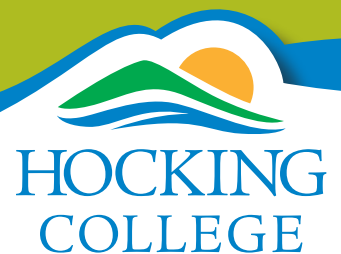


# College Catalog

2013-2015



[Hocking.edu/applyyourpassion](http://Hocking.edu/applyyourpassion)

# Welcome to Hocking College!



Choosing the right college or university is one of the most important decisions you will ever make. As president of this wonderful institution, I am honored to know you are considering us.

Hocking College is as unique as you are. Where else can you find a college with residential halls, a stable full of horses, a 1300-acre forest, a pioneer village, a LEED-certified Energy Institute, a fish hatchery, a glass blowing studio and a regional park?

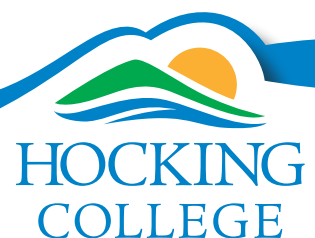
With a long and proud history of providing high-quality education at a very reasonable cost, Hocking College attracts students who know that they learn best through doing. Our faculty and staff are dedicated to preparing you for a new career, or for transfer to other institutions of higher learning. Whatever your goal, we can help you achieve it.

Thank you for including Hocking College in your pursuit of a successful future. We will do everything we possibly can to help you achieve your dreams.

Ron Erickson, PhD

A handwritten signature in black ink, appearing to read "Ron Erickson". The signature is fluid and cursive, with a long horizontal line extending to the right.

President





## Mission

*Adopted by the Hocking Board of Trustees, October 2010*

Hocking College provides a unique, innovative, and quality education in a supportive experience-based learning environment, preparing students for employment and transfer education opportunities, while teaching the value of lifelong learning, promoting diversity and developing citizens who are engaged in their local and global communities.

## Purposes

### **Technical Career Preparation and Enhancement**

The college provides hands-on technical education that prepares learners to be successful in the workplace. Learning opportunities prepare individuals with specific knowledge, skills and attitudes for entry-level technical positions or for career advancement. Academic, professional and government standards are utilized to measure success.

### **General Education**

The college's General Education Program is built on the belief that general education is essential to all work and participation in local and global societies. General knowledge, skills and attitudes, known as Success Skills, have been adopted. These represent minimum expectations for a college-educated adult. Success Skills are woven into and assessed throughout the curriculum.

### **Transfer**

The college collaborates with other institutions of higher education, high schools and career centers to facilitate students' smooth passage between institutions. The transfer module,

associate of individualized studies, applied associate degrees, and transfer agreements with other institutions of higher education facilitate the transfer of programs and courses.

### **Developmental Education**

The college is committed to providing access to those learners who need additional preparation for college-level work. Learners begin their course work at appropriate developmental levels and progress to levels of competence needed for career success. They acquire the confidence and skills to succeed. The college encourages learners to take selected hands-on technical courses prior to or simultaneously with the developmental course work.

### **Economic Development**

The college enhances the economic vitality of the community by providing customized education and training for local organizations and by partnering with other institutions of higher learning and chambers of commerce to recruit new employers to the areas. The college works actively with advisory groups and local, regional, national and international organizations to assist with business development and economic expansion.

### **Lifelong Learning**

The college is a learning community committed to the enhancement and enrichment of each of its community members through diverse educational opportunities offered throughout their lives. The college fosters learning as a continuous journey toward increased empowerment for students, staff, graduates and all other members of its extended community.

### **Co-Curricular Education**

The college demonstrates its commitment to enrichment of the whole learner through the support and delivery of co-curricular programs directed toward personal and career enhancement. Holistic growth and development of learners is promoted in college-managed residence halls, which are living/learning centers.

## Vision

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

## Values

### Excellence in Education

We value experience-based learning, student success and development both inside and outside of the classroom.

### Continuous Improvement and Innovation

As we teach, so shall we learn. We value a quality learning and working environment through the development of data-informed processes and a climate that fosters creativity. We seek to discover best practices to serve our students in excellence.

### Responsive and Relevant Programming

As a dynamic and evolving institution, we value building and reinforcing relevant, experience-based programming, allowing our student body to engage in an exploration of their future careers or transfer to other institutions. Our flexibility allows for the responsiveness necessary to develop and maintain programs that meet specific workforce demands and transfer needs through our partnerships in economic development and higher education.

