Fee: \$50

*NTK 201 Cisco Associate I (5)*

Overview of computer networking concepts, theories, and structures. Discussion of the OSI network model, network addressing, data encapsulation, and TCP/IP network-layer protocols. This course is part of a set of courses that cover material for the CCNA and Network+ certification exams.

Prerequisite(s): NTK 152 or Instructor permission

Lab Fee: \$50

*NTK 202 Cisco Associate II (5)*

Overview of network router concepts and theory. Discussion of router elements, TCP/IP transport-layer protocols, and flow control. Hands-on experience with router setup, configuration, and monitoring. This course is part of a set of courses that cover material for the CCNA and Network+ certification exams.

Prerequisite(s): NTK 201 or Instructor permission

Lab Fee: \$50

*NTK 203 Cisco Associate III (5)*

Advanced network routing and switching concepts and theory. Discussion of IPX protocol, LAN segmentation, bridges, routers, switches, Ethernet, Fast Ethernet, and

virtual LANS. Hands-on experience with advanced router setup and configuration. This course is part of a set of courses that cover material for the CCNA and Network+ certification exams.

Prerequisite(s): NTK 202 or Instructor permission  
Lab Fee: \$50

*NTK 221 Information Security I (5)*

Overview of computer/information security concepts. Assessment, development, and implementation of security policies. Review of information/network security tools and resources.

Prerequisite(s): NTK 152 or Instructor Permission  
Lab Fee: \$50

*NTK 222 Information Security II (5)*

Advanced discussion of information security topics, including TCP/IP routing protocols, internetworking technologies, cryptography, firewalls, VPNs, encryption, and others. Hands-on use/review of computer security software.

Prerequisite(s): NTK 221 or NTK 120  
Lab Fee: \$50

*NTK 240 Unix/Linux Administration I (5)*

Discussion of the Unix/Linux file system. Maintenance tasks, customizing the GUI interface, Linux commands. File access permissions, printing commands and utilities. Managing user accounts.

Prerequisite(s): NTK 172  
Lab Fee: \$50

*NTK 250 Novell NetWare Administration (5)*

Hands-on experience with Novell Netware operating system. Fundamental network management tasks, setting up user accounts, managing the network file system, creating login scripts, managing NDS security, setting up and managing print services. This course covers Certified Novell Administrator (CNA) certification requirements.

Prerequisite(s): CPE 101; NTK 172 or NTK 176 or instructor permission  
Lab Fee: \$50

*NTK 251 Advanced Novell NetWare Administration (5)*

Knowledge and skills needed to configure, design, and administer a complex NetWare network. Advanced Novell NetWare skills. Build a TCP/IP network. Build an Internet infrastructure. Manage and optimize Netware and backup and restore. Covers Certified NetWare Engineer(CNE)certification requirements.

Prerequisite(s): NTK 250  
Lab Fee: \$50

*NTK 255 Introduction to Oracle (5)*

Introduction to database server technology. Relational and object relational databases and SQL. Creation and maintenance of database objects. Store, retrieve, and manipulate data. Retrieve data using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. One of two classes needed for the Oracle Certified Associate (OCA) certification.

Prerequisite(s): NTK 178  
Lab Fee: \$50

*NTK 256 Oracle Administration I (5)*

Designing, creating, and maintaining an Oracle database. Conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Creation of an operational database and proper management of the various structures in an effective and efficient manner. One of two courses needed for the Oracle Certified Associate (OCA) certification.

Prerequisite(s): NTK 255  
Lab Fee: \$50

*NTK 257 Oracle Data Mining & Warehousing (5)*

Planning, designing, building, populating, and maintaining a successful data warehouse. Oracle warehouse data technology. Designing, implementing, and running a data warehouse.

Prerequisite(s): NTK 256  
Lab Fee: \$50

*NTK 270 Administering Microsoft Professional (5)*

Hands-on experience with the XP Professional operating system. Installing, configuring, optimizing and troubleshooting. Course covers Microsoft certification objectives.

Prerequisite(s): NTK 176 or instructor permission  
Lab Fee: \$50

*NTK 272 Administering Microsoft Server (5)*

Hands-on experience with server operating system. Planning, installing, configuring, managing, optimizing and troubleshooting. Course covers Microsoft certification objectives.

Prerequisite(s): NTK 270 or instructor permission  
Lab Fee: \$50

*NTK 274 Administering Microsoft Network Infrastructure (5)*

Installing, managing, monitoring, configuring, and troubleshooting DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a network infrastructure. Course covers Microsoft certification objectives.

Prerequisite(s): NTK 270 or instructor permission  
Lab Fee: \$50

*NTK 276 Administering Microsoft Directory Services (5)*

Installing, configuring, and troubleshooting the components of Active Directory. Backing up and restoring Active Directory. Course covers Microsoft certification objectives.

Prerequisite(s): NTK 270 or instructor permission  
Corequisite(s): NTK 272 (may be taken as a prerequisite)  
Lab Fee: \$50

*NTK 277 Designing Microsoft Directory Services Infrastructure (5)*

Analysis of business requirements and the design of a directory service architecture using Active Directory. Connectivity between and within systems and data replication. Course covers Microsoft certification requirements.

Prerequisite(s): NTK 270 or instructor permission  
Corequisite(s): NTK 272 (may be taken as a prerequisite)  
Lab Fee: \$50

*NTK 278 Designing Microsoft Security (5)*

Analysis of business requirements for security and designing a security solution that meets business requirements. Controlling access to resources, auditing, authentication, and encryption. Course covers Microsoft certification objectives.

Prerequisite(s): NTK 270 or instructor permission

Lab Fee: \$50

*NTK 279 Managing a Microsoft Network Environment (5)*

Configuring, managing, securing, and troubleshooting web resources, network infrastructure, remote access, Active Directory, client and server computers. Covers Microsoft certification objectives.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): NTK 270 (may be taken as a prerequisite)

Lab Fee: \$50

*NTK 288 Advanced Networking Topics (5)*

Overview of ethics in the information technology field. Assessment of skills and competencies of Network Administration students through project-based activities. Requires an oral and written presentation. Course should be taken in the last quarter prior to graduation.

Prerequisite(s): ENG 112, OR ENG 135; ITS 200

**(NUR) Nursing***NUR 114 Dosage Calculations I (1)*

Systems of measurement and calculation of drug dosage.

Prerequisite(s): CPE 091, CPE101 or appropriate Compass scores

*NUR 170 Nursing I (6)*

Introduction of concepts basic to nursing. Basic assessment techniques. Role of nursing in maintenance and promotion of health. Introduction to pharmacology. Introduces nursing process in college and hospital laboratory settings

Prerequisite(s): MST 181 within past two years or equivalent

Corequisite(s): BIO 102, BIO 121, ITS 103, NUR 114

Lab Fee: \$69 Student Liability Insurance: \$20

*NUR 171 Nursing II (6)*

Apply concepts from Nursing I. Integrates Pharmacology and diet therapy in caring for the child and adult with surgery, common problems affecting mobility and common problems affecting gastrointestinal functioning. Examines the application of ethical/legal issues. College and hospital laboratory settings.

Prerequisite(s): BIO 102, BIO 121, ITS 103, NUR 114, NUR 170

Corequisite(s): BIO 122

Lab Fee: \$70

*NUR 172 Nursing III (8)*

Applies concepts from Nursing I and II. Integrates pharmacology and diet therapy in caring for the child and adult with common problems of the cardiovascular system (including stroke), diabetes mellitus, and respiratory system. Examines the application of ethical/legal issues. College and laboratory settings.

Prerequisite(s): BIO 122, NUR 171

Corequisite(s): BIO 123

Lab Fee: \$60

*NUR 173 Nursing Transition (8)*

Applies the nursing process in caring for the child and adult with various common health problems affecting the respiratory, musculo-skeletal, gastrointestinal, endocrine and cardiovascular systems. Examines ethical and legal issues as they apply. Role transition from LPN to RN integrated into clinical practice. College and hospital laboratory settings.

Prerequisite(s): BIO 122, ITS 103, NUR 114

Corequisite(s): BIO 123

Lab Fee: \$43 Student Liability Insurance: \$20

*NUR 267 Nursing VII (4)*

Application of the nursing process when caring for clients in the extended care facility. Emphasis placed on endocrine and liver disorders; gerontologic nursing; management concepts; health care delivery systems; and ethical, legal, and professional practice issues.

Prerequisite(s): NUR 274, NUR 275, NUR 276

Corequisite(s): NUR 268, NUR 269

*NUR 268 Nursing VIII (3)*

Application of the nursing process to meet the needs of clients of various ages in acute and community settings. Emphasizes health promotion and growth and development of the young and middle age adult, emergency care concepts, care of adult clients with gynecologic, breast, and immunologic disorders, and children with congenital cardiac and neurologic disorders. Examines ethical, legal, and professional practice issues as they apply.

Prerequisite(s): NUR 274, NUR 275, NUR 276

Corequisite(s): NUR 267, NUR 269

*NUR 269 Nursing IX (6)*

Addresses nursing care of clients with complex cardiovascular, neurologic, and multi-system disorders. Examines ethical, legal, and professional practice and development issues as they apply. Application of the nursing process in an acute care preceptorship to provide and manage the nursing care of groups of clients with common health care problems.

Prerequisite(s): NUR 274, NUR 275, NUR 276

Corequisite(s): NUR 267, NUR 268

*NUR 274 Nursing IV (5)*

Family-centered approach to meeting the needs of mother and newborn; application of the nursing process; the normal physiological changes of pregnancy with emphasis on the prevention of complications and conditions of high-risk newborn; experience in the hospital and community setting.

Prerequisite(s): BIO 123, BIO 132, BIO 133, NUR 172 or NUR 173, PSY 221

Corequisite(s): NUR 275

Lab Fee: \$15

*NUR 275 Nursing V (5)*

Application of the nursing process in meeting the mental health needs of clients and individuals. Utilization of therapeutic communication techniques, psychiatric treatment modalities

and community resources in the prevention and treatment of common emotional and behavioral disorders.

Prerequisite(s): BIO 123, BIO 132, BIO 133, NUR 172 or NUR 173, PSY 230

Corequisite(s): NUR 274

Lab Fee: \$13 Student Liability Insurance: \$20

#### *NUR 276 Nursing VI (11)*

Expands on concepts presented in Level I(Nur 170, 171, 172 or NUR 173). Provides care to clients of various age groups with common problems affecting hematologic, cellular, sensory, neurologic and genitourinary functions. Addresses complex nursing care of clients with altered cardiovascular and respiratory function. Utilizes the nursing process to emphasize priority setting and decision making. Hospital and community clinical settings.

Prerequisite(s): BIO 123, BIO 132, BIO 133, NUR 172 or NUR 173, PSY 221,

Lab Fee: \$60 Student Liability Insurance: \$20

#### *NUR 280 Nursing Seminar (2)*

Reflection, analysis, and sharing of the final quarter's clinical learning experiences. Structured individual and group program review activities. Application of critical thinking skills to solve a variety of nursing care problems.

Prerequisite(s): NUR 267, NUR 268, NUR 269

Lab Fee: \$45

### **(OAD) Office Administration**

#### *OAD 101 Document Production I (5)*

Production of common business correspondence, simple reports, and basic tables, utilizing Microsoft Word software. Emphasis on accuracy.

Prerequisite(s): Ability to key the alphabetic and numeric keys by touch using appropriate techniques at a rate of at least 20 WPM.

#### *OAD 102 Document Production II (5)*

Production of complex business correspondence, reports and tables, and administrative, utilizing Microsoft Word/Excel software. Introduction to desktop publishing. Emphasis on speed and accuracy.

Prerequisite(s): OAD 101 or proficiency test

#### *OAD 103 Integrated Office Applications (4)*

Production of business documents utilizing Microsoft Office Suite

Prerequisite(s): OAD 102

#### *OAD 105 Business English (4)*

A basic business English course covering the following: punctuation, sentence structure, capitalization, number usage, and possessives.

Prerequisite(s): DEV 061 or CPE 061

#### *OAD 130 Advanced Grammar & Proofreading (4)*

Mastery of grammar and punctuation concepts and proofreading skills.

Prerequisite(s): OAD 105 or instructor permission

#### *OAD 135 Office Procedures (4)*

Basic office skills including communicating effectively, time management, processing mail, scheduling appointments, greeting visitors, making travel arrangements, planning meetings and conferences, and telephone techniques.

Prerequisite(s): OAD 130 or instructor permission

#### *OAD 140 Records Management (3)*

Basic principles and procedures of records storage, including alphabetic, geographic, numeric, and subject methods as well as records control, retrieval, and management.

Prerequisite(s): DEV 061 or CPE 061

#### *OAD 200 Administrative Office Management (3)*

Basic concepts of office management, organization structure, and design; systems analysis; motivating, supervising, and communicating with office employees.

Prerequisite(s): DEV 061 or CPE 061

#### *OAD 245 Machine Transcription (4)*

Introduction to machine transcription and production of mailable transcripts of letters, memos, agendas, news releases, speeches, minutes, special projects, etc.

Prerequisite(s): OAD 101, OAD 130; or instructor permission

#### *OAD 246 Advanced Machine Transcription (4)*

Machine transcription and production of mailable transcripts of letters, memos, agendas, news releases, speeches, minutes, special projects, etc., of increased difficulty.

Prerequisite(s): OAD 245 or instructor permission

#### *OAD 248 Basic Medical Machine Transcription (4)*

Introduction to machine transcription and production of medical documents.

Prerequisite(s): OAD 101, OAD 130

Corequisite(s): BIO 102

#### *OAD 249 Advanced Medical Machine Transcription (4)*

Machine transcription and production of patients' case histories, x-ray reports, clinical resumes, consultant reports, etc.

Prerequisite(s): OAD 248

#### *OAD 256 Medical Office Management (4)*

Development of techniques for acquiring advanced skills in the use of a medical management software package on a microcomputer.

Prerequisite(s): OAD 103, OAD 135, OAD 140, OAD 248, BIO 102

#### *OAD 260 Office Simulation (5)*

A comprehensive course making use of all knowledge and skills necessary to perform the duties in a modern office. A project-centered approach exposing the student to a wide variety of situations demanding judgment, initiative, decision-making, organizing and planning work, meeting deadlines, and other related administrative abilities.

Prerequisite(s): ENG 221, ITS 12D, ITS 12S, ITS 101, OAD 103, OAD 135, OAD 140

Corequisite(s): ITS 12P

*OAD 270 CPT-Coding (5)*

Introduction to ambulatory coding and payment systems emphasizing CPT-4 coding. Laboratory experience with emphasis on application of related skills with accuracy and completeness.

Prerequisite(s): BIO 102, BIO 105

*OAD 272 ICD-9-CM Coding (5)*

Introduction to the nomenclature and major classification and indexing systems in ICD-9-CM utilized in coding medical information. Laboratory experience emphasizing application of related skills with accuracy and completeness. Other coding systems discussed.

Prerequisite(s): BIO 102, Bio 105

*OAD 285 Co-op Education/Internship (2)*

Relating academic studies to the world of work, becoming familiar with an office or medical office career, applying principles and theories learned in classroom experiences, establishing learning outcomes, and preparing related reports.

Prerequisite(s): EBE 100, OAD 246 or OAD 249, OAD 260 or OAD 256, approved co-op placement

**(PED) Physical Education***PED 101 Step Aerobics (1)*

Warm-up exercises, strength and flexibility exercises, and cool down exercises. Knowledge of safe fitness techniques and benefits.

Prerequisite(s): None

*PED 104 Beginning Karate (1)*

Punching and kicking drills, takedown, self-discipline and control of hostile situations. History, philosophy and discipline used in Kenpo and Aikijitsu. Belt rank in karate optional at additional cost.

Prerequisite(s): None

*PED 105 Intermediate Karate (1)*

Intermediate level kicks, hand techniques, hand trapping and escapes. Knowledge of martial arts background. Belt rank in karate optional at additional cost.