### Stewardship and Accountability

We value stewardship of the resources with which we have been entrusted. We value acting in a fiscally responsible way, placing accountability and transparency as the cornerstone of each action. Integrity is the backbone of our decision-making, built on mutual respect. Sustainability is ingrained in our planning and reinforces our caretaking of the environment for today and for the student body of our future.

### Commitment to Community

We value an environment that encourages input from our students, our community, and each other. We foster a culture of community, both within the bounds of Hocking College and in the society in which we work and live. We value new, continued and renewed partnerships that unite the campus and community. Service learning is an integral part of student success and encourages us to keep our thoughts trained to the greater good of our decisions.

### Accessible

As an open-access institution, we value our entire student population: the career-focused student, the transfer student and the lifelong learner. We are committed to providing opportunities for all those seeking an education, providing supportive services to enhance the learning experience.

### Diversity

We celebrate and learn from the cultures and ethnicities of the world, with a commitment to a respectfulness for all individuals, including those of all races, religions, sexes, ages, orientations, ideologies and physical challenges.

## Commitment to Diversity

The mission of Hocking College is immeasurably enriched by the students, faculty and staff who bring diverse experiences and backgrounds to our campus. We believe that diversity comes in many flavors, not just those typically considered—race, religion, color, age, gender, national origin, sexual orientation, physical challenge, or marital status—but also in thought, political persuasion, physicality and spirituality.

Hocking College is committed to fostering an inclusive environment where the individual differences among us are understood, respected, recognized as a source of strength, and valued as qualities that enrich the environment in which we work.

Hocking College believes that diversity is a matter of institutional integrity and plays an integral role in educational excellence. Students learn better in a diverse educational environment, and are better prepared to become active participants in our pluralistic global society.

Our institutional commitment to diversity is made visible through celebration, through opportunities for introspection, and through artistic expression. It is a commitment that never ends, an open and ongoing dedication to creating an environment within which all individuals feel safe, valued and welcomed.

Hocking College expects the members of our campus community to promote this vision as fully and conscientiously as possible.

Programs of Study.....	4
Accreditation.....	5
About Hocking College.....	6
Getting Started at Hocking College .....	7
Registration .....	9
Payment of Fees .....	12
Financial Aid .....	13
Grading .....	15
Graduation Requirements .....	16
College Services for Students .....	16
General Information.....	20
Student Grievance Procedure .....	30
Program Descriptions & Curriculum.....	33
Course Descriptions .....	139
Glossary of Terms .....	209

# Programs of Study

## School of Allied Health

Culinary and Dietary Management  
 Fitness Management  
 Massage Therapy  
 Medical Assistant  
 Medical Records/Health Information Management  
 Opticianry  
 Physical Therapist Assistant  
 Surgical Technology

## School of Arts, Business and Information Technologies

Accounting and Financial Services  
 Addiction Counseling  
 Art, Design & Marketing  
 Associate of Arts  
 Associate of Individualized Study  
 Associate of Science  
 Associate of Technical Study  
 Broadcast Production and Engineering  
 Business Management and Entrepreneurship  
 Computer Programming  
 Early Childhood Education  
 Interactive Multimedia  
 Music Management  
 Network Systems  
 Transfer Module

## School of Engineering Technology

Advanced Energy  
 Architectural and Mechanical Design  
 Automotive Technology  
 Construction Management – Carpentry  
 Construction Management – Commercial and Residential  
 Electricity  
 Heavy Equipment Management  
 Industrial Ceramics Engineering Technology

## McClenaghan Center for Hospitality Training

Baking  
 Culinary Arts  
 Hotel & Restaurant Management

## School of Nursing

Nursing: Practical Nursing  
 Nursing: Registered Nursing  
 Nursing: Transition Program – PN2RN

## School of Natural Resources

Archaeology  
 Ecotourism and Adventure Travel  
 Equine Health and Complementary Therapies  
 Farrier Science and Business  
 Fish Management and Aquaculture Sciences  
 Forest Management  
 GeoEnvironmental Science  
 Landscape Management  
 Natural and Historical Interpretation  
 Natural Resources Law Enforcement  
 Wilderness Horsemanship  
 Wildlife Resources Management

## School of Public Safety

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

## Certificate Programs

Dietary Manager Certificate  
 EMT Paramedic Certificate  
 Firefighter Certificate  
 Geographic Information and Global Positioning Systems  
 Heavy Equipment Management Certificate  
 Massage Therapy Certificate  
 National Ranger Training Institute  
 Ohio Peace Officer Training Certificate  
 Timber Harvesting and Tree Care Certificate

# Accreditation

Hocking College is accredited by the Higher Learning Commission, an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA).