Prerequisite(s): PED 104 or equivalent experience as determined by instructor

*PED 117 Beginning Weight Training (1)*

Correct weight training procedures, proper handling of equipment, training principles, composition of an individual total workout program and dietary effects.

Prerequisite(s): None

*PED 118 Intermediate Weight Training (1)*

Intermediate level of free weight training. Setting up a personal program. Safety and nutrition information.

Prerequisite(s): PED 117

*PED 144 Beginning Tennis (1)*

Forehand drive, backhand drive, volleying, serving, and footwork. History, rules, terms, scoring, simple strategies and the etiquette of tennis.

Prerequisite(s): None

*PED 145 Intermediate Tennis (1)*

Advanced skills in forehand, backhand shots and serving. Approach shots, net play, backhand game, drop and chop shots. Advanced rules, strategies, and tennis etiquette.

Prerequisite(s): None

*PED 151 General Physical Conditioning (1)*

Principles and benefits of physical conditioning, warm-up/stretching exercises, aerobic and strength exercises (walking, jogging, rope skipping, stationary biking, weight training), flexibility exercises, and cool down exercises.

Prerequisite(s): None

*PED 153 Yoga for Beginners (1)*

Reducing stress through focused breathing and relaxation exercises using meditation techniques. Graded S/U.

Prerequisite(s): None

*PED 154 Yoga II (1)*

Using Yoga and meditation techniques to reduce stress.

Prerequisite(s): PED 153 Yoga for beginners

*PED 171 Beginning Golf (1)*

Driving, putting, chipping and pitching along with fair play. Also includes the history, equipment, rules, terms, scoring, and etiquette of golf.

Prerequisite(s): None

Lab Fee: \$15

*PED 172 Intermediate Golf (1)*

Refining basic strokes, practice techniques, the mental side of golf, course management, advanced short game instruction, and bunker play. Additional history and etiquette.

Prerequisite(s): None

Lab Fee: \$15

*PED 295 Introduction to Baseball/Softball Officiating (1)*

Development of knowledge and skills to become certified baseball and softball officials. Includes scorebook keeping, game techniques, and supervised experience.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$12

**(PGR) Personal Growth***PGR 150 Personal Growth (3)*

Designed to provide students with an opportunity to examine themselves—their abilities, attitudes, interests, learning styles, personality traits, and values to improve self-awareness and self-confidence.

Prerequisite(s): None

*PGR 153 College Survival Skills (3)*

Fundamentals of becoming a successful student. A reading, writing, and study skills course designed to lessen the anxiety of new or returning college students.

Prerequisite(s): None

Lab Fee: \$8

*PGR 154 Reading for Speed and Comprehension (3)*

This course improves both reading speed and comprehension, is intended for students of average or above average reading abilities, and uses a variety of methods, including computer-aided instruction.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

*PGR 191 Study Skills (1)*

This course is designed to offer students the opportunity to foster self-confidence in problem solving. The process includes: a self-assessment of certain personal skills required for success in college, a determination of need for change, and the development of a goal to facilitate a successful outcome.

Prerequisite(s): None

Lab Fee: \$8

*PGR 192 Career Directions (1)*

Overview of career choice processes and exploration of career alternatives and career decision making. Includes: researching career information, career decision making, reviewing occupational options, information sharing, and educational planning. Graded S/U.

Prerequisite(s): None

Lab Fee: \$8

*PGR 194 Stress Management (1)*

Identify stressors and manage stress in daily life. Individual stress assessment, cognitive-affective-physical techniques for stress management, stress in society, stress in the workplace, health and stress, and personal and community resources. Graded S/U.

Prerequisite(s): None

*PGR 195 Campus Leadership (1)*

Practical approach to student leadership situations to increase technical skills involved in campus organizations. Graded S/U.

Prerequisite(s): None

*PGR 196 Effective Parenting (1)*

Information and skills to meet the difficult challenges of raising children. Includes: discipline, communication, problem solving, and encouragement. Graded S/U.

Prerequisite(s): None

*PGR 197 Building Positive Personal Relationships (1)*

Information and skills that help create positive and successful personal relationships, as well as those qualities that make personal relationships endure. Graded S/U.

Prerequisite(s): None

*PGR 250 Exploring Our Sexualities (3)*

Analysis of the impact of social and cultural values and norms on human sexuality.

Prerequisite(s): ENG 111 required, ENG 112 recommended

Corequisite(s): ENG 112

**(PHL) Philosophy***PHL 110 Problems in Philosophy (3)*

Introduction to various methods of doing philosophy. A survey of problems from various philosophical perspectives concerning the nature of reality, God, human nature, sources of knowledge, and the nature of moral value.

Prerequisite(s): DEV 071 or CPE 071 or appropriate COMPASS score

Corequisite(s): ENG 111

*PHL 200 Practical Logic (3)*

Methods for determining good reasoning. Topics will include the elements of critical thinking; the nature of knowledge, belief, and truth; formal and informal fallacies; truth tables and Venn diagrams. The student learns to identify, analyze, and evaluate basic inductive and deductive arguments.

Prerequisite(s): DEV 071 or CPE 071 or appropriate COMPASS score

Corequisite(s): ENG 111

*PHL 210 Ethics (3)*

Philosophical analysis of the predominant ethical theories from various cultures. Application of these theories from various cultures. Application of these theories to contemporary moral problems such as capital punishment, abortion, euthanasia, racism, sexism, and economic exploitation in order to develop a method for approaching moral concerns.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*PHL 220 Business Ethics (3)*

Application of philosophical analysis and ethical theories to the moral problems arising from the world of business such as the morality of capitalism, corporate responsibility, the morality of advertising, drug testing, business's responsibility to the environment, and the moral dimension of information technology. Discussion of how moral values affect, and are affected by, business institutions and practices.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*PHL 230 Medical Ethics (3)*

Application of philosophical analysis and ethical theories to the moral problems arising from modern medical care such as abortion, patients' rights, euthanasia, and experimentation with human subjects and ethics of cloning. Discussion of how moral values affect, and are affected by, medical and biological knowledge and practice.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*PHL 240 Philosophy of World Religions (3)*

Philosophical analysis of the basic beliefs of the major world religions including: Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, and Islam. Topics may include: the concepts and existence of religious reality: God, Brahman, Dao, and the Void; grounds for belief and disbelief; science and religion; revelation and faith; religious language; miracles; the problems of evil; resurrection; karma; and reincarnation.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*PHL 250 Great Books: Philosophy (3)*

Critical investigation of selected great books chosen from each of the three periods of the Western philosophical tradition: ancient/medieval, modern, and contemporary written by such philosophers as Plato, Aquinas, Descartes, Hume, Kant, Russell, Sartre, and Wittgenstein.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

**(PHO) Photography***PHO 111 Photography I (3)*

An introductory course in the fundamentals of 35mm photography and the black and white darkroom.

Prerequisite(s): CPE 061 or DEV 061

Lab Fee: \$25

*PHO 112 Photography II (3)*

Continuation of Photography I. Emphasis on photography as a tool. Required use of medium-format camera and darkroom.

Prerequisite(s): PHO 111

Lab Fee: \$25

*PHO 121 Color Photography I (3)*

An introductory course using 35mm cameras, color negative/positive films, and the fundamentals of color developing and printing.

Prerequisite(s): PHO 111

Lab Fee: \$25

*PHO 122 Color Photography II (4)*

A continuation of Color Photography I. Emphasis placed upon 35mm format photography. Color negative materials will be processed and scanned into digital format and present as a color slide presentation.

Prerequisite(s): PHO 121

Lab Fee: \$25

*PHO 124 Photography Portfolio (4)*

Selection and presentation of photographs for your personal portfolio. All material will be reviewed and corrections made by processing and printing of color materials.

Prerequisite(s): PHO 112, PHO 121

*PHO 130 Digital Photography I (3)*

An introductory course in the fundamentals of digital photography, which would include the basics in digital camera operation and downloading the finished product to

a computer. Additional time will be spent learning the affiliated software to finish the photographs.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Lab Fee: \$25

*PHO 131 Digital Photography II (3)*

A continuation of digital photography basics to include photographing techniques such as lighting and depth of field. The software used in this course will allow the student to manipulate the photograph into a finished product.

Prerequisite(s): PHO 130

Lab Fee: \$25

*PHO 180 Photography Practicum (3)*

Includes assignment to photographic business establishment to perform functions of that business. Supervision by business professionals.

Prerequisite(s): PHO 112, PHO 124, PHO 121, CRJ 118

Corequisite(s): PHO 122

**(PHY) Physics***PHY 105 Fundamentals of Scientific Methods and Problem Solving (3)*

Measurement and use of units appropriate to length, area and volume, mass and density. Unit conversions, development of mathematical relationships from laboratory situations, manipulation of variables and experimental design, process of science (scientific method).

Prerequisite(s): DEV 101 or CPE 101 or appropriate Compass score

Corequisite(s): CPE 071

Lab Fee: \$15

*PHY 110 Fundamentals of Physics (5)*

Concepts in physics for students with no previous physics or science background. Scientific method, systems of units, vectors, mechanics, properties of matter, heat, sound, electricity, and light. Laboratory component incorporates computer-assisted data gathering and analysis.

Prerequisite(s): DEV 101 or CPE 101 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

Lab Fee: \$15

*PHY 111 Physics I (4)*

Mechanics; accelerated motion; work, energy, and power; conservation of energy and momentum; static equilibrium; mechanical properties of matter, stress, and strain.

Prerequisite(s): DEV or CPE 071 or appropriate Compass Score and PHY 110, ENT 101, MTH 120 or MTH 121

Corequisite(s): MTH 140 and ENG 111

Lab Fee: \$15

*PHY 112 Physics II (4)*

Fluids, waves, heat, and optics; fluid mechanics; elasticity, harmonic motion and waves; temperature, thermal effects, gas laws, heat transfer, and basic thermodynamics; reflection, refraction, mirrors, and lenses; selected topics in modern physics.

Prerequisite(s): DEV or CPE 071 or appropriate Compass score and PHY 111, MTH 140

Corequisite(s): ENG 111

Lab Fee: \$15

*PHY 113 Physics III (4)*

Electricity and magnetism; electrostatics, charge, and potential; direct current circuits; Ohm's law, electromotive forces, series and parallel circuits; capacitance; electromagnetism, magnetic forces, induced currents; alternating currents.

Prerequisite(s): DEV or CPE 071 or appropriate Compass score and PHY 112, MTH 140

Corequisite(s): ENG 111

Lab Fee: \$15

*PHY 120 Astronomy (4)*

An introduction to Astronomy; astronomical terminology, origins and composition of our universe and solar system, planetary features, and the quest to find other life forms in our universe.

Prerequisite(s): DEV or CPE 071 or appropriate Compass score and Satisfactory score on math placement test

Corequisite(s): ENG 111

Lab Fee: \$40

*PHY 250 General Physics I (6)*

The fundamentals of statics, kinetics, dynamics, work and energy, momentum, rotation, oscillations, gravity, and fluids. Introduction of calculus in interpreting physical phenomena.

Prerequisite(s): DEV or CPE 071 or appropriate Compass score PHY 110 or PHY 111

Corequisite(s): ENG 111 and MTH 221

Lab Fee: \$15

*PHY 251 General Physics II (5)*

Continuation of General Physics I covering electrostatics, capacitance, DC circuits, magnetism, electromagnetic waves, and AC circuits. Use of calculus in interpreting physical phenomena.

Prerequisite(s): PHY 250

Corequisite(s): MTH 222 and ENG 112

Lab Fee: \$15

*PHY 252 General Physics III (5)*

Continuation of General Physics II covering wave motion, heat, laws of thermodynamics, kinetic theory, electromagnetic waves, geometrical optics, interference, and diffraction. Use of calculus in interpreting physical phenomena.

Prerequisite(s): PHY 251

Corequisite(s): MTH 223

Lab Fee: \$15

**(PLS) Political Science**

*PLS 110 American National Government (3)*

Basic concepts and structure of national government, focusing on checks and balances, federalism, civil rights and liberties, political parties, elections, interest groups, media, political institutions, and public policy.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): CPE 071

*PLS 120 American Issues (3)*

Exploration of political and social issues in Government. Historical documents reveal the dynamics of living in America.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*PLS 130 Political Issues (3)*

Nature and uses of political power in contemporary life, focusing on power relationships in public issues, such as crime and violence; poverty; ecology; budget choices; federalism; racism and sexism; urban affairs; defense and arms control; and ideological conflicts.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*PLS 220 Constitutional Law (3)*

A broad understanding of the American Federal Constitution dealing largely with civil rights, voting rights, and basic freedoms as drawn from the first and fourteenth amendments.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*PLS 230 International Politics (3)*

Introduction to the international political system including state and non-state actors, conflict roots, approaches to peacekeeping and current issues.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

**(PSY) Psychology**

*PSY 111 Psychology I (3)*

An introduction to the fundamental principles and practices of psychology. Includes theories and methods, biological factors influencing behavior, learning, memory, thinking, intelligence, language, human development and personality.

Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

Corequisite(s): CPE 071

*PSY 112 Psychology II (3)*

An introduction to the fundamental principles and practices of psychology continued. Includes sensation and perception, states of consciousness, motivation, emotion, stress, social behavior and abnormal behavior. This is not a general education elective for students seeking technical degrees.

Prerequisite(s): DEV 071 or CPE 071 or appropriate Compass score and PSY 111

Corequisite(s): ENG 111

*PSY 221 Human Growth and Development I (3)*

Biological, intellectual, social, and personality development from conception through adolescence. This is not a general education elective for students seeking a technical degree.

Prerequisite(s): PSY 111 and ENG 111

Corequisite(s): ENG 112

*PSY 222 Human Growth and Development II (3)*

Biological, intellectual, social, and personality development from early adulthood through old age. This is not a general education elective for students seeking a technical degree.  
Prerequisite(s): PSY 221

*PSY 230 Abnormal Psychology (3)*

Overview of facts and theories pertaining to abnormal behavior. Includes classifications, diagnoses, causes, and treatments of abnormal behavior. Includes suicide, schizophrenia, and the following disorders: anxiety, mood, dissociate, eating, personality, sexual, brain, and childhood disorders.  
Prerequisite(s): PSY 111 and ENG 111  
Corequisite(s): ENG 112

**(PTA) Physical Therapist Assistant***PTA 110 PTA Survey (3)*

Introduction to the role and scope of physical therapist assistant practice. Legal and ethical accountability. History of the PT and professional organizations. Health delivery systems. Introduction to interpersonal communication skills, cultural diversity, disability awareness and professional behavior.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111

*PTA 120 Introduction to Patient Management (2)*

Introduction and practice of basic therapeutic procedures: body mechanics, vital signs, infection control, goniometry, manual muscle testing; verbal and written communication; professional behavior.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): PTA 110, BIO 118 and ENG 111  
Lab Fee: \$10

*PTA 145 PTA Procedures I (4)*

Continuation of goniometry and manual muscle testing for all joints. Introduction to therapeutic exercise. Documentation. Professional behavior development.  
Prerequisite(s): BIO 102, BIO 118, BIO 121, PTA 110, and PTA 120  
Corequisite(s): BIO 122, BIO 230, and PSY 111  
Lab Fee: \$10

*PTA 146 PTA Procedures II (5)*

Application of heat and cold, massage and traction. Pathologies and PT intervention for cardiopulmonary, lymphatic, immune, endocrine/metabolic integument, gastrointestinal, genitourinary and respiratory disorders. Professional behavioral development.  
Prerequisite(s): BIO 122, BIO 230, PTA 145 and ENG 111  
Corequisite(s): PTA 160, ENG 112, and BIO 123  
Lab Fee: \$25

*PTA 160 PTA Rehabilitation I (6)*

Pathology and rehabilitation for orthopedic and musculoskeletal disorders; positioning, transfers and gait training. Professional behavioral development.  
Prerequisite(s): BIO 122, BIO 230, PTA 145 and ENG 111

Corequisite(s): BIO 123, PTA 146 and ENG 112  
Lab Fee: \$10

*PTA 241 PTA Procedures III (5)*

Sterile techniques and wound care. E-stim, hydrotherapy, diathermy, and ultrasound. TENS, MENS, phonophoresis, and iontophoresis. Theories of pain. Assessment of skin integrity and sensation. Continuation of documentation. Professional behavior development.  
Prerequisite(s): PTA 146, PTA 160  
Lab Fee: \$30 Certification Fee: \$40

*PTA 260 PTA Rehabilitation II (6)*

Normal motor development. Motor control. Pediatric impairments and rehabilitation. Introduction to adult neurological impairments and rehabilitation. Continuation of professional development.  
Prerequisite(s): PTA 146, PTA 160, PTA 241, PSY 221, PSY 222  
Corequisite(s): PTA 281, PTA 291  
Lab Fee: \$10 Certification Fee: \$40

*PTA 265 PTA Rehabilitation III (6)*

Adult orthopedic and neurological impairments requiring advanced treatment concepts. Prosthetics, orthotics, adaptive seating. Chronic pain. Environmental assessment. Continuation of professional development.  
Prerequisite(s): PTA 260  
Corequisite(s): PTA 282, PTA 292  
Lab Fee: \$10 Certification Fee: \$40

*PTA 270 PTA Trends and Issues (2)*

Current trends in practice. Health care financing. Interpersonal communications. Contracts. Supervisory/management skills. Ethical issues. Continuation of professional development.  
Prerequisite(s): PTA 110  
Certification Fee: \$40

*PTA 281 Directed Practice I (3)*

Application of knowledge and skills for physical therapist assistants at a beginning level; supervised experiences in selected agencies. Students will be assessed in skills using the Clinical Performance Instrument, by Clark State faculty observation of clinical performance, and through discussion with the clinical faculty.  
Prerequisite(s): PTA 241  
Corequisite(s): PTA 260, PTA 291  
Student Liability Insurance: \$20 Certification Fee: \$40

*PTA 282 Directed Practice II (3)*

Application of knowledge and skills for the physical therapist assistant at a developing to progressively developing level as appropriate to previous and current clinical experience; supervised experiences in selected agencies. Students will be assessed in skills using the Clinical Performance Instrument, by Clark State faculty observation of clinical performance, and through discussion with the clinical faculty.  
Prerequisite(s): PTA 260, PTA 281, PTA 291  
Corequisite(s): PTA 265, PTA 292  
Certification Fee: \$40

*PTA 283 Directed Practice III (6)*

Application of knowledge and skills for the physical therapist assistant at entry level as appropriate for student's previous and current clinical experiences; supervised experiences in selected agencies. Students will be assessed in skills using the Clinical Performance Instrument, by Clark State Faculty observation of clinical performance, and through discussion with the clinical faculty.

Prerequisite(s): PTA 282, PTA 292,

Corequisite(s): PTA 293

Certification Fee: \$40

*PTA 291 Seminar I (2)*

Discussion of clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client, coworker behaviors, related to Directed Practice I; select topics.

Prerequisite(s): None

Corequisite(s): PTA 281

Certification Fee: \$40

*PTA 292 Seminar II (2)*

Discussion of clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client/coworker behaviors, related to Directed Practice II; select topics.

Prerequisite(s): PTA 291

Corequisite(s): PTA 282

Certification Fee: \$40

*PTA 293 Seminar III (2)*

This course is a companion course to PTA 283, and serves to assess students' readiness to enter the field of physical therapy at entry level based on student responses to simulated clinical situations. Students will present a Capstone Portfolio that encompasses didactic and clinical information collected throughout the clinical experiences. The students will also demonstrate the ability to utilize knowledge and skills learned and developed over the course of the PTA program by presenting a Capstone project.

Prerequisite(s): PTA 292

Corequisite(s): PTA 283

Certification Fee: \$40

**(RCC) Realtime Closed Captioning***RCC 110 Introduction to the Deaf Community (4)*

Overview of the Deaf community and its social, cultural, and educational experiences. Introduction to American Sign Language as used in the United States and parts of Canada, the myths and misconceptions of the Deaf community, and local services available to the Deaf community.

Prerequisite(s): CPE 061 or DPE 061

*RCC 211 Captioning/CART I (3)*

Introduction to realtime captioning skills, which include Eclipse captioning software, Internet research skills, building dictionaries, dictionary management, and vocabulary building.

Prerequisite(s): RTR 102 with a C or better grade

*RCC 212 Captioning/CART II (3)*

Continued development of realtime skills in the captioning/CART arena. In-depth Internet research skills, captioning software, building dictionaries, dictionary management, vocabulary building, and using the Clark State captioning studio.

Prerequisite(s): RCC 211 and RTR 201 at 140 wpm with 96 percent accuracy

*RCC 213 Captioning/CART III (3)*

Advanced realtime captioning skills. Advanced in-depth Internet research skills. Advanced functions of the captioning software. Building and expanding writing dictionaries. Advanced dictionary management and vocabulary building. Expanded use of the Clark State captioning studio.

Prerequisite(s): RCC 212 and RTR 202 at 150 wpm with 96 percent accuracy

*RCC 245 Business Practices (2)*

General office procedures for maintaining a broadcast captioning or CART office, including options in data storage methods, indexing and filing of data storage materials, office procedures, laws pertaining to the profession, and professional development in both dress and conduct.

Prerequisite(s): RCC 211, RTR 201

**(RES) Real Estate***RES 232 Real Estate Principles (4)*

Basic course in real estate with focus on Ohio regulations, principles, and practices. Introduction to the nature of real property, rights and interests in land and ownership. Guidelines and operations for the real estate professional.

Prerequisite(s): DEV 061 or CPE 061

*RES 235 Real Estate Law (4)*

An overview of several basic areas of law relating to the real estate profession. Includes law of contracts, agency, and civil rights. Develops a working knowledge of documents including deeds, mortgages, and listing and purchase agreements.

Prerequisite(s): DEV 061 or CPE 061

*RES 240 Real Estate Appraisal (2)*

Survey course of real estate appraisal. Practical application of principles. Techniques of real estate appraisal using the methods of cost, sales comparison and income capitalization. Appraisal process and factors that influence the value of real estate. Primary focus on single-family residential property. Some aspects of residential and commercial income producing properties.

Prerequisite(s): DEV 061 or CPE 061

*RES 245 Real Estate Finance (2)*

A study of real estate finance as it pertains to the financing of real estate in both primary and secondary markets.

Prerequisite(s): DEV 061 or CPE 061

**(RJR) Realtime Judicial Reporting***RJR 211 Advanced Testimony I (3)*

Development of writing skills in two-voice dictation. The course encompasses speeds ranging from 120-180 WPM.

Prerequisite(s): RTR 112

Corequisite(s): RTR 151, RTR 152, or RTR 153

Lab Fee: \$15

*RJR 212 Advanced Testimony II (3)*

Development of writing skills in two-voice and multi-voice dictation. The course encompasses speeds ranging from 140-200 WPM.

Prerequisite(s): RJR 211

Corequisite(s): RTR 151, RTR 152, or RTR 153

Lab Fee: \$15

*RJR 213 Advanced Testimony III (3)*

Development of writing skills in two-voice and multiple-voice dictation at the finishing speed of 225 wpm, with preparation of transcripts requiring a percentage of accuracy as established in the course syllabus.

Prerequisite(s): RJR 212

Corequisite(s): RTR 151, RTR 152, or RTR 153

Lab Fee: \$15

*RJR 231 Jury Charge I (3)*

Jury charge dictation. The course encompasses speeds ranging from 100-160 WPM.

Prerequisite(s): RTR 102

Corequisite(s): RTR 151, RTR 152, or RTR 153

Lab Fee: \$15

*RJR 232 Jury Charge II (3)*

Jury charge practice and dictation. The course encompasses speeds ranging from 120 - 180 WPM.

Prerequisite(s): RJR 231

Corequisite(s): RTR 151, RTR 152, or RTR 153

Lab Fee: \$15

*RJR 233 Jury Charge III (3)*

Jury charge practice and dictation. The course speed goal is the terminal speed of 200 WPM.

Prerequisite(s): RJR 232

Corequisite(s): RTR 151, RTR 152, or RTR 153

Lab Fee: \$15

*RJR 245 Office Management (3)*

General judicial reporting procedures involving federal and state court systems; professional responsibilities; marking of exhibits; research and references; filing and storing notes; billing; reporting techniques including interrupting speakers, administering the oath, voir dire, parentheticals, off-the-record discussions, certifying questions; and professional development in dress and conduct.

Prerequisite(s): DEV 101, RJR 211

**(RST) Regional Studies***RST 260 Regional Studies of Asia - China (3)*

An introduction to the land, history, social institutions, art, literature, and philosophical/religious institutions of China.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*RST 262 Regional Studies North India (3)*

An introduction to the land, people, history, politics, social institutions, literature, and the philosophical and religious heritage of India.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*RST 270 Regional Studies of Africa (3)*

An introduction to the land, people, history, politics, social institutions, economic development, literature and the arts of Africa.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*RST 280 Regional Studies of Latin America (3)*

An introduction to the land, people, history, politics, social institutions, economic development, literature, and the arts of Latin America.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

**(RTR) Realtime Reporting***RTR 100 Realtime Theory (6)*

Writing, reading, and translating the spoken word by means of a conflict-free realtime theory. Intensive practice dictation with emphasis on rapid and accurate reading of notes. Minimum speed of 60 wpm on dictation of familiar material with rapid readback.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$15

*RTR 101 Beginning Speed Building I (4)*

Development of writing skills and reading notes with practice on new and familiar material. The course encompasses speeds ranging from 60-120 WPM.

Prerequisite(s): RTR 100

Corequisite(s): RTR 152

Lab Fee: \$15

*RTR 102 Beginning Speed Building II (3)*

Development of writing skills and reading notes with practice on new and familiar material. The course encompasses speeds ranging from 80-140 WPM.

Prerequisite(s): RTR 101

Corequisite(s): RTR 151, RTR 152, or RTR 153

Lab Fee: \$15

*RTR 110 Survey/Realtime Reporting (1)*

An overview of the careers available in the field of realtime reporting, including the skills and knowledge required, the professional organizations, and the ethics of realtime reporting.

Prerequisite(s): DEV 061 or CPE 061

*RTR 111 Beginning Testimony I (3)*

Development of skill in writing question-and-answer dictation with emphasis on speeds ranging from 80-140 WPM.

Prerequisite(s): RTR 101

Corequisite(s): RTR 151, RTR 152, or RTR 153  
Lab Fee: \$15

*RTR 112 Beginning Testimony II (3)*  
Development of skill in writing testimony dictation with emphasis on speeds ranging from 100-160 wpm.  
Prerequisite(s): RTR 111  
Corequisite(s): RTR 151, RTR 152, or RTR 153  
Lab Fee: \$15

*RTR 120 Law and Legal Terminology (2)*  
The judicial system and the legislative process with emphasis on legal and Latin terminology as applied in civil and criminal law.  
Prerequisite(s): RTR 100  
Lab Fee: \$15

*RTR 125 Vocabulary/Reference Use (2)*  
Techniques for using the dictionary and library sources. Prefixes, suffixes, and troublesome word endings as well as spelling rules.  
Prerequisite(s): DEV 061 or CPE 061

*RTR 131 Beginning Computer Assisted Transcription (3)*  
Principles of transcript production using Case CATalyst4 translation software. Various kinds of professional models of steno machines.  
Prerequisite(s): RTR 100 or CRE 100  
Lab Fee: \$25

*RTR 132 Advanced Computer Assisted Transcription (3)*  
Advanced principles of transcript production using Case CATalyst computer-assisted translation software. Advanced editing techniques, indexing, include files, dictionary management, file management, and litigation support services.  
Prerequisite(s): RTR 131  
Lab Fee: \$25

*RTR 151 Realtime Transcription (1)*  
Transcription of one speed dictation test per week taken in a concurrent speed course that is based on skill-building procedures. The transcription must be completed within 70 minutes. Comparison of student transcript with a hard copy of test dictation as a tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to analyze speed growth and accuracy.  
Prerequisite(s): DEV 061 or CPE 061  
Lab Fee: \$15

*RTR 152 Realtime Transcription (2)*  
Transcription of two-speed dictation tests per week taken in two concurrent speed courses that are based on skill-building procedures. The transcription must be completed within 70 minutes. Comparison of student transcript with a hard copy of test dictation as a tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to analyze speed growth and accuracy.  
Prerequisite(s): DEV 061 or CPE 061  
Lab Fee: \$15

*RTR 153 Realtime Transcription (3)*  
Transcription of three-speed dictation tests per week taken in three concurrent speed courses that are based on skill-building procedures. The transcription must be completed within 70 minutes. Comparison of student transcript with a hard copy of test dictation as a tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to analyze speed growth and accuracy.  
Prerequisite(s): DEV 061 or CPE 061  
Lab Fee: \$15

*RTR 201 Advanced Speed Building I (3)*  
Literary dictation. The course encompasses speeds ranging from 100-150.  
Prerequisite(s): RTR 102  
Corequisite(s): RTR 151, RTR 152, or RTR 153  
Lab Fee: \$15

*RTR 202 Advanced Speed Building II (3)*  
Literary dictation. The course encompasses speeds ranging from 120-160WPM.  
Prerequisite(s): RTR 201  
Corequisite(s): RTR 151, RTR 152, or RTR 153  
Lab Fee: \$15

*RTR 203 Advanced Speed Building III (3)*  
Literary dictation. The course speed goal is the terminal speed of 180 wpm.  
Prerequisite(s): RTR 202  
Corequisite(s): RTR 151, RTR 152, or RTR 153  
Lab Fee: \$15

*RTR 280 Realtime Reporting Practice (3)*  
Judicial Reporting practice in both the official and freelance areas, with a minimum of 40 writing hours in each. Broadcast captioning/CART practice with a minimum of 40 hours in the broadcast studio and 40 hours in the classroom, or other approved activity.  
Prerequisite(s): RJR 212, RJR 232, RJR 245, RTR 202; or RCC 212, RCC 245, RTR 202 at 160 wpm with 96 percent accuracy

### **(SOC) Sociology**

*SOC 110 Sociology (3)*  
Social theory, methodology, and principles to provide a framework to study culture, socialization, stratification, and deviance.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111

*SOC 140 Marriage and the Family (3)*  
Historical and cross-cultural examination of marriage and family practices.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111

**SOC 220 Comparing Cultures (3)**

The comparing and contrasting of several non-western world cultures with focus on family organizations, food getting, social stratification, economics, religion, the arts, and change.  
Prerequisite(s): DEV 061 or CPE 061 and ENG 111  
Corequisite(s): ENG 112

**SOC 230 Social Problems (3)**

Sociological focus on physical health, mental health, drugs and alcohol, crime and criminals, violence, changing family, and aging in America.  
Prerequisite(s): SOC 110 highly recommended and ENG 111  
Corequisite(s): ENG 112

**SOC 240 Racial and Cultural Minorities (3)**

Racial, ethnic, and religious diversity in the United States, focusing on a sociological examination of Afro-Americans, Native Americans, religious and regional minorities and women.  
Prerequisite(s): ENG 111  
Corequisite(s): ENG 112

**(SPN) Spanish****SPN 100 Conversational Spanish (3)**

Understanding and speaking in conversational settings at the beginning level, using knowledge of Spanish-speaking cultures. May not be taken for credit toward graduation if the student has completed SPN 111, 112, 113 or any other first or second-year Spanish course.  
Prerequisite(s): DEV 061 or CPE 061

**SPN 111 Spanish I (4)**

Study of the vocabulary and structure of the Spanish language; practice in conversation, reading, and writing.  
Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score  
Corequisite(s): ENG 111

**SPN 112 Spanish II (4)**

Further study of the vocabulary and structure of the Spanish language; practice in conversation, reading, and writing.  
Prerequisite(s): SPN 111

**SPN 113 Spanish III (4)**

Further study of the vocabulary and structure of the Spanish language; practice in conversation, reading, and writing.  
Prerequisite(s): SPN 112