The Higher Learning Commission  
 230 South LaSalle Street, Suite 7-500  
 Chicago, Illinois 60604-1413  
 800.621.7440 / 312.263.0456 / Fax: 312.263.7462  
 info@hlcommission.org  
 www.higherlearningcommission.org

Hocking College also holds occupationally-specific accreditation in a number of programs, including the following:

<b>Program</b>	<b>Accrediting/Approving Agency</b>
Accounting and Financial Services	Association of Collegiate Business Schools and Programs
Business Management and Entrepreneurship	Association of Collegiate Business Schools and Programs
EMT Paramedic Certificate	EMT-B Basic-Ohio Accreditation Certificate #502407 EMT-Paramedic-Ohio Accreditation Certificate #5-3-002
Fire and Emergency Services	Ohio Department of Public Safety, Division of EMS EMT-Basic-Ohio Accreditation Certificate #502407 EMT-Paramedic-Ohio Accreditation Certificate #5-3-002
Forest Management	Society of American Foresters
Hotel and Restaurant Management	American Hotel & Lodging Educational Institute Academic Partnership
Massage Therapy	State Medical Board of Ohio
Medical Assistant	Commission on Accreditation of Allied Health Education Programs American Association of Medical Assistants
Medical Records/Health Information Management	Council on Education of the American Health Information Management Association In collaboration with the Commission on Accreditation of Allied Health Education Programs
Nursing	Ohio Board of Nursing Accreditation Commission for Education in Nursing
Dietary Manager Certificate	Association of Nutrition and Food Service Professionals
Opticianry	Ohio Optical Dispensers Board
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education American Physical Therapy Association
Police Science	Ohio Peace Officer Training Council
Natural Resources Law Enforcement National Ranger Training Institute	United States Department of Interior National Park Service United States Fish and Wildlife Service Ohio Peace Officer Training Commission

# About Hocking College

Located in Nelsonville, the main campus is situated on 2,300 acres of beautiful southeastern Ohio. More than 50 associate degree programs and certificate programs are offered within seven different schools of study.

The Hocking College Perry Campus in New Lexington, Ohio is nestled on 2.5 acres along State Route 37, just west of New Lexington. The Perry Campus provides another learning opportunity for area students. All Perry Campus students are commuters. While most courses are available in a traditional format, some Perry Campus classes can be tailored to your schedule so you may complete them at your convenience. In addition to traditional day and evening classes, the campus offers coursework in the PACE format beginning at any point in the term.

About 30 percent of the Perry Campus student body are full-time students, half being recent high school graduates, while others are outside the traditional 18-23 age group. Six complete associate degree programs are available at the Perry Campus. The Perry Campus features an Interactive Video Distance Laboratory, facilitating delivery of instruction between Main Campus and Perry Campus.

Situated in Hocking County, Ohio, our newest location is the Hocking College Logan Campus. This campus includes the Energy Institute, built to LEED Platinum standards of energy efficiency. Green features are incorporated into the very infrastructure of the building, such as daylight harvesting, a green roof, a solar thermal unit, ground source heat pumps, integrated photovoltaic, bioswales and more.

## BOARD OF TRUSTEES

**Mike Brooks** *Nelsonville, Ohio*  
Rocky Brands, Inc.

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

**Gary Edwards** *Nelsonville, Ohio*  
Owner, The Pit Stop

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

**Dr. Keith Taulbee** *Logan, Ohio*  
Chiropractor

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

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

## EXCELLENCE AND RELEVANCE IN EDUCATION

The faculty and administration of Hocking College take pride in their ability to make learning meaningful. Using a method called Outcomes Based Education, Hocking offers relevant programming and courses by working directly with employers to evaluate market conditions and determine the skills necessary for graduates. Curriculums are then built around these outcomes and real-world goals.

Hocking College creates courses that teach the essential skills employers demand as most important for success in a given field, and ensures students are able to properly perform them before graduation. The college engages in experience-based, authentic learning and evaluation methods based upon employer requirements. Hocking College is focused on the skills our students need to thrive, both in their chosen field of study and in success skills necessary for the world of the future.