**SPN 211 Spanish IV (4)**

Grammar review, reading, and discussion of selected texts with practice in speaking and writing the language.  
Prerequisite(s): SPN 113

**SPN 212 Spanish V (4)**

Further grammar review, reading, and discussion of selected texts with practice in speaking and writing the language.  
Prerequisite(s): SPN 211

**(STT) Statistics****STT 264 Statistics I (4)**

Introduction to statistical techniques and methodology, including terminology, descriptive statistics, data analysis, data relationships, elementary probability, random variables, probability distributions and tests of hypotheses; with a laboratory exploration of probabilistic and statistical concepts, production of computer-generated data presentations, and compilation of routine statistical computations.  
Prerequisite(s): DEV 101 or CPE 101 or an appropriate score on the algebra placement test  
Lab Fee: \$10

**STT 265 Statistics II (4)**

Application of statistical techniques and methodology, including sampling theory, estimation, design of experiments, correlation and regression, statistical inference, and analysis of variance; with a computer laboratory exploration of statistical concepts, computation of statistical parameters, and analysis of statistical significance.  
Prerequisite(s): STT 264  
Lab Fee: \$10

**(SWK) Social Services****SWK 100 Introduction to Social Welfare and Social Work (4)**

Historical overview of social welfare policies and social work profession. Etiology of social problems of minorities and outgroups. Explore feelings, beliefs, values and readiness to make a commitment to social work.  
Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

**SWK 105 Chemical Dependency I (4)**

Physiological, psychological and sociocultural effects of addiction to harmful substances. Identification of addictions and referral process.  
Prerequisite(s): DEV 061 or CPE 061 or appropriate Compass score

**SWK 121 Social Work Methods and Procedures (5)**

Conceptual framework of generalist social work practice model. Creative problem solving, social work values, ethics and principles related to interventions with individuals, groups, organizations and communities. Exposure to differential theoretical perspectives.  
Prerequisite(s): SWK 100, ENG 111, ITS 103, or instructor permission

**SWK 130 Social Policy and Services (4)**

Introduction to the social welfare policy process through history development and organization of social welfare and social work. Study evolution through contemporary and dated policy. Analyze and evaluate policy effectiveness. Effect of policy on population, particularly minorities. Understand forces that effect policy.  
Prerequisite(s): SWK100, ENG 112, ITS 103 or instructor permission

*SWK 136 Affective Education (4)*

This course is designed for Social Service and Early Childhood Education majors to develop intrapersonal and interpersonal communication skills. The emphasis is on personal growth and development

Prerequisite(s): SWK 100, ENG 111, ITS 103 or Instructor Permission

Lab Fee: \$10

*SWK 205 Chemical Dependency II (4)*

Theories of treatment, recovery and prevention of addictions. Treatment skills and modalities.

Prerequisite(s): SWK 105 or permission of instructor

*SWK 215 Special Populations in Chemical Dependency (3)*

Impact and treatment of chemical dependency on different cultures and populations including minorities, elderly, women, infants and children.

Prerequisite(s): SWK 205 or instructor permission

*SWK 218 Social Work and Mental Health (3)*

History of treating mental illness; application of abnormal psychology; assessing mental illness with Diagnostic Statistical Manual (DSM); psychotropic medications, and critiquing the role of the social worker.

Prerequisite(s): SWK 121

*SWK 220 Social Service to Individuals with MR/DD (3)*

Social work practice serving individuals with mental retardation/developmental disabilities (MR/DD). Etiology, social, ethical and political issues, services in education, training, and life skills.

Prerequisite(s): SWK 121 or instructor permission

*SWK 231 Generalist Practice/Crisis Intervention (3)*

Generalist social work practice model applied to crisis and short-term intervention and problem solving with families and individuals.

Prerequisite(s): SWK 121 or instructor permission

*SWK 232 Generalist Practice with Family (3)*

Generalist social work practice model with emphasis on families, social worker role, planning, goal setting and evaluation within a generalist model of intervention.

Prerequisite(s): Pre-req for SWK majors: SWK 121. Pre-req for ECE majors ECE 100, SWK 136 or instructor permission

*SWK 236 Case Management (5)*

Overview and application of generalist practice skills to perform case management assessment, planning, and implementation with high-risk populations. In addition to class attendance, complete the entire case management process with assigned client.

Prerequisite(s): SWK 121 or permission of instructor

*SWK 238 Social Work and Group Work (3)*

Overview of history and development of group work, professional ethics, curative factors, stages of group development, theories of change, effective leadership characteristics.

Prerequisite(s): SWK 121 or permission of instructor

*SWK 271 Social Services Practicum I (2)*

One hundred and sixty (160) hour placement in local social service agency under professional supervision, development of professional social work skills, integration of social work theories and skill based training, professional social work documentation.

Prerequisite(s): SWK 121

Corequisite(s): SWK 291

Student Liability Insurance: \$20

*SWK 272 Social Service Practicum II (2)*

Continuation of SWK 271 with second 160-hour placement in local social service agency.

Prerequisite(s): SWK 271

Corequisite(s): SWK 292

*SWK 273 Social Service Practicum III (2)*

Continuation of SWK 272 with third 160-hour practicum in local social service agency.

Prerequisite(s): SWK 272

Corequisite(s): SWK 293

*SWK 291 Social Service Seminar I (2)*

This is the first of three courses designed to introduce and upgrade social work documentation skills. The course will also provide a forum for student shared learning and problem solving involving their practicum placements. Class assignments will integrate the practicum experience and social work theory in a classroom setting.

Prerequisite(s): SWK 121

Corequisite(s): SWK 271

*SWK 292 Social Work Seminar II (2)*

Continuation of SWK 291, documentation skills, social service field tours, agency guest speakers, and student peer support.

Prerequisite(s): SWK 291

Corequisite(s): SWK 272

*SWK 293 Social Work Seminar III (2)*

Continuation of SWK 292, documentation skills, employability skills, ethical issues, and student peer support.

Prerequisite(s): SWK 292

Corequisite(s): SWK 273

*SWK 297 Special Topics (3)*

Selected topic related to the practice of social work. Focus on topics will be on current trends, issues, and social problems facing social workers and other social service professionals.

Prerequisite(s): None

**(THE) Theatre***THE 105 Oral Interpretation of Literature (3)*

Introduction to the art of oral interpretation with emphasis on both poetry and prose.

Prerequisite(s): DEV 061 or CPE 061

*THE 107 Speech & Voice for Actor (4)*

Basic training and practice in the actor's use of voice and speech.

Prerequisite(s): DEV 061 or CPE 061

*THE 111 Stagecraft I (4)*

Focus on methods of scenery construction. Covers tools, materials, hardware, and basic approaches to building scenery using hands-on experience to complement lectures.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$20

*THE 112 Stagecraft II (4)*

Continuation of Stagecraft I with special emphasis on construction of properties, scene painting techniques, special effects, and installation.

Prerequisite(s): THE 111

Lab Fee: \$20

*THE 115 Props, Wardrobe, Stage Makeup (3)*

Focus on skills needed to work on props, wardrobe, and makeup for the theatre.

Prerequisite(s): DEV 061 or CPE 061

Lab Fee: \$25

*THE 130 Introduction to Theatre (3)*

The art of the theatre explored through the historical, literary, and production perspectives.

Prerequisite(s): DEV 061 or CPE 061

*THE 150 Theatre Laboratory I (1)*

Lab experience in performance, design, production, or management. Arranged around student's schedule. Open to all students but meets graduation requirements only for AA in Performing Arts or Technical Theatre students (maximum 6 credit hours). May be repeated.

Prerequisite(s): DEV 061 or CPE 061

*THE 151 Theatre Laboratory II (2)*

Lab experience in performance, design, production, or management. Arranged around student's schedule. Open to all students, but meets graduation requirements only for AA in Performing Arts or Technical Theatre students (maximum 6 credit hours). May be repeated.

Prerequisite(s): DEV 061 or CPE 061

*THE 152 Theatre Laboratory III (3)*

Lab experience in performance, design, production, or management. Arranged around student's schedule. Open to all students, but meets graduation requirements only for AA in Performing Arts or Technical Theatre students. (maximum 6 credit hours). May be repeated.

Prerequisite(s): DEV 061 or CPE 061

*THE 160 Acting for the Non-major (4)*

Introduction to the art of acting for the non-major. Focus on acquainting non-acting students with the concepts and theory taught to acting students. Includes introduction to script analysis, acting theory, principles of text and character scoring. Not for students who enroll in THE 202 and 203.

Prerequisite(s): DEV 061 or CPE 061

*THE 166 Children's Theatre Production (4)*

Survey and practical application of the production process for child audiences. Must be registered with the consent of theatre faculty.

Prerequisite(s): DEV 061 or CPE 061

*THE 202 Acting I (4)*

Basic training and practice in vocal, physical, and creative processes used by the actor. Not for students who have enrolled in THE 160.

Prerequisite(s): DEV 061 or CPE 061

*THE 203 Acting II (4)*

Continuation of Acting I, THE 202, with more emphasis on character/role development and scoring techniques.

Prerequisite(s): THE 202

*THE 204 Acting III (4)*

Continuation of the study of acting techniques examined in Acting II, with additional emphasis on acting styles.

Prerequisite(s): THE 203

*THE 210 Lighting I (4)*

Study of stage lighting techniques, practices, and equipment. Includes electrical theory and use of dimming systems.

Prerequisite(s): DEV 061 or CPE 061

*THE 211 Lighting II (4)*

Continuation of Lighting I with greater emphasis on design and hands-on experience.

Prerequisite(s): THE 210

*THE 220 Sound I (4)*

Theory and practices in sound reinforcement and effects for indoor and outdoor stage. Audio equipment and systems; recording techniques and operation of sound for performance.

Prerequisite(s): DEV 061 or CPE 061

*THE 221 Sound II (4)*

Continuation of Sound I with more emphasis on hands-on experience.

Prerequisite(s): THE 220

*THE 230 Theatre Management (3)*

Operation of college, community, and professional theatre. Includes organization, personnel, budgets, accounting, ticket sales, publicity, and general procedures of house management.

Prerequisite(s): DEV 061 or CPE 061

*THE 235 Stage Management (3)*

Introduction to the duties and responsibilities of the stage manager. Includes documentation preparation for rehearsals and performances, and the development of organizational and interpersonal skills necessary to function successfully in a stage management capacity.

Prerequisite(s): DEV 061 or CPE 061

*THE 240 Basics of Theatre Design (4)*

Preliminary concepts of stage, lighting, and costume design. Covers history of theatrical presentation and motivation for design concepts.

Prerequisite(s): THE 211, THE 221, THE 270, THE 271

*THE 270 Theatre History I (4)*

Survey of the history and development of theatrical production from the Ancient Greeks through the Renaissance. Emphasis on play production rather than literature. Representative plays studied.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*THE 271 Theatre History II (4)*

Survey of the history and development of theatrical production from the seventeenth century through the present. Emphasis on play production rather than literature. Representative plays studied.

Prerequisite(s): DEV 061 or CPE 061 and DEV 071 or CPE 071 or appropriate Compass score

Corequisite(s): ENG 111

*THE 280 Directing I (4)*

Introduction to the art and techniques of directing for the stage, including visual story telling, script analysis and working with actors.

Prerequisite(s): THE 111 or THE 202

*THE 285 Co-op Education I (3)*

The opportunity to relate studies to the world of work. Familiarity with a career in technical theater and application of the principles and theories learned in classroom experiences.

Prerequisite(s): EBE 100 and approved co-op placement

*THE 286 Co-op Education II (3)*

Valuable work experience. Continuation of Co-op Education I; an academic project is required.

Prerequisite(s): THE 285

*THE 287 Co-op Education III (3)*

Valuable work experience. Continuation of Co-op Education II; a more extensive academic project is required.

Prerequisite(s): THE 286

*THE 288 Co-op Education IV (1)*

Continuation of work experience, including an extensive academic project is required.

Prerequisite(s): THE 285

*THE 289 Co-op Education V (2)*

Continuation of work experience, including an academic project.

Prerequisite(s): THE 285

*THE 294 Special Topics: Playwriting (4)*

Principles and techniques employed in dramatic writing for the stage. Dramatic elements of a play, taking a play from conception to production.

Prerequisite(s): ENG 111

Corequisite(s): ENG 112

*THE 297 Practical International Theatre Management (3)*

Experience theatre management and booking international theatre companies to perform at the world's largest arts festival, the Edinburgh Festival Fringe in Edinburgh, Scotland.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): none

*THE 298 Film/Video Production (4)*

How to tell a visual story from a script to the finished film/video. This course deals with story development, script, breakdown, budget, storyboards, shooting schedule, editing and music score.

Prerequisite(s): DEV 061 or CPE 061

Corequisite(s): NONE

Lab Fee: \$50

*THE 299 Music Technology/Computer Recording (3)*

This course will teach basic techniques used to record music using a computer. Students will learn to use Pro-Tools Free as a creative tool. Students will learn how to take an inexpensive computer and turn it into a recording machine. In addition, students will record their own projects, learning basic recording and computer techniques in the process.

Prerequisite(s): none

Corequisite(s): none

# Student Services



Clark



State

Take advantage of Clark State's student services!  
From financial aid and scholarship opportunities  
to career placement and tutoring services, we  
want you to experience all of Clark State.

Clark State Community College  
**GET SMART.**

## Admissions Policy

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

Admission to the College is offered to applicants who are high school graduates or possess GED equivalency; to applicants over 18 years of age, who have the ability to benefit from the College's programs or courses; and to applicants eligible to participate in the various special programs offered at the College.

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

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

## Enrollment Categories

### ***Post-Secondary Enrollment Options Program***

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

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

The Admissions Office can provide you with additional information and entrance requirements.

### ***High School or High School Aged Students Not Enrolled in the Post-Secondary Enrollment Options Program***

In addition to taking the Placement Test, you will need to meet with an advisor at least quarterly. A limit in the number of credit hours may be imposed. If you are attending high school and Clark State at the same time, you need to submit a letter of permission from your high school principal or guidance counselor at, or before, registering for classes each quarter.

The Admissions Office can provide you with additional information and entrance requirements.

### ***Adults Who Have Never Attended College (Ability to Benefit)***

If you are an adult who has never attended a college, you need only to take the Placement Test and meet with an advisor before you register for classes.

If you do not have a high school diploma or a GED certificate and are at least 19 years of age, you must achieve a minimum score on the Placement Test for eligibility for Title IV Funds (federal financial aid). You will be granted conditional admission to the College until you have successfully completed any required developmental courses and earned at least a 2.0 GPA in your first 24 hours of college-level course work.

### ***Transfer Students***

If you are transferring from an accredited college or university, you need to submit official college transcripts for courses you want evaluated for transfer credit. Transcripts must be mailed directly from the college to the Admissions Office.

### ***International Student Admission***

Clark State is authorized under federal law to accept non-immigrant (F-1 visa type) students. The Admissions Office can provide you with materials concerning international students.

### ***Mature Citizens Program***

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

## Admissions Process

The Admissions Office is here to help you get started at Clark State. The Admissions Office, located in Rhodes Hall, Room 210, has everything you need. Fill out the Clark State admissions application and submit it to the Admissions Office.

Students interested in applying to the College are encouraged to submit applications early. Completed applications are required for both full-time and part-time students. All necessary materials may be obtained by contacting the Admissions Office.

Students shall be accepted into the College after their completed application has been received by the Admissions Office. Students applying to health pro-

grams must also complete additional admissions requirements as noted on page 117. Students applying to the Realtime Reporting program must submit a high school transcript upon graduation or GED certificate.

Spring, Summer, and Fall Quarter applicants are notified of their acceptance to the College beginning in January. Winter Quarter applicants are notified of their acceptance beginning in October.

All admission procedures apply to both full-time and part-time students. New students are strongly advised to attend a new student orientation session that is scheduled through the Counseling Office located in Rhodes Hall.

### **Entrance Exams**

As an open admissions institution, we don't 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.

(a) Students in Medical Laboratory Technology, Physical Therapist Assistant Technology, Information Technology Systems, the Associate of Arts, the Associate of Science or Engineering Technologies are excused from mathematics/algebra placement testing if they have received the following mathematics scores in the last five years: 22 ACT or 560 SAT. Students in other majors (except those enrolling in health programs) are excused from this testing if they have 510 SAT.

(b) Students are excused from placement testing in reading and writing if they have received the following English scores in the last five years: 20 ACT or 500 SAT.

(c) Students with mathematics scores of 23 ACT or 700 SAT are eligible for mathematics proficiency tests.

(d) Students with English scores of 23 ACT or 670 SAT are eligible for English proficiency tests.

### **Placement Testing**

If you're entering a degree program at the College, you are required to take placement tests in reading, writing and mathematics before you register for your first courses. (This does not include students who have college-level English and math credits to transfer from another college or university, acceptable ACT or SAT scores (taken within the past five years), or those enrolling exclusively in other non-credit courses. These tests will be used to determine the English and mathematics courses that best match your skills so you'll have the greatest chance to learn and succeed at Clark State. You may be required to enroll in our college preparatory education (CPE) courses based on your specific program or test scores. The Advising Center staff will let you know if you need to take college preparatory courses.

Although there is no time limit, you should plan on 2 to 2 1/2 hours to complete the test. Paper, pencil and calculator will be provided. Personal calculators may be used as long as they do not have graphing or programmable functions. A study guide is available in the Success and Welcome Centers in Rhodes Hall or online at [www.act.org/compass](http://www.act.org/compass).

Most often, your placement test results will remain valid for three years to five years. Initial placement tests are free of charge. One retest is allowed at a fee of \$5. Testing is available Monday through Thursday, 10 a.m.-7 p.m. and Friday, 8:30 a.m.-4 p.m. For further information call (937) 323-6049 or visit the Clark State website at [www.clarkstate.edu](http://www.clarkstate.edu).

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

### **College Tech Prep Students**

Students who have completed high school college tech prep programs, recognized by the Clark State Tech Prep Consortium, may qualify for scholarships and/or advanced standing in their pathway programs. For more information contact the College Tech Prep Office at Clark State located on the first floor of the Brinkman Educational Center.

### **Career Technical Center Graduates**

High school graduates of the following career technical schools may qualify for advanced standing at Clark State: Greene County Career Center, Miami Valley Career Technical Center, Ohio Hi-Point Career Center, Springfield-Clark County JVS, Tolles Technical Center and Upper Valley JVS.

Agreements with these career technical schools may allow for one or more credit hours to be granted toward an associate degree or certificate at Clark State. To apply for these credits, the students must have graduated within the last two years. Additional information about this program is available in the Records and Registration Office.

### **Fresh Start**

If you re-enroll after an absence of three or more consecutive years, you may petition the Records and Registration Office at any time prior to graduation to eliminate the cumulative GPA of your previous enrollment. Any courses in which you received a C or better will be counted in the "hours earned" but not in the GPA.

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

### **Re-Admission**

If you are returning to Clark State after three years or more, you will need to update your student information in the Admissions Office and re-take the placement test before registering for classes in the Records and Registration Office.

Students who interrupt their attendance and later return must meet the curricular requirements in place at the time of their return. Technical and basic courses taken prior to any interruption may have to be re-evaluated. Those that were taken in the last five years generally will still meet graduation requirements. However, some technologies may have more stringent requirements. You should contact your division to determine the acceptability of previous courses. Courses that were taken more than five years ago will be evaluated on an individual course basis. Courses taken more than seven years ago will be evaluated for acceptability by the division dean.

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

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

### **English Proficiency**

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

The student should take the test before the end of midterm week of the quarter before he or she would be registered for the class. For Fall Quarter, the test should be taken in the spring. It will be graded by three English faculty members who will determine whether the student should take English I or English II based on the results of this exam. The fee for taking the exam is \$60. The student should call the Arts and Sciences Division office at 937/328-6030 to schedule an exam time.

### **Space-Limited Programs**

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

### **Health Technologies Admissions**

High school applicants for these programs are encouraged to apply for admission to the College in their junior or senior year. They must fulfill the prerequisites as listed.

All applicants (including those in high school) are considered for admission in the Registered Nursing, Practical Nursing, and Physical Therapist Assistant programs by the date in which they file a petition in the Admissions Office and have that petition approved.

While on the waiting list, all applicants must maintain a 2.0 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 typically included in calculating the cumulative GPA.

Transcripts are reviewed prior to sending acceptance letters for these programs and prior to the beginning of the technical courses. Practical Nursing, Registered Nursing, Physical Therapist Assistant, and Medical Laboratory Technology applicants must achieve a 2.0 cumulative grade point average in order to be eligible for acceptance into the program.

Applicants who have not achieved the required cumulative grade point average in the required courses when their names are reviewed for acceptance will be required to re-petition for the program.

### **Emergency Medical Services**

Students must complete a request to enter the EMS program. Forms are available in the Admissions Office. All incoming Paramedic students must also meet the state entrance requirements described on page 91.

### **Physical Therapist Assistant**

1. Successfully complete the reading, writing, and math placement tests or equivalency.
2. Prerequisites include chemistry and physics. Refer to the PTA program information.
3. Students are required to complete 30 hours of observation. Refer to the PTA program information.
4. Students need to complete a petition to enter the PTA program and obtain a petitioning packet from the Admissions Office.
5. Applicants who petition by the deadline will be notified of their status by July of each year.

### **Medical Laboratory Technology**

1. One unit of high school algebra, an appropriate score on the algebra placement test, or a grade of C or better in DEV 101 or CPE 101 is highly recommended.
2. Contact the program advisor in Medical Laboratory Technology for admission confirmation.

### **Practical Nursing (Begins in Summer Quarter)**

1. Successfully complete the reading, writing and math placement tests or successfully complete college preparatory/developmental courses.
2. After the prerequisites have been completed, students must petition for the program in the Admissions Office. If all requirements are complete, the student's name will be placed on the waiting list.
3. Successfully complete MST 181 or equivalent course and furnish verification of nurse aide competency at the time of enrollment in the technical courses (**MST 181 is not a requirement for the waiting list**).

### **Registered Nursing/Evening Registered Nursing**

1. Successfully complete the reading, writing and math placement tests or successfully complete college preparatory education courses.
2. One unit of high school chemistry or successful completion of CHM 110 with a grade of C or better is required within five years of putting your name on the waiting list.
3. After the requirements have been completed, students must petition for the program in the Admissions Office. If all requirements are complete, the student's name will be placed on the waiting list.
4. Successfully complete the MST 181 or equivalent course and furnish verification of nurse aide competency at the time of enrollment in the technical courses (**MST 181 is not a requirement for the waiting list**).

### **Reinstatement for Health and Human Services Programs**

If a student withdraws from or does not continue in the technical courses in a space-limited program and wishes to re-enter, the student should contact his/her academic advisor in the Health and Human Services Division for a copy of the 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. Certain courses may need to be repeated if the time limit for accepting prior credits has passed. Eligible students are then reinstated on a space-available basis to the quarter for which they are requesting reinstatement. Students are generally reinstated to the program that they left, i.e., Day RN or Evening RN, although extraordinary circumstances may be considered. Reinstatement is not guaranteed.

### **Academic Advising**

Academic advising is available to Clark State students throughout each academic quarter. We encourage you to use this service. If you are a new student, an advisor in the College's Enrollment Services Office will assist you in scheduling your first quarter classes after you have completed an application and taken the placement test.

If you have not declared a major, you should contact the Counseling Office for academic guidance. If you have a declared major, we'll assign you a faculty advisor at placement testing. Faculty advisors are usually from your chosen major and are here to assist you in planning your sequence of classes and scheduling for each quarter.

Prior to registration each quarter, you'll receive information explaining registration procedures. If you need help, please schedule a meeting with your academic advisor. You should contact the appropriate division office for the name of your advisor before registration begins.

Completing the registration process is your responsibility. You also need to be aware of College policies and the requirements of your particular major of study.

### **Registration Information**

New students should contact Enrollment Services at 937/328-6028 to make an appointment for registration. New students should also attend orientation, an information session where you will have the opportunity to learn (and ask questions) about Clark State.

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

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

Information about how and when to register for classes is found in the most current issue of the class schedule. Schedules are available in the Records and Registration Office, on our web site and other campus locations before a new quarter begins.

There are five ways to register: fax your schedule request to 937/328-6097, mail your schedule request to the Records and Registration Office, telephone registration by calling 937/328-8060, web registration through Campus Cruiser, and in person at the Records and Registration Office, Rhodes Hall, Room 213 or the Business Technologies Office, Brinkman Educational Center, Room 201.

### **Credit Hour Limit**

You may enroll for a maximum of 18 credit hours per quarter during the regular academic year. You must have the approval of your division dean to enroll in more than 18 credit hours.

### **Adding Courses**

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

### **Dropping Courses**

If you want to drop courses, you must complete a Drop/Add card available from faculty advisors, counselors, division offices, Academic Advising Center or the Records and Registration Office. If you receive financial aid, check with the Financial Aid Office prior to dropping classes.

If you receive veterans' benefits and drop a class or withdraw from all classes, it is your responsibility to notify the Registrar, Rhodes Hall, Room 213, 937/328-6014. Courses dropped anytime during the quarter could result in an overpayment dating back to the first day of the quarter.

If you are thinking about dropping all of your courses, you should talk with a counselor prior to taking such action. Grades will be reflected on transcripts as follows:

- A course dropped during the first 14 days of the quarter will not be counted as work attempted nor will any notation of the enrollment appear on the student transcript.
- A course dropped from the 15th day of the quarter through the fifth class day following midterm will appear on the student transcript with an automatic grade of W.
- A course dropped after the fifth class day following midterm will be recorded as F unless satisfactory justification is given to the instructor for the drop. The instructor should sign the drop card as acknowledgment.
- Dropping a five- or six-week course must be initiated by Friday of the third week of the quarter. For a student to drop a five- or six-week class after the third week, he/she must obtain the instructor's authorization to do so.
- During each of the Summer terms, a grade of W will be recorded until midterm for any dropped classes.

### **Repeating Courses**

You may repeat any course at the College one time without having to request permission. If you are enrolled in a space-limited program, you must also abide by the published regulations about re-enrolling in courses.

If you receive a grade of D or F in a general education elective not specifically required for graduation, you may substitute a different general education course for inclusion in your cumulative grade point average.

A course that is re-taken will count only once toward graduation requirements and in the cumulative grade point average. Both the original grade and the new grade will appear on the transcript. However, only the higher grade counts in your GPA.

### **Auditing a Course**

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

### **Change of Major**

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

### **Cross-Registration Within SOCHE**

If you are a regularly enrolled student at Clark State or any other Southwestern Ohio Council for Higher Education (SOCHE) institution, you may register to take a class offered by another SOCHE institution at no additional charge on a space available basis. Information on the conditions established by the consortium is available in the Records and Registration Office.

### **Credit/No-Credit Enrollment**

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

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

## APPEALS FOR TRANSFER CREDIT

A student disagreeing with the application of transfer credit by Clark State Community College shall be informed of the right to appeal the decision and of the process for filing the appeal. The Records/Registration office shall make available to students the appeal process for Clark State Community College.

1. The student must complete the transfer appeal form (located in the Records/Registration office – Rhodes Hall Rm. 213)
  - a. The appeal form is forwarded by the Records/Registration office to the appropriate academic dean. The appropriate academic dean evaluates or re-evaluates the course(s) and returns the decision to the Record/Registration office.
  - b. The Records/Registration office contacts the student informing them of the decision.
2. 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.
3. If the student is not satisfied with the decision made by the Vice President for Academic Affairs, he/she may appeal to the state-level Articulation and Transfer Appeals Review Committee.

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

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

## Tuition

	Ohio resident	Out-of-state resident
<i>Instructional fee</i> (up to 16 credit hours)	\$59.00	\$118.00
<i>General fee</i> (up to 14 credit hours)	\$ 6.00	\$ 6.00
<i>Technology fee</i> (up to 16 credit hours)	\$ 5.00	\$ 5.00
	\$70.00	\$129.00

### Other Fees and Expenses

Application fee (one time only)	\$15
Late payment fee (per quarter)	\$15
Late registration fee (per quarter)	\$25
Transcript fee	\$ 2
Auxiliary services fee (per quarter)	\$ 5
Delayed Payment Plan (DPP) service charge	\$15
DPP late payment fee (per installment)	\$15
Proficiency fee per credit hour (minimum charge of \$20)	\$15
Prior Learning Portfolio Assessment (per course)	\$75
Prior Learning Portfolio (Written as part of a class)	\$60
Lab fee (for certain courses only)	Varies
Certification fee (for certain courses only)	Varies
Liability insurance (for certain courses only)	Varies
COMPASS Retest Fee (maximum of one retake per subject area)	\$ 5
Corporate Proficiency (per credit hour)	\$ 5

Instructional fees are charged on the first 16 credit hours registered in any one academic quarter. General fees are used to support the Student Senate, student activities and all other student services of the College including Financial Aid, Records, Counseling, Health Clinic, Campus Ministry and Career Placement.

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

Since access for students to state-of-the-art technology is critical to the learning experience, there is a \$5 per credit hour technology fee, up to a maximum of 16 credit hours. Revenue generated by this fee is used to directly benefit students.

All of our fees and expenses are established by the Clark State Community College Board of Trustees and are subject to change without notice. Your quarterly fees and expenses are due and payable prior to the

beginning of the quarter in which you are enrolled. Although we make every effort to maintain tuition and fees at the lowest possible level, some of our students may find the cost of a college education to be too great without some form of assistance. The College and the Clark State Foundation provide a variety of federal, state and institutional financial assistance programs to help. Please refer to the Financial Aid section in this catalog for more information.

### Payment

Payment for tuition may be made by cash, check, MasterCard, Discover or VISA. Those students who have not met their financial obligations will not be permitted to attend classes.

In addition, you may not be permitted to graduate, receive an official transcript or register for subsequent quarters until all your financial obligations to the College are satisfied.

To help ease the burden of paying tuition costs, Clark State offers a Delayed Payment Plan (DPP). This plan allows you to make payments of one-third of your bill at each of the three published deadlines. If you register after the fee payment deadline, you must pay the initial installment when you register.

Contracts and additional information are available in the Cashier's Office in Rhodes Hall.

### Cash Refund Policy

Refunds of instructional, general, laboratory and technology fees will be made according to the following schedule. All drops or withdrawals must be in writing and are effective on the date received by the Records and Registration Office.

Refunds are not issued for late fees, auxiliary services fees or Delayed Payment Plan service charges. For certain programs, liability insurance is required to be purchased. For these programs a lab fee is assessed for this coverage. The coverage will remain in effect until the expiration of your insurance contract.

If you need more information, please contact the Financial Aid Office or the Cashier's Office.

#### Fee Refund Schedule for Fall, Winter and Spring Quarters

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

#### Fee Refund Schedule for Summer Quarter

Date	Refund
The first day of class	100%
By the fourth calendar day after the first day of class	75%
By the ninth calendar day after the first day of class	50%
After the ninth calendar day after the first day of class	None

### Parking

Fines are assessed for vehicles not displaying a current parking permit or for violating motor vehicle regulations. Permits are free of charge and can be picked up in the Bookstore or in the lobby of the Brinkman Educational Center. You will need to know your license plate number. Fines are payable at the Cashier's Office. Violations and fines include:

Parked in handicapped zone	\$50
Parked in fire lane	\$50
Moving violations	\$25
Parking on grass, sidewalk, loading zone or other restricted area	\$25
Student in faculty/staff lot	\$20
Improper parking	\$20
No valid permit	\$10
Parking in visitor lot	\$10

The Clark State Parking Guide is available for viewing on the College web page. Access the Campus Police section under Student Services.

### Residency

Clark State follows the Ohio Board of Regents Rule 3333-1-10 for determining a student's residency status.