The college encourages feedback from students and the community, with the goal of fostering a culture of community, both within the bounds of Hocking College and in the society as a whole. Hocking College values new, continued and renewed partnerships that unite the campus and community and strengthen academic programming. Hocking College succeeds in providing a quality learning environment by providing constant attention to helping students succeed. The college is in a state of continuous improvement by striving to understand and reinforce the best practices that serve our students with quality.

## SUCCESS SKILLS

The Success Skills are eight general education outcomes common to all Hocking College degree graduates, regardless of their program. These competencies embody the knowledge, skills and attitudes that enhance students' productivity, stimulate their personal and professional growth, allow them to fulfill their goals and enable them to realize the highest quality of life.

The Success Skills were reviewed by the entire Hocking College faculty, adopted by faculty referendum and the Board of Trustees in 1992, then revised and readopted in 2000. The Success Skills state the intention that each Hocking College graduate can:

- Communicate effectively
- Demonstrate math skills
- Demonstrate knowledge of science and the environment
- Demonstrate learning, critical thinking skills, and problem solving skills
- Maintain professional skills and attitudes
- Practice human relation skills
- Demonstrate community, cultural and global awareness
- Maintain a code of ethics

## ASSESSMENT OF STUDENT LEARNING

Hocking College strives to maintain programs of excellence by assessing the academic achievement of its students. By measuring students' abilities and knowledge, faculty can make continuous adjustments to improve how and what they teach. In addition, assessment information is reported to federal, state and regional bodies and to external agencies that accredit Hocking's programs of study. The institution measures student academic achievement through performance and traditional



testing; evaluation of the practicum or clinical experience; student, graduate and employer surveys; licensure/certification examination results and capstone experiences, along with other methods. Students are asked to participate in these important activities to assure themselves and others the highest quality education.

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

# Enrollment Procedures

## NEW STUDENT ADMISSIONS

### Admissions

877.HOCKING / 740.753.7051 or admissions@hocking.edu

Students are encouraged to visit campus and find out more about the programs that make Hocking College a distinctive educational experience. Campus visits offer the opportunity for prospective students to speak to other students who have made the choice of a Hocking education. Multiple visit options are offered. Advanced reservations are requested. For additional information, visit [www.hocking.edu/visit](http://www.hocking.edu/visit).

### Hocking Showcase

Our most popular visit option, the Hocking Showcases enables prospective students to immerse themselves in our programs, and select from multiple schools of interest.

### Discover Hocking

Discover Hocking is a comprehensive, half-day program, which offers prospective students the opportunity to attend a Program Expo and admissions presentation, walk a campus tour and spend individual time with faculty.

### Saturday Information Sessions

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

### Individual Visits

Individual visits can be planned through the Admissions Office for convenient scheduling.

## TRANSFER STUDENT ADMISSIONS

A student wishing to transfer credits into Hocking College must complete the new student admissions process. Students must have earned a grade of C or higher. Grades of "pass" and "credit" are considered for transfer credit. In compliance with the Ohio Transfer and Articulation Policy, grades of D will be posted for students who have earned an Associate of Arts or Associate of Science degree from an Ohio public institution.

Hocking College transfer students are subject to all program entrance requirements, including minimum course grades and GPAs. Transfer students who must repeat courses to meet these requirements will follow the same rules for repeating courses as students who begin at Hocking College. Grades of "pass" and "credit" are considered for transfer credit.

A maximum of 25 credit hours will be accepted as transfer credit. Official transcripts are required.

## INTERNATIONAL STUDENT ADMISSIONS

Hocking College seeks a culturally diverse campus and welcomes international student applicants. International Student Services will evaluate each applicant and determine issuance of an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) after obtaining the following documentation:

### Financial Statement

International student applicants must submit a financial statement certifying that financial resources are available for education and support while studying at the college.

### Transcripts

Official credentials, including subject and grades, must be received from all secondary schools, colleges or universities that the international student applicant has attended. If credentials are not in English, an official translation must be provided.

### English Language Proficiency

Results from the Test of English as a Foreign Language (TOEFL) exam are not required for international student admission. Students are assessed upon their arrival at the college. Based on the assessment, students may be required to attend ESL classes until proficiency is obtained. Students in upper-level ESL courses may be eligible to take technical courses simultaneously.

### Transfer

Hocking College accepts international students who may wish to transfer from other U.S. colleges and universities. Students who wish to transfer should follow the application procedures outlined above.

## POST-SECONDARY EDUCATION OPTIONS (PSEO) ENROLLMENT

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

## STUDENT ADMISSION WITH DEGREE PATHWAY ARTICULATION AGREEMENT

Hocking College has developed Degree Pathway articulation agreements with numerous high schools and career centers throughout the state of Ohio. Students who successfully complete high school courses designated in degree pathway articulation agreements may receive college

credit at Hocking College. Application and verification of successful completion must be provided prior to registration. Applications and information are available by visiting [hocking.edu/transferprograms](http://hocking.edu/transferprograms).

## MILITARY ADMISSIONS

### Service Members Opportunity College (SOC)

As an approved Servicemembers Opportunity College (SOC), Hocking College welcomes members of all branches of the United States Military. Military applicants should apply directly to the Department of Military Education at [www.hocking.edu/military](http://www.hocking.edu/military) for specialized processing to receive Credit by Advanced Standing for military experience and guidance on completing coursework.

## VETERANS

The mission of the Hocking College Veterans' Office is to provide a caring, supportive environment for veterans, active-duty and reserve Servicemembers, and eligible dependents, helping them with the services they need to receive VA benefits, to enroll and to be a success at Hocking College. The Veterans' Office is dedicated within their means to assisting and supporting veterans as they embark on an exciting academic career with Hocking College. The purpose of the Veterans' Office is to help veterans achieve their educational goals.

The Hocking College Veterans' Office understands that the transition to student life can be challenging, yet rewarding. The Veterans' Office, along with the entire Hocking College community, is grateful to veterans and their family members for their service to the country, and are dedicated to providing the services they need to successfully navigate this transition.

The Veterans' Office is also an informational center to assist with any questions veteran students may have regarding veterans' educational benefits.

### The Veterans' Office provides the following services:

- One-on-one personalized student assistance
- Work with the US Department of Veteran Affairs (DVA) on the student's behalf to expedite paperwork, resolve problems and process pay
- Work with all other Hocking College support services
- Certification of education benefits for all Chapters
- Provide academic advising by discussing the curriculum and approving course selection for compliance with DVA regulations
- Priority registration
- Opportunity to learn new skills
- Assistance with adapting military skills to civilian life
- Support services while students pursue their goals

Hocking College is a Servicemembers Opportunity College (SOC) and regionally accredited by the North Central Association of Colleges and Schools. We are approved for the training of veterans, active-duty and reserve Servicemembers, and eligible dependents under applicable federal and state laws administered by the Department of Veterans Affairs.

## OPEN ENROLLMENT

Hocking College follows an open admission policy by accepting high school graduates, persons holding a GED or those with an interest in pursuing a technical program or the Transfer Module program. Some programs may require additional criteria. Prospective students having neither a high school diploma nor an equivalency certificate should schedule an appointment with an admissions representative.

## PLACEMENT ASSESSMENT

Assessment of math, writing and reading is part of Hocking's enrollment, scheduling and registration process. This assessment helps identify the level of classes students should schedule in their first term. The goal is to ensure that classes are at the appropriate level for students—not too easy and unchallenging and not so difficult that they feel overwhelmed.

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

## REASONABLE ACCOMMODATION

It is the policy of Hocking College to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. The Rehabilitation Act and the ADA require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the college. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities in the most integrated setting. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7107. Inquiries regarding compliance with any of these federal regulations may be directed to Human Resources, Light Hall 241.

The Hocking College 504 Compliance Officer is Dr. Carl Bridges 740.753.6087, Light Hall 169.

## ADVANCED CREDIT OPTIONS

Some students arrive with a wealth of experience and may be eligible to receive college credit for knowledge gained prior to arriving on campus. Students should visit their academic department for additional information.

### Some credit-worthy examples:

**Credit by Advanced Standing** documents prior learning through education, training or military experience. Recent career/technical center grads should ask about advanced standing credit from a "degree pathway" established with your school.

**Credit by examination** provides credit for learning gained from sources other than college courses with successful completion of a college test.

**Credit for life experience** formally documents your experiences on the job and in the community.

## AFFIRMATIVE ACTION STATEMENT

Hocking College does not discriminate against applicants, employees or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship or disability. Questions about this should be directed to the Human Resources Department, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7038. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7107.