The following persons are classified as residents of the state of Ohio for subsidy and tuition surcharge purposes: 1) Dependent students, at least one of whose parent or legal guardian has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of such student in an institution of higher education. 2) Persons who have resided in Ohio for other legal purposes for at least 12 consecutive months preceding their enrollment in an institution of higher education and who are not receiving and have not directly or indirectly received in the preceding 12 consecutive months financial support from persons or entities who are not residents of Ohio for all other legal purposes. 3) A dependent child of a parent or legal guardian or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of

favorable tuition rates.

Specific exceptions and circumstances may require a review of each student's residency classification on an individual basis.

A petition for reclassification of residency must be approved by the Records and Registration Office prior to the first day of classes for the quarter if the reclassification is to be effective.

## Student Records

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

### Transcripts

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

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

### Access to Educational Records

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

You have the right to inspect and review your education records within 45 days of the day the College receives a request for access. You should submit to the registrar written requests that identify the records(s) you wish to inspect.

You may request the amendment of your education records if you believe it is inaccurate or misleading. You should write the College official responsible for the record, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the problem is not resolved to your satisfaction, you may take the matter to the dean of student affairs and (in absence of resolution satisfactory to you) to a formal hearing in accordance with the College's established grievance procedures.

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

You also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

### Release of Information

The Buckley Amendment to the Family Educational Rights and Privacy Act of 1974 is designed to protect your privacy and your educational records. Clark State recognizes "Directory Information" as the following: student name, address, telephone number, major, degrees and awards received, participation 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.

## Academic Policies

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

### Attendance

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

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

from the Veterans Administration or state or federal agencies.

### **Academic Misconduct**

Academic misconduct includes cases of cheating, plagiarism or any other dishonesty or deception in fulfilling academic requirements.

Faculty have the authority to issue a failing grade for any assignment in which academic misconduct has occurred. In serious or repetitive incidences, the faculty member may refer the issue to the appropriate administrator for further action. Such action may include issuing a failing grade in the course.

### **Grade Reports**

You can access your grades through Campus Cruiser. Grades will not be released over the phone. If you have a concern about a grade, you should discuss it with your instructor within five weeks after the end of the quarter. If the grade was for a Spring or Summer Quarter class, you should discuss it with your instructor by the fifth week of Fall Quarter. If the problem is still not resolved, you may discuss it with the divisional dean and then the Vice President of Academic and Student Affairs.

### **Dean's List**

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

### **Probation**

You are considered to be on probation when your cumulative grade point average falls below the chart listed below:

<b>Hours attempted</b>	<b>Cumulative GPA</b>
1-15	Below 1.50
16-30	Below 1.60
31-45	Below 1.70
46-60	Below 1.80
Over 60	Below 2.0

Probation means that you are in jeopardy of being dismissed from the College for academic reasons. If your average places you on probation, you should confer with your advisor to select a course schedule. Academic support services such as tutoring and the writing lab are strongly recommended for students on probation.

When on academic probation, you may carry a maximum load of 12 course credits during your first quarter of probation. (This includes students accepted

into the College on probation by the Admissions Office.) It is strongly recommended that you repeat any failed courses the next quarter those courses are offered. If you remain on probation for two or more consecutive quarters, you may take a maximum of nine course credits of work.

### **Dismissal**

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

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

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

You may be re-admitted to Clark State on probation after you have sat out one quarter.

Upon reinstatement, you must meet with the Program Advisor/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 quarters and must maintain a 2.0 Grade Point Average (GPA) in each of those quarters. Once this requirement is met, you and your Program Advisor/Division Dean will mutually agree upon the class load you will take for subsequent quarters.

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

### **Computer Literacy**

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

### **Definition of Credit Hour**

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

## Grading System

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

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

(\*Student registered for class but never attended)

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

	<b>Credit Hours</b>	<b>Grade</b>	<b>Points</b>
Course 1	3	B	9
Course 2	3	C	6
Course 3	4	B	12
Course 4	3	C	6

Total hours: 13      Total points: 33

The total number of grade points, 33, is determined by adding together the points earned in each course (credit hours x grade points). That number is then divided by the total number of credit hours, 13, to determine the grade point average. In this case the average is  $33/13 = 2.54$ .

Grades issued for developmental courses are not counted in your grade point average. A cumulative grade point average refers to the average for all college credit courses taken during your stay at the College.

There are other symbols that can be issued with which there are no points associated:

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

If you change majors, please check with your new advisor on recalculating your grade point average.

## Incomplete

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

You must notify your instructor by the last day of any quarter. If the instructor agrees to an "I" grade, it will be submitted on your grade report, and the instructor will set up a schedule on the Incomplete Grade form for completion of the course requirements by midterm of the following quarter.

When you complete the class requirements, the instructor will change the "I" grade to another letter grade. If you do not complete the requirements, the "I" grade will automatically be changed on Friday of the fifth week of the following quarter to an F grade on your transcript. A student receiving an incomplete grade at the end of Spring or Summer Quarter must complete all conditions by Friday of the fifth week of Fall Quarter.

## Global Awareness

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

## Graduation Requirements

To qualify for an associate degree, you must pass all required courses for your major and have a cumulative grade point average of at least 2.0. Students in the following majors must have a C as a minimum grade in all required major courses: Early Childhood Development, Early Childhood Education Administration, Emergency Medical, Medical Laboratory, Practical Nursing, Registered Nursing, Physical Therapist Assistant and Social Services.

Students transferring to Clark State are expected to complete at least 30 credit hours of coursework at Clark State for an associate degree or 18 credit hours for a certificate program. The transfer credits may not exceed one half of the required technical courses for the degree program being pursued unless recommended by the faculty and approved by the divisional administrator.

All financial obligations to the College (instructional fees, general fees, laboratory fees, technology fees, library fines, parking fines) must be paid and all College equipment returned before your grades or a diploma will be issued by the College.

## **Graduation Process**

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

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

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

Students with a cumulative grade point average of 3.5 or better at the end of Winter Quarter will be recognized at commencement as honor students.

It is the student's responsibility to know where he or she stands in terms of completing graduation requirements.

## **Student Classification**

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

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

## **Credit Equivalencies**

You may obtain academic credit through experiential credit and examinations for any of the following: College Board Advanced Placement, College Level Examination Program, Clark State Proficiency Examinations, Military Training and Non-Collegiate Sponsored Instruction, Joint Vocational and Career Center students, Certified Professional Secretary Certificate and Clark State Prior Learning Portfolio. Additional information is available through the Records and Registration Office.

## **Transfer Credits to Clark State**

You can be granted credit toward a degree at Clark State for work completed at other accredited colleges and universities for courses with a grade of C or better. Some credits may not apply to specific degree programs. The credits must have been earned within a certain time period to be considered current and ac-

ceptable. An official transcript needs to be submitted from each college where credits were earned. Transfer credit is evaluated on a course-by-course basis once you have applied to Clark State. Until you are notified, you are responsible for not duplicating courses for which you may obtain transferable credit.

Technical and basic courses that were taken in the last five years generally will be accepted. Some technologies have more stringent requirements; so contact your division in order to determine what requirements apply.

If you change majors while attending Clark State, you should ask the Records and Registration Office to reevaluate the transcript for additional transfer credits. Those required by the new major will be considered toward degree completion.

Transferred credit hours 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 the Records and Registration Office in consultation with division deans and the director of Advising & Articulation. 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.

## **Financial Aid**

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

### **How to Apply**

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

Clark State uses the Free Application for Federal Student Aid (FAFSA). FAFSAs are available in the Financial Aid Office or on the web. You should complete this form using prior year income. The information provided on this form is processed and a Student Aid Report (SAR) is sent to you four to six weeks after you mail the form.

The SAR is used to establish your financial need. With a few exceptions, all financial aid awarded is based on demonstrated financial need. By filing the FAFSA, you will be considered for all aid for which you might be eligible. The Financial Aid Office determines eligibility and notifies students with an award letter showing aid that is being offered. If you are not eligible for aid, we will notify you in writing.

Application for additional aid, such as Federal Work-Study and Federal Supplemental Educational Opportunity Grant funds, will be considered as long as funds are available. We encourage you to apply early.

Materials completed by the deadlines below will be processed by the beginning of the quarter.

### **Priority Deadlines**

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

Generally, Pell Grants may be used for a maximum of three quarters during the academic year beginning with Summer Quarter and ending with Spring Quarter. Students who want to be considered for an additional quarter must contact the Financial Aid Office to verify further eligibility beyond three quarters. If you do not provide the requested documentation needed to complete the verification process, you may lose funds.

The Financial Aid Office begins processing financial aid applications and loan applications for the next academic year in the spring for those students whose applications are complete and ready to be processed.

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

We can provide you with additional information about scholarships and deadline dates. Please call the Financial Aid Office at 937/328-6034.

### **Supporting Material**

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

### **Eligibility Requirements**

Listed below are the eligibility requirements for the federal programs.

1. Generally, you must show financial need.
2. You need to have a high school diploma, GED or have passed an independently administered test approved by the U.S. Department of Education.
3. You are enrolled as a regular student in an eligible program.
4. You need to be a U.S. citizen or eligible non-citizen.
5. You will need to make satisfactory academic progress.

### **Denial of Aid**

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

### **Financial Aid Vouchers**

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

### **Federal Pell Grant**

The Pell Grant is a federal assistance program designed to provide the foundation on which other aid can be built. As in any grant, it is a form of gift aid, which does not have to be repaid. The amount of the award depends on the Expected Family Contribution (EFC) on the Student Aid Report and the number of credit hours for which a student enrolls. A student who has already earned a bachelor's degree is not eligible for this grant. During 2002-03 the annual value of Pell Grants at Clark State ranged from \$400-\$4,000 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 Subsidized Stafford Loan Program**

This program offers long-term interest-bearing loans made available to students by lending institutions (banks, savings and loan associations and credit unions) to help pay for educational expenses. Repayment is made beginning six months after the borrower ceases to be at least a halftime student (enrolled in six credit hours). This program is open to all dependent and independent undergraduate students based on financial need.

Loan proceeds are usually sent to the College in multiple disbursements. First-year, first-time borrowers cannot receive the first loan payment until 30 days after the first day of the loan period. Arrangements

must be made by the student to take care of tuition costs until loan proceeds are issued.

### **Federal Unsubsidized Stafford Loan Program**

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

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

A three percent loan origination fee and up to a one percent guarantee fee is deducted from each disbursement to be made to the student for subsidized and unsubsidized loans.

### **Parents' Loans for Undergraduate Students (PLUS)**

PLUS loans for dependent students are not need-based and are made regardless of income pending credit approval. They are used to supplement needs not completely met by the Stafford Loan programs. The interest rate of the loan is variable and is set by Congress. There is no deferment option or grace period for the PLUS program.

The application process for the federal PLUS program is the same as for the Stafford Loan programs and does not carry a fixed loan limit.

### **Ohio Instructional Grant (OIG)**

This grant is funded by the Ohio Board of Regents and is awarded to eligible residents of Ohio who show financial need and are enrolled full-time in a degree-granting program.

The application process is accomplished through the application for the Pell Grant program, (FAFSA).

### **Ohio Part-time Student Instructional Grant Program (OIP)**

The Ohio Part-time Student Instructional Grant Program (OIP) is for those students who are enrolled for less than full-time (fewer than 12 credit hours each quarter). Please contact the Financial Aid Office to inquire as to the eligibility for this program.

### **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 \$900 per quarter and must be repaid by the eighth week of the quarter. There is a \$20 processing fee. The borrower must demonstrate the ability to repay the loan. Receipt of this loan is contingent upon availability of funds.

### **Academic Progress**

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

### **Credit Hour Requirements**

You will need to successfully complete 67 percent of all hours attempted with an A, B, C, D, IP, or S. You must also maintain an appropriate grade point average as determined by the College to retain eligibility for federal aid.

<i>Total Credit Hours Attempted</i>	<i>Grade Point Required</i>
1-15	Above 1.49
16-30	Above 1.59
31-45	Above 1.69
46-60	Above 1.79
over 60	Above 1.99

You must complete your program of study within 135 credit hours if pursuing a degree or 69 credit hours if pursuing a certificate. All hours attempted at Clark State and any transfer credits accepted by Clark State are included in the 135 and 69 credit hour maximums.

### **Credit Hour Probation**

Aid is processed for one quarter only. You must successfully complete 67 percent of attempted hours each quarter until an overall 67 percent completion is reached. If you are more than 36 credit hours short of meeting the minimum 67 percent requirement, you will be suspended from receiving federal financial aid.

### **Grade Point Probation**

You must maintain the minimum quarterly GPA until overall GPA reaches the minimum. The student will be awarded federal financial aid on a quarterly basis only, maintaining probation status. All students must have attained a 2.0 GPA by the end of their second year of their program. Any student who has attempted more than 90 hours and does not have an overall 2.0 GPA will be suspended from financial aid eligibility.

### **Financial Aid Suspension**

If the probationary status is not removed in the above-specified manner, federal financial aid will be suspended. In order to receive further federal aid, you must

successfully complete 24 credit hours. The Appeals Committee will then review your transcript. You can still receive non-federal assistance. If financial aid is suspended a second time, there is no appeal.

### **Financial Aid Appeals Process**

If you lose your eligibility and feel there are mitigating circumstances, you may appeal in writing to the Financial Aid Appeals Committee. If the appeal is granted, you will be placed on probationary status until you reach an overall 67 percent successful completion rate. The decision of the Appeals Committee is final.

### **New Programs of Study**

Students who change their major or are seeking a second degree before reaching the credit hour maximums must contact the Financial Aid Office to determine new eligibility. Only one change of major or new degree will be considered.

### **Work-Study Program**

The Federal Work-Study Program provides part-time campus employment if you have financial need and want to earn part of your education expenses. You must be enrolled for at least six credit hours each quarter to be eligible to participate. During the Summer Quarter, you must be enrolled for at least six credit hours. Currently, the wage rate is \$5.75 per hour but is subject to change with changes in the federal minimum wage. You may work up to 18 hours per week. The amount you may earn in a school year is determined by the amount of your financial need, other financial aid and availability of federal funds.

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

The Financial Aid Office assists students with locating part-time employment on campus.

### **Withdrawals**

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

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

### **Financial Aid Refund Policy**

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

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

The percentage of the quarter completed is the percentage of aid earned. This is calculated by the number of days the student attended divided by the number of calendar days in the payment period (i.e. quarter). For example, if a student completely withdrew on the 20th day of a quarter that is 114 days in length, the student would have only earned 17.5 percent of the aid he or she received (20 divided by 114 = 0.175).

Clark State Community College and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the period the student remained enrolled.

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

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

Please note that students are responsible for any balance owed to Clark State Community College as a result of the repayment of federal aid funds.

For more information on the financial aid refund policy, please contact the Financial Aid Office.

### **Educational Costs**

Expense budgets include both direct (on-campus) and indirect (off-campus) educational costs. These expenses will vary from student to student depending on a number of factors such as marital status, dependency status (as defined by federal and state programs), residency and number of dependents.

## **Scholarships**

Clark State offers the following scholarships. Applications are available in the Financial Aid Office.

### **Trustee Honor Scholarship**

Fifteen full tuition packages are available to academically talented students from high schools and vocational schools within Ohio. Recipients must be graduating during the current year, rank either in the upper 15

percent of their high school graduating class or have a 3.5/4.0 grade point average and have demonstrated involvement in activities outside the classroom. Recipients may retain eligibility for a second year by achieving stated academic requirements. Applications may be obtained from high school counselors or the Admissions Office. Application deadline is March 31, 2005.

### **Clark State Foundation**

The Clark State Community College Foundation is a non-profit organization that provides support to the College and its students. The Foundation offers and administers scholarships funded by contributions from individuals, businesses and organizations. Please pick up an application in the Financial Aid Office and return it by March 31 for Fall Quarter. Your application will then be reviewed by the Scholarship Review Committee.

### **Other Scholarships Available at Clark State**

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

#### **George Mueller College Tech Prep Scholarship**

Students who have completed the high school portion of a Tech Prep program located in the Clark State Tech Prep Consortium may apply for the George Mueller Scholarships. Students must apply no later than the winter quarter following high school graduation, have a 95% attendance rate, and earn a 2.5 GPA during their junior and senior year in high school, and continue in their Tech Prep Pathway at Clark State. Contact the Clark State College Tech Prep Office in the Brinkman Educational Center for additional information.

#### **Ohio Academic Scholarship**

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

#### **Ohio National Guard Scholarship**

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

#### **Ohio Tuition Waivers**

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

#### **Ohio War Orphans Scholarship**

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

## **Academic Services**

The following sections are intended to be an overview of academic services at Clark State. For more detailed information, contact the dean of Student Affairs.

### **The College Library**

The Clark State Library, on the ground floor of the Library Resource Center, provides a variety of materials and services to students, faculty, staff and the community. The Library owns more than 35,000 books, 300 periodicals with electronic access to hundreds more and 2,000 pieces of audiovisual material. The media center houses computers with access to the Internet and electronic databases through OhioLINK. Numerous handouts are available at the reference desk, as well as extensive information on getting started with research on the library's web page at: <http://lib2.clarkstate.edu/library/library.html>.

A validated Clark State student identification card serves as your library card and entitles you to full borrowing privileges in accordance with the Library circulation policies. A copy of these policies is available at the circulation desk and online.

The Clark State Library is a member of OhioLINK, the statewide network of automated library services that provides access to a central library catalog and over 100 electronic databases.

Interlibrary Loan service is available to students, faculty and staff for locating and borrowing materials not owned by the College Library or available through OhioLINK. You may borrow books from any OhioLINK library with a validated Clark State ID card.

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

The Library is open Monday through Thursday, 8 a.m.-9 p.m., Friday, 8 a.m.-5 p.m. and Saturday, 10 a.m.-3 p.m. Summer hours vary. Between academic quarters, hours are Monday through Friday, 8 a.m. - 5 p.m. The Library is closed when the College is closed. Please call 937/328-6022 for more information.

### **Counseling Services**

Experienced counselors offer an array of programs and services to help you achieve personal growth and academic success. Personal counseling, career exploration and special topic groups are available free of charge. Counseling services are confidential. For more information, please stop by the Counseling Office,

Rhodes Hall, Room 127, call 937/328-6084, or visit the Clark State website.

### **Tutoring**

You are entitled to free tutoring as a Clark State student. If you are interested in getting a tutor or becoming one, please contact the tutoring assistant in Rhodes Hall, Room 220 or in the Brinkman Educational Center, Room 106. The assistant assigns tutors and assists in arranging contact hours - usually two hours per week per subject. Online tutoring is now available through the Clark State website.

### **Disability Services**

Clark State Community College is committed to helping students with physical and learning disabilities. Students are strongly encouraged to meet with the disability services specialist in Rhodes Hall, Room 127 several weeks before enrolling in classes to determine eligibility for services. Students who qualify for services must meet with the disability services specialist before each quarter to arrange for their support services. Services are offered on a voluntary basis and the student must request them. For more information, please contact the Disabilities Services Office at 937/328-6019 or visit the Clark State website.

### **Success Center**

The College's Success Center in Rhodes Hall, Room 220, offers a full-service area for new and returning students. Tutoring is available on a walk-in basis Monday through Thursday, 8:30 a.m.-7 p.m. and Friday, 8:30 a.m.-5 p.m. Computers for Internet research and supplemental learning programs for a variety of classes are also available. Students can also take advantage of various study groups and workshops facilitated by the Success Center.

### **Career 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, the Career Center can help you meet these challenges. The Career Center offers a full range of services designed to assist students in exploring the wide range of personal and professional choices open to them, and to find the career path that fits them best. All Clark State students and alumni are encouraged to use the Career Center's web-based resume referral service, self-assessment, career exploration and job search resources. For more information on how we can help you, please call 937/328-6093 or visit us at <http://careers.clarkstate.edu>.

### **Cooperative Education**

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

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

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

### **College Preparatory Education**

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

Placement into these courses is determined by the placement tests and by you and your advisor.

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

You may repeat a CPE course once without permission. A review panel will be convened if you want to take the course more than twice. In order to obtain approval, you will need to identify what changes you have made to enable you to successfully complete the course.

### **Personal Growth Courses**

The Counseling Office offers a series of courses designed to support and enrich your academic work. These personal growth courses cover a variety of subjects from study skills to stress management skills and career exploration. They are intended to help you gain self-confidence and a greater sense of self-knowledge. For more information, see the PGR course descriptions in this catalog.

### **Prior Learning Portfolio**

If you would like to earn credit for your life experiences, you may put together portfolios that are assessed by members of the Clark State faculty. Guidelines for these portfolios are available in the Arts & Sciences Division.

### ***Student Success Program***

The Student Success Program offers support, special programs and assistance to lower-income Clark County students who are supporting minor children. Funded by the Clark County Department of Job and Family Services, this program leads students in addressing the barriers to success that they often face as parents. For more information, please call 937/328-3855 or visit us at [www.clarkstate.edu/wfd/](http://www.clarkstate.edu/wfd/).

### ***Honors***

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

### ***Phi Theta Kappa***

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

# Campus Directory



# Clark

# State

Want to know who's who at Clark State?  
Our campus directory will introduce you to the  
Clark State family of employees.

Clark State Community College  
**GET SMART.**

## Academic Divisions

### *Arts and Sciences Division*

Ronald A. Key, Dean, Associate Professor, B.A., Kentucky Wesleyan College; M.A., University of Kentucky; Ed.D., University of Louisville

Susan E. Bayes, Administrative Assistant to the Dean

Shirley L. Thomas, Administrative Support

Susan Thompson, Customer Service Specialist

Jim E. Anderson, Associate Professor, A.A.S., Clark State Community College; B.S., M.S., Wright State University

Judith A. Anderson, Professor, B.A., Valparaiso University; M.A., Texas A & M University

David A. Anon, Academy Commander, A.A.S., Clark State Community College

Batchelder, Xela, Instructor, M.A., St. Andrews University, Scotland, M.A., The Ohio State University

Laurie E. Buchanan, Assistant Professor, B.A., M.A., Ph.D., Bowling Green State University

Michelle Burch, Assistant Professor, A.A., Black Hawk Community College; B.A., M.A., University of Illinois

Thomas E. Drerup, Assistant Professor, A.A., Sinclair Community College; B.A., Wright State University; M.A., Central Michigan University

Mildred V. Hall, Associate Professor, B.S., University of Pittsburgh; ABD, Virginia Polytechnic Institute and State University

David L. Hare, Assistant Professor, B.A., Capital University; M.S., Ohio University

Brian M. Heaney, Professor, B.A., Yale University; M.A., The Ohio State University

Jeff Koloze, Instructor, B.A., John Carroll University; M.A., Cleveland State University; Ph.D., Kent State University

Lynn M. Mealy, Professor, B.A., Marian College; M.Ed., Wright State University

David W. Miller, Associate Professor, M.S., Wright State University; Ph.D., The Ohio State University

Fabian Novello, Assistant Professor, B.A., University of Illinois; M.S., Purdue University

Robert T. Sweet, Associate Professor, B.A., Wright State University; M.A., University of Dayton; Ph.D., University of Cincinnati

### *Business and Applied Technologies Division*

Jane A. Cape, Dean, Assistant Professor, B.A., St. Francis College; M.Ed., Bowling Green State University

Stephanie L. Gaston, Administrative Assistant to the Dean

Jacquelyn Y. Robinson, Administrative Support

Paulette Y. Saksa, Administrative Support

Robert Adkins, Associate Professor, B.S., M.S., University of Toledo

Teresa R. Campbell, Assistant Professor, B.S., M.B.A., Wright State University

Marilyn J. Carlson, Associate Professor, B.S., Central State University; M.Ed., Wright State University

Lawrence B. Everett, Assistant Professor, B.S., Iowa State University, M.S., Ph.D., Iowa State University, M.B.A., University of Missouri

Susan F. Everett, Professor, B.S., Virginia Polytechnic and State University; M.S., Mississippi State University; Ph.D., Iowa State University

Dan J. Heighton, Professor, B.B.A., University of Cincinnati; M.B.A., Wright State University

Robyn M. Hennigan, RPR, CRI, Instructor, A.A.B., Clark State Community College

Reva Hutchins, Associate Professor, A.A., Clark State Community College; B.A., Capital University; M.A., Ohio State University; M.P.A., University of Dayton; Ph.D., The Ohio State University

Patrick Jacobs, Instructor

L. R. Kelleher, Instructor, B.S., Wilmington College; M.Ed., Ohio University, CMfgE Certified

Thomas R. Oliver, Assistant Professor, B.S., Bethany College; M.B.A., University of Cincinnati

Deborah S. Peairs, Self-Paced Lab Coordinator, B.S., Wright State University

Glen A. Pottenger, Instructor, A.S., The Ohio State University/ Agriculture Technical Institute

William P. Schindler, Professor, B.S., M.B.A., University of Dayton

Gregory G. Teets, Instructor, A.A.S., Sinclair Community College

Nancy D. Thornton, Professor, B.S., M.Ed., Wright State University

Theodore D. Toles, Instructor, B.F.A., Miami University

Rebecca J. Wiggenghorn, Professor, A.A.B., Clark State Community College; B.S., Wright State University; M.A., Central Michigan University

### *Health and Human Services Division*

Kathleen J. Wilcox, Dean, A.A.S., Sinclair Community College; B.S.N., M.S., Wright State University

Julia Daniels, Administrative Assistant, A.A.B., Clark State Community College

Nancy Lacey, Administrative Support, A.A.B., Bowling Green University

Mathew Malcuit, Health/Science Lab Assistant, A.A. in Zoology, Palomar College San Marcos, California

Judy Adams, Instructor, R.N., Community Hospital School of Nursing; B.A., Antioch University; B.S.N., Franklin University; M.S., University of Dayton

Mary Cornell, Instructor, R.N., Community Hospital of Nursing; B.S.N., Franklin University, M.S.N., The University of Phoenix

Susan Doubt, Instructor, B.S., Truman State University; M.S.N., F.N.P., University of Missouri-Columbia

Theresa Felder, WIA Youth Careers Project Coordinator, B.S., Utica College of Syracuse University

Paulette D. Grodner, Associate Professor, A.A.S., Clark State Community College; B.S.N., Franklin University; M.S., Wright State University

Beth M. Gustafson, Assistant Professor, B.S., Quinnipiac College; M.S. Ed., University of Dayton

Pamela M. Healy, Instructor, B.S., The Ohio State University

Sandra J. Horn, Associate Professor, B.S., Pikeville College; M.S., Central Michigan University

Ayman Idrees, Instructor, B.S., Central State University, B.S. MT, University of Cincinnati, M.S. Wright State University

Bridget C. Ingram, Assistant Professor, A.A.S., University of Akron; B.S., San Diego State University; M.Ed., Ashland University

Lawrence N. Killian, Professor, B.S., Cedarville University; B.S., Central State University; M.S., Syracuse University; Ph.D., Wright State University

Freda Lawson, Instructor, B.S.N., Ohio University, M.S.N. The Ohio State University

Deborah Mickey, Early Language and Literacy Specialist, B.S., University of Cincinnati

Connie Mitchell, Instructor, RN, Community Hospital School of Nursing, Franklin University, BSN

Veronica L. Peters, Assistant Professor, B.S.N., Roberts Wesleyan College; M.Ed., University of Central Oklahoma

Mark P. Schmidt, Instructor, B.S., Purdue University, M.S., Wright State University

Lisa I. Sheehan, Instructor, A.A.S., Clark State Community College; B.S., University of Dayton; M.S., Wright State University

Racille G. Smith, Assistant Professor, R.N., The Community Hospital School of Nursing; B.S.N., University of the State of New York; M.S.Ed., University of Dayton

Donald B. Swabey, Instructor, LPN, EMT-P, A.A.S., Clark State Community College  
Rebecca Tomlin, Instructor, R.N., Community Hospital School of Nursing; B.A., Park College, Missouri  
Kathleen Traub, Assistant Professor, R.N., St. Mary's Hospital School of Nursing; B.S.N., M.S., Wright State University  
Tammy Watt, Assistant Professor, B.S., Wright State University; M.S.W., The Ohio State University  
Barbara Yontz, Outreach to Instructional Aides Project Coordinator, B.S., Kent State University

## College Departments

### **Academic and Student Affairs Office**

Vicki J. Martin, Assistant to the Vice President, A.S., Miami-Jacobs Junior College

### **Academic Support Services**

Julie Baumann, Tutoring Assistant, A.A.B., Clark State Community College  
James Henry, Testing Technician, B.S., Urbana University  
Bonnie G. Young, Success Center Coordinator, A.A.S., Sinclair Community College; B.A., Antioch University - McGregor

### **Admissions Office**

Todd L. Jones, Director of Admissions, B.S., M.Ed., Miami University  
Corey Holliday, Minority Recruitment/Retention Specialist, B.S., Cumberland College  
Patricia W. Shafer, Data Management Technician

### **Business and Industry Training**

Teresa A. Mabry, Director, Business and Industry, B.A., Wittenberg University; M.S., University of Dayton  
Horace M. Gladney, Manager, Industrial Services, B.S., Kansas State University; B.S., Mississippi State University; M.S., Air Force Institute of Technology  
Paulette Y. Saks, Administrative Support  
James W. Wahl, Program Manager, B.S., M.S., The Ohio State University; Ed.S., Wright State University

### **Bookstore and Office Services**

Holly J. Snyder, Manager, Bookstore and Office Services, A.A.B., Clark State Community College; B.A., Antioch University; M.S., Central Michigan University  
Ronald Applin, Shipping and Receiving Clerk  
Susan M. Elliott, Bookstore Clerk  
Cynthia M. Hill, Bookstore Buyer  
Tina D. Pacine, Office Services Clerk

### **Business Affairs Office**

Joseph R. Jackson, Vice President for Business Affairs, B.B.A., Ohio University  
Angela D. Edwards, Assistant to the Vice President

### **Business Office**

Dixie A. Depew, Controller, B.S., The Ohio State University  
Tambry L. Kegley, Accounts Receivable Technician I, A.A.B., Clark State Community College  
Peggy J. Marshall, Accounts Receivable Technician II  
Carrie L. Weinstiger, Accounts Payable/Purchasing Technician I

### **Campus Police Department**

Lynnette Rodrigue, Director, Campus Police, A.A.S., Clark State Community College; B.A., Wright State University; M.A., University of Akron  
Mark Lopez, Police Officer II  
Tracy L. White, Campus Police Officer I, A.A.S., Clark State Police Academy

### **Career Services**

Mary M. Patton, Professor, Director, Career Services/Community Outreach, B.S., Lesley College; M.S., Western Illinois University  
Dana L. Kapp, Career Services Technician, A.A., Three Rivers Technical College, A.A.B., Clark State Community College  
Amy Sues, Career Specialist, B.S., Ohio University; M.A. Ohio University

### **College Relations**

Kristin J. Culp, Director of College Relations, Executive Director of the Foundation, B.A., Wittenberg University, M.S. University of Dayton  
Stephen R. Button, Graphic Artist, B.A., Wittenberg University  
Troy Donnerberg, Marketing Specialist, B.S., Wright State University  
Kimberly A. Frazier, Manager, Grants Development and Special Projects, B.A., University of Cincinnati; M.A., Boston University  
Kathryn I. Sahle, Director of Marketing, B.A., Wright State University

### **College Tech Prep**

Julie Schaid, College Tech Prep Coordinator, B.A., Miami University; M.S., Central Michigan University; Ph.D., University of Dayton  
Melissa Griever, Tech Prep Technician