## NON-DISCRIMINATION POLICY

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

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

# Registration

## ADVISING

Students at Hocking College are encouraged to meet with their academic advisor every term before registering for classes. The relationship students build with their advisor is important in helping shape their educational and career goals and ensuring that they stay on track for graduation.

Students should be assigned an academic advisor from their department during the first term of classes. This information is located on the student's WebAdvisor account. If a student does not have an advisor or would like to change advisors, they should see the secretary in their academic department. Each department also has a Student Affairs Coordinator who can assist students with any academic concerns.

Advisors and Student Affairs Coordinators are required to keep regular, posted office hours each week to assist students with

academic concerns and scheduling of classes. However, students also have a responsibility to become familiar with the college systems and program requirements and to seek out academic advice as they progress through their programs.

After meeting with your advisor, there are **three ways to register for classes**:

- 1. WebAdvisor:** To register for classes through WebAdvisor, a student must not have a past due balance and must have financial arrangements in place (paid in full, financial aid or sponsorship coverage, or be enrolled in the payment plan). Classes must not require pre- or co-requisites, have restrictions or be at capacity. Registering for classes through WebAdvisor requires a User Name and Password.
- 2. Registrar's Office:** To register for classes at the Registrar's Office, a student must not have a past due balance, and must have financial arrangements in place.
- 3. Academic Departments:** To register for classes through Academic Departments, students must have financial arrangements in place.

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

## Registration Deadline

Course registration will end the first Friday of each term unless the course has not yet started.

Courses completed and/or with grades posted cannot be dropped. Tuition adjustment calculation is based on the regular Fee Adjustment Schedule of the College.

## ON CAMPUS HOUSING

To sign up for on-campus housing, financial arrangements must be in place (all room and board fees must be paid in full, or be fully covered by financial aid or sponsorship before the move-in date). A payment plan can be arranged (for room and board) but must be paid in full before a student is allowed to move in to any residence hall.

1. Fill out the On-Campus Housing application and include the \$50 non-refundable application fee + \$200 deposit (except summer term).
2. Mail the application with a check payable to Hocking College to: Hocking College, Attn: Cashier's Office - Housing, 3301 Hocking Parkway, Nelsonville OH 45764.
3. Upon receipt of the housing application, payments and charges will be posted to the student's account and forwarded to the Residence Life Director.
4. A letter of confirmation will be mailed to the applicant by the Residence Life Director.

## ADDING AND DROPPING COURSES

**Students should always check with their academic advisor and financial aid associate (if applicable) before making adjustments to their schedule.**

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

Adding and/or dropping classes may affect a student's account, account balance, fees owed to the college and financial aid eligibility status (if applicable) and coverage. For financial aid purposes, adding and/or dropping classes after the second Friday of the term will not affect a student's financial aid calculations for that term, but may reduce a student's aid eligibility in future terms. International students who drop below fulltime status may be jeopardizing their F-1 immigration status.

## ADDING A COURSE

**Students should always check with their academic advisor and financial aid associate (if applicable) before making adjustments to their schedule.**

If the course/courses for which the student is trying to register requires a **prerequisite/co-requisite**, an instructor and dean/associate dean/commander signature and school stamp is required on the Add/Drop Form.

To add a **traditional class** with open slots after the first Friday of the Term, a student must have the course instructor and dean/commander/associate dean signature and school stamp.

To add any class at any time that is **filled to capacity** requires the instructor and school dean signature and school stamp.

To add any class that will **create an overload** (over 18 total credit hours) requires a signature from the advisor with a statement explaining the overload and a school stamp.

Adding a course will not be allowed after the second Friday of the term unless the course has not yet started.

Adds are not official until entered into the system by the student using WebAdvisor or by a college official (completed form turned in at the Registrar's Office or to the department.)

## DROPPING A COURSE

**Students should always check with their academic advisor and financial aid associate before making adjustments to their schedule. Always keep in mind that dropping below full-time status may affect financial aid for the term enrolled as well as subsequent terms.**

Adding and/or dropping classes may affect a student's account, account balance, fees owed to the college and financial aid eligibility status and coverage. International students who drop below fulltime status may be jeopardizing their F-1 immigration status.

The tuition adjustment calculation is based on the regular Fee Adjustment Schedule of the college. It is recommended that a student talk with their instructor prior to dropping any class.

- Courses completed and/or with grades posted cannot be dropped.
- The last day to drop a traditional class for Financial Aid purposes is the second Friday of the term (no fee adjustment).
- The last day to drop a traditional class for a "DP" grade on the transcript is the Friday of the tenth week of the term (no fee adjustment). For the summer term it is the Friday of the seventh week of the term

- Dropping a Flex course after 50 percent of the course has started will require the school dean, commander or associate dean's signature to get a "DP" on the transcript (no fee adjustment).
- Drops are not official until entered into the system by the student using WebAdvisor or by college staff (completed form turned in at the Registrar's Office or to the department).
- The student is responsible for the payment of any additional fees due to dropping a class(es).

Late drops must be approved by the dean/commander/associate dean of the school and the provost or associate provost. Courses dropped after the second Friday of the term will receive a "DP" on their transcript (No fee adjustment).

## ATTENDANCE

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

## AUDITING OF COURSES

Students may enroll in courses for no credit by registering by the first Friday of the semester on an audit basis. A student who audits a course is not expected to carry out assignments or take examinations. Class attendance for the auditing student is optional. A student who audits a course pays the regular fee, but receives a grade of AU that carries no credit. Students may not change to or from an audit to a credit basis after the fifteenth day of the term. Audit registration forms are available at the Registrar's Office, located in the Student Services Concourse in Light Hall. Instructor permission is required to audit a course; a signature on the audit registration form is acceptable.

## CHANGE OF PROGRAM

Students may wish to change from one program to another due to changing interest. Students should first consult their academic advisor and the current program coordinator as well as the coordinator of the program into which they wish to change. Students should complete the Change of Information form and submit to the Registrar's Office located in the Student Services Concourse in Light Hall.

## WITHDRAWING FROM THE COLLEGE

A student may withdraw from the college during a term for which he/she is registered for classes. Once a student has registered for classes, the only way to completely and officially leave the college is to complete the withdrawal process. It is extremely important that any student wishing to completely withdraw from the college for the term officially complete the withdrawal process. Failure to withdraw officially can cause future registration and financial aid problems.

Students must contact their school student affairs coordinator or dean/associate dean/commander, or provost/associate provost to officially withdraw. Proper paperwork must be submitted and processed to complete a withdrawal.

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

For fee adjustments, refer to the **Schedule of Account Adjustment section**.

## SCHEDULE OF ACCOUNT ADJUSTMENTS (DROPPING OR WITHDRAWAL)

### Traditional courses:

- 100% adjustment up to the first Friday of the term.
- No adjustment after the first Friday of the term.

### Flex Courses:

- 100% before the start of the course.
- No adjustment after the start of the course.

### On-Campus Housing: (refer to Terms & Conditions in the On-Campus Housing Contract)

Room fees are refundable at the following rates and are only available in the event that a resident is not enrolled for or withdraws from the current semester. Weeks are considered to close at the end of the close of business on Friday of the week in question. Adjustments will only be processed after the resident has removed all personal items from the residence hall and has checked out with the Residence Life staff.

### Room Charges:

- Deposit is non-refundable after the invoice for room and meal charges is mailed.
- 100% adjustment before the start of the term (except deposit).
- 75% adjustment up to the first week of the term (except deposit).
- 50% adjustment up to the second week of the term (except deposit).
- 25% adjustment up to the third week of the term (except deposit).
- No adjustment starting the fourth week of the term

### Meals:

- Unused portion is adjusted.

### Parking Fee:

- Non-refundable.

Students who are dismissed by the college and students who leave without following the official withdrawal procedures are not entitled to any fee adjustments. Refund payments, if applicable, will be processed by the Cashier's Office and require approximately 30 days from the time the withdrawal is submitted.

The fee adjustment policy for modular, weekend and flexibly-scheduled courses will use the same percentages as above.

## TUITION AND GENERAL SERVICE FEE

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

For current tuition and general service fee rates, visit <http://www.hocking.edu/payforcollege/tuition>

## FEES AND ADDITIONAL EXPENSES

**Course Fees** – Provides for consumable materials used in the course and provides for technical equipment, computers and software used in the course.

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

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

**Books** – Most courses and programs require textbooks, workbooks, manuals, guides, minor equipment or supplies. Most of these items are available in the College Bookstore. The actual costs will vary based on the program of study.

**Room and Board** – Will vary depending on accommodations.

**Parking** – Is available by term. Permits can be obtained in the Cashier's Office on the Student Services Concourse in Light Hall.

*All fees are subject to change without prior notice. Course, program and uniform fees, if required, are in addition to tuition and general service fees.*

## RESIDENCY POLICY

Because the taxpayers of Ohio support Hocking College, out-of-state students must pay a tuition surcharge. A student's residence is determined at the time of enrollment, according to the residency policy of the Ohio Board of Regents. The general rule is that students must have lived in Ohio 12 months prior to enrolling at the college and should not be receiving income from out-of-state sources. For exceptions to this General Residency Rule, contact the Director of Enrollment Management. Application for exceptions to the tuition (out-of-state) surcharge must be submitted and approved no later than the second Friday of the term considered.

# Payment of Fees

## PAYMENT EXPECTATION AND PAYMENT OPTIONS

Fees are due at the time of registration. Checks should be made payable to Hocking College. Student identification number should be shown on the face of the check to ensure proper credit. American Express, Discover, MasterCard and Visa may be used to pay tuition and fees.

A schedule and statement of account is emailed to the student after registration is complete. It is the student's responsibility to check his/her account balance any time during the term and inform his/her parents(s)/guardian of the amount that is owed to the college. When a student add(s)/drop(s) classes, any changes in the account are reflected on the statement handed to the student at the time of transaction. No statement will be mailed during the term. All fees are due in full by the first day of the term or a late fee of \$50 will be added to the student's account unless the student is enrolled in the Hocking College Payment Plan, has full financial aid or full third party coverage. Students will not be allowed to register the succeeding terms if they owe a past due balance.

An additional late fee of \$50 will be assessed if the balance is not paid in full at the end of the term.

### Full Payment Options Upon Registration:

*(Tuition + General Service Fee + Course Fees)*

- Full Financial Aid
- Pay in full or payment option in place: Cash/Money Order/Cashier's Check, Check (made payable to Hocking College), Credit/Debit Card
- Full Third Party Arrangements (must have proof of coverage)
- Enroll in Hocking College Payment Plan (\$30 non-refundable enrollment fee).
- Combination of the above

## TO MAKE A PAYMENT

To insure proper credit to the student account, student identification numbers are required.

**Check Payable:** Hocking College

**Mail:** Hocking College  
Attn: Cashier's Office  
3301 Hocking Parkway  
Nelsonville, OH 45764

**Phone:** Call 740.753.7029, Cashier's Office  
(Visa/MC/Discover/Debit Card/American Express/  
Money Order)\*

**At the Cashier's Office:** Located in the Light Hall Student Services Concourse. Check the website at [hocking.edu/cashiers](http://hocking.edu/cashiers) for hours of operation.

**Online Payment:** WebAdvisor (User ID/Password required)

\*\$5 convenience fee for any type of credit card payment.

## TO VIEW A STUDENT ACCOUNT

**Log On:** [www.hocking.edu](http://www.hocking.edu)

**Click:** WebAdvisor (Icon at the top of the page)

**Click:** Students

**Click:** Log In (need User ID/Password)

**Click:** Main Menu

Under Financial Information, **click Account Summary:**

Balance Forward	0.00	Amount owed from the previous term
Current Charges	0.00	Charges for the current term
Total Charges	0.00	Balance forward plus current charges
Student Payments	0.00	Payments received from student
Financial Aid Payments	0.00	Payments from financial aid
Financial Aid Remaining	0.00	If any additional financial aid to be released
Sponsor Payments	0.00	Third party sponsor payments
Payment Plans	0.00	NOT CURRENTLY AN ACTIVE FIELD
Total Payments	0.00	Student payments plus financial aid payments plus sponsor payments
Refunds	0.00	Total payments is more than total charges
Total Amount Currently Due	0.00	Total charges is more than total payments
Amount Not Currently Due	0.00	If total payments are more than total charges a refund will be triggered

## MONTHLY PAYMENT PLAN

Hocking College offers the option of a payment plan that divides the balance due into affordable monthly payments. An additional payment plan processing fee is applied each term the plan is used, but no interest is accrued. Any student registered for classes is eligible for the payment plan.

### Returning Students

At the Cashier's Office, Student Services Concourse, Light Hall, returning students may enroll in the payment plan to be able to register online using WebAdvisor with a User ID and Password.

### Fee

\$30 per term to enroll (non-refundable.)

### Payment Plan Can Include the Following:

- On-campus housing and meal plan \*
- Tuition and general service fees
- Course fees

\*One-third of total for room charge