### **Computing Services**

Romy E. Lu, Director, Information Technology, B.S.ChE., Mapua Institute of Technology; M.B.A., M.S.Comp.Sc., Wright State University  
Christa Bostick, Administrative Support, A.A.B., Clark State Community College  
Shane Bucher, Computer Technician, A.A.B., Network Clark State Community College; A.A.B., Software Support, Clark State Community College  
Angela Davis, Network Specialist, A.A.B., Clark State Community College; B.A., Wittenberg University  
Eric N. Ebbs, PT Computer Technician, A.A.S., Clark State Community College  
Hugh Evans, Network Specialist  
Lynn Fernando, Manager, Administrative Systems, B.S., University of Moratuwa, Sri Lanka, M.S., Bowling Green State University, Ohio  
James W. Gossett, PC/Network Manager, B.S.E.E., The University of Cincinnati; M.B.A., Wright State University  
Steve D. Hurley, Web Administrator  
Laurie S. Means, Web Developer, A.A.B., Clark State Community College  
Tim Newberry, Computer Technician, A.A., ITT Technical Institute  
Jennifer Nickell, Institutional Research Specialist, A.A.B., Clark State Community College  
Shirley K. Schetter, Systems Administrator  
Wali S. Shamsid-Deen, Computer Technician, A.A.S., Devry Institute of Technology

### **Conference Services**

Margaret A. Watson, Administrative Assistant

### **Continuing Education**

Richard A. Starr, Director of Continuing Education, Associate Professor, A.B., Eastern Kentucky University; M.A., Ball State University

Paulette Y. Saksa, Administrative Support

### **Counseling Office**

Kandyce K. Meo, Director of Counseling & Academic Support Services, Professor, B.S., Fairmont State College; M.A., West Virginia University; Ed.D., Virginia Polytechnic Institute and State University

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### **Distance Learning**

#### **Financial Aid Office**

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#### **Grounds**

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#### **Health Clinic**

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Catherine L. Wilson, Circulation Specialist, B.A., Wright State University

#### **Performing Arts Center**

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Beth Dixon, Community Outreach and Education Specialist, B.A., Miami University

James D. Hunt, Technical Director and Assistant Professor, B.A., Wilmington College; M.A., Miami University

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Geoffrey Moss, Assistant Technical Director, B.F.A., Wright State University

Jock Pierman, Assistant Technical Director, A.A., Southern Ohio College

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Petra Thompson, Assistant Box Office Manager

#### **Physical Plant**

Judy K. Ramirez, Head Custodian

Joseph C. Brewer, Maintenance Worker

William T. Brown, Custodian

Mark A. Bush, Custodian

Katrina Davis, Custodian

W. Scott Donaldson, Custodian

Helen R. Frazier, Custodian

Tina Holloway, Custodian

Glen Marsh, Custodian

Mark A. McCarty, Maintenance Worker

Richard Moore, Custodian

Wendy Neumann, Custodian

Gregory Ping, Custodian

John L. Smith, Jr., Custodian, Maintenance Worker, HVAC-R Certification

Kent C. Thomas, Custodian

#### **President's Office**

Karen E. Rafinski, President, B.S., Moorhead State University; M.S., University of Washington; M.P.A., Harvard University; Ph.D., University of Minnesota

Mellanie K. Toles, Assistant to the President, A.A.S., Bradford School of Business

#### **Receptionists**

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Shannon Reames, BEC Evening Receptionist

Katherine S. Trout, BEC Evening Receptionist

#### **Records and Registration Office**

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Kay Estep, Records Clerk

Linda E. Rueger, Records Clerk, A.A.B., Clark State Community College; B.A., Capital University

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#### **Student Affairs**

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Mary Bullwinkel, Administrative Support  
Merrill E. Bageant, Recruiter  
Dennis R. Bailey, Trainer  
Tammy Colaric, Trainer  
Gregory Fisher, Trainer  
Terrance King, Trainer  
Ronald A. Langford, Trainer  
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Charles Thompson, Training Site Operations Supervisor

## **Advisory Committees**

### **Accounting**

Sandra Ballard, Cooper Industries  
Robert Dwyer, Family Services of Clark/Champaign County  
Julie Griffin, Taylor, Applegate, Hughes & Associates  
Connie Henson, AdCare Health Systems  
Marianne Hinson, Rittal Corporation  
Denny Kummerer, Speedway/SuperAmerica  
Charles Morris, Retired

### **Agriculture Business/Horticulture Industries**

Pam Bennett, Clark County Extension Office  
Tim Brennan, Brennans Lawn Maintenance  
Pam Call  
James Corbet  
Ron Cramer, The Siebenthaler Company  
Thomas Dietrich  
Chris Goecke, WGC Golf Course  
Michelle Griffith  
Gary King, Ohio AgriBusiness Association  
Jaimee Nirider, Scarff's Nursery, Inc.  
Brian Peach, Ohio AgriBusiness Association  
Dave Perrin, Mechanicsburg High School  
Pam Pilgrim, Stutzman's Nursery Garden Center and  
Landscaping  
Fred Schommer  
Dale Sloan, Sloan's Ag Consulting  
Adam Steele, Skillings Supplies  
Gordon Wallace, Southwest Landmark, Inc.  
Carol Whitford

### **Business Management**

Tammy Adkins, Speedway-Super America  
Darlene Carpenter, Morgan Machine Tool Company  
John Femiani, Rittal Corporation  
Glenda Greenwood, Security National Bank  
Larry Hill, Express Personnel Services  
Jeffrey Powell, Ohio Stamping and Machine, Inc.  
Randy Scott, Speedway-Super America  
Chet Walthall, Heat Treating, Inc.

### **Criminal Justice**

Sheriff Gene Kelly  
Chief Carl Loney  
Chief Lynnette Rodrigue  
Chief Patrick Sullivan  
Chief Eric Prindle

### **Early Childhood Education**

Tammie Jacobs, Springfield Family YMCA  
Diann Johnson, Miami Valley Head Start  
Debra Kimble, The Early Childhood Education Center  
Cathy Linquist, Bright Beginnings  
Margie Starr, Christian Edu-Care  
Nikki Tackett, Christian Edu-Care  
Marti Ventelo, CGCAYC

### **EMS/Paramedic**

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Lt. Ray Krug, Springfield Fire & Rescue  
Teri Norris, Community Hospital  
Annette Nathan, M.D., Community Hospital  
David Devore, MedTrans EMS  
Tony Davis, Springfield-Clark JVS  
Chief Michael Beers, Springfield Fire & Rescue  
Joseph Kelly, Chairman, Smiling Bob Paramedic Memorial Fund  
Chief Mike Ludwick, Clark County Fire Chiefs  
Dennie Powell, Greene Memorial Hospital  
Frank Giampetro, Mercy Memorial Hospital

### **Engineering and Industrial Technology**

Marsha Allen, Grimes Aerospace  
John Franko, Westpatt  
Bob Freeze, Springfield JVS  
Ed Leventhal, Valco  
Art Maupin, Maupin & Associates  
Beau May, Rittal  
Jeff Powell, OSMI  
Gordon Quinn, Consultant  
Dale Stemen, Siemens  
Reginal Trass, Navistar  
Michael Williams, Eagle Tool & Machine Co.

### **Graphic Design**

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Gary Detrick, Springfield News-Sun  
Danielle Driscoll, Rittal Corporation  
Andrea Hubler  
Judith Fazio  
Mike Hughes, WPAFB  
Bev Kitchen  
Linda Metzger, Springfield, Clark County JVS  
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Richard Wagner, Clark State Community College

### **Information Technology Systems**

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Steve Hurley, Clark State Community College  
Kathy Limes, Springfield Clark County JVS  
Randy Martin, Reynolds & Reynolds  
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Ralph Sanders, St. Vincent Randolph Hospital, Winchester,  
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Gerri Skelly, MT (ASCP), Mercy Medical Center  
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### **Office Administration**

Vicki Berg, Oakwood Village  
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Bonnie Davis, The Heart House  
Kristina Downing, Express Personnel Services  
Heather Dunham  
Danielle Finch  
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Teresa Hoyt, Rittal Corporation  
Crystal Long, Pentaflex, Inc.  
Barb Marshall, Medical Professional Resources  
Megan Middleton  
Jill Pierce, City of Springfield  
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### **Physical Therapist Assistant**

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Mark Main, P.T., Springfield Physical Therapy  
Jackie Merrill, Student, PTA Program  
Cole VanSchoyck, P.T., Mercy Medical Center  
Sharmaine Workman, P.T., The Community Hospital  
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Betsy Filmore, Ph.D., PT PCS, Andrews University  
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Terry Pope, Community Hospital, Home Care  
Bill Robinson, Masonic Health Care, Inc.  
Mary Ann Roberts, Community Hospital  
Gilda McKenzie, St. John's Center  
Robin Cornett, McAuley Center  
Carol Story, Villa Springfield  
Sherri Stanbaugh, Essex of Springfield  
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Paula Blosser, Britton & Associates  
Jeanette Calhoun, Clark County Court of Common Pleas  
Thomas Capper, Clark County Court of Common Pleas  
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Lisa Conley, Spangler Reporting Services  
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Margaret Marsh, Fraley, Cooper & Associates  
Bruce Matthews, United States District Court  
Michael Mobley, Mike Mobley Reporting  
Todd Mobley, Mike Mobley Reporting  
Lisa Niles, Esquire  
Lynn Peterson, Stenograph Corporation  
Kimberly Ramey, Mike Mobley Reporting  
Debbie Smith, Springfield Public Schools

### **Social Services**

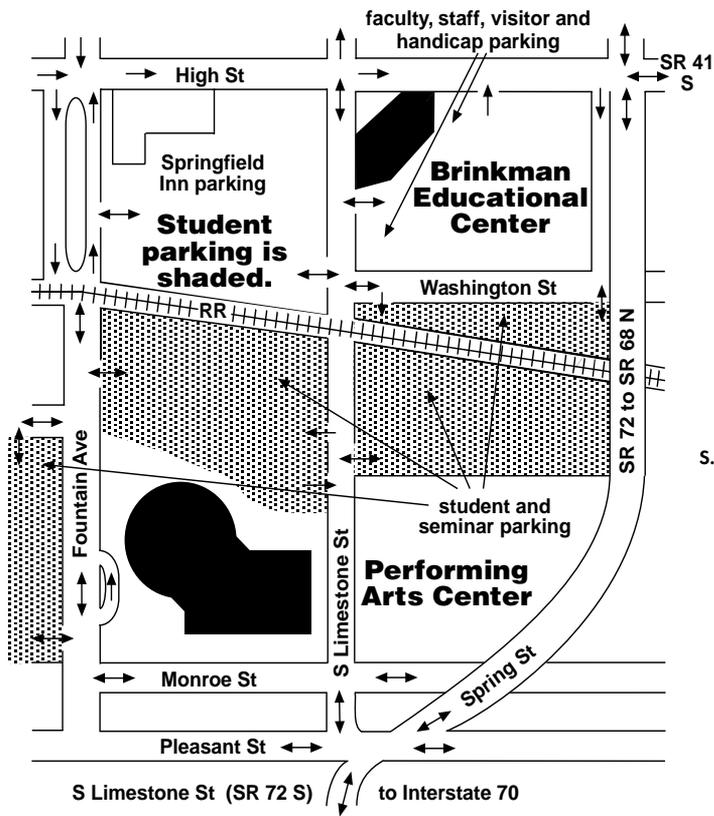
Julie Amos, Mueller Residential Center  
Marjorie Baker, Wright State University  
Mike Berner, Lifeway for Youth  
Vinnie Butler, Ohio Masonic Home  
Lyvonne Goings, Ben El Developmental Center  
Holly Hester, Greene County Juvenile Court  
Jo Hill, Springfield Urban League  
Robin Johnson, Capital University  
Ann Lite, CARE  
Jim Schwind, Mary Rutan Hospital  
Jim Smith, Champaign County Dept. of Job & Family Services

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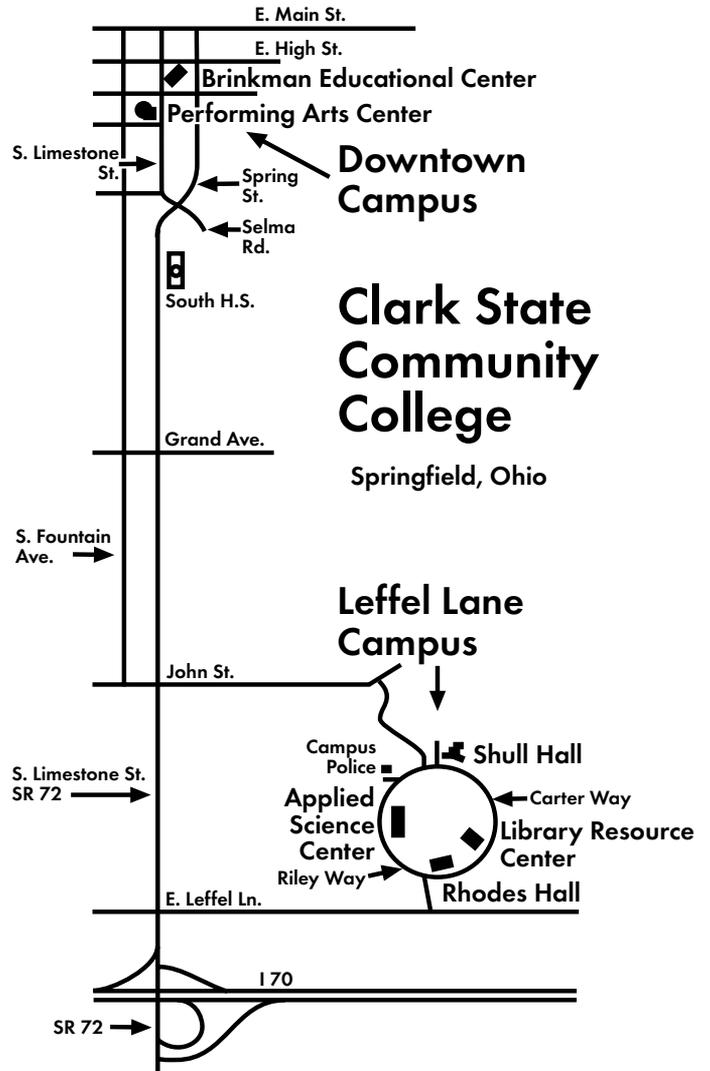
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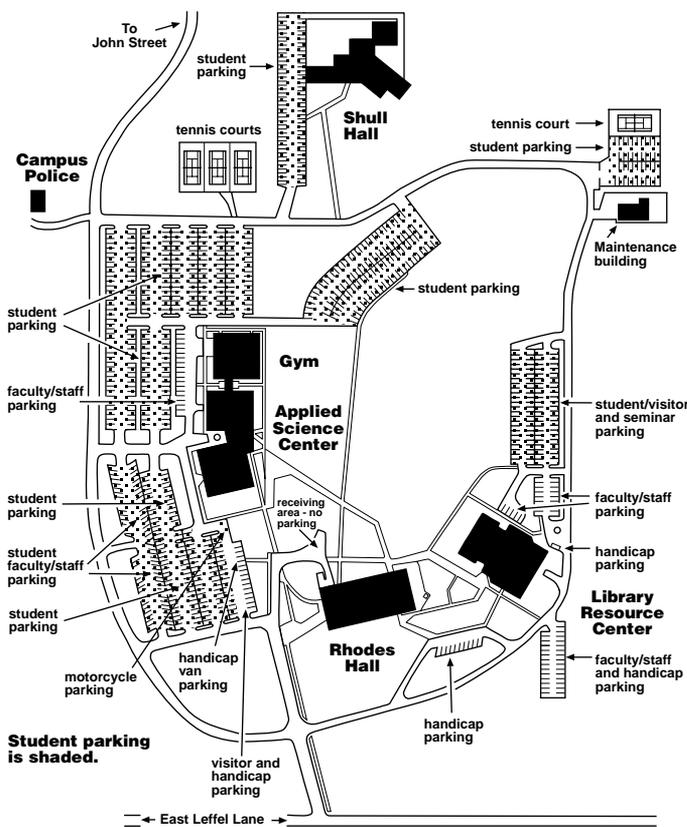
## NOTES



**Downtown Campus**



**Between the campuses**



**Leffel Lane Campus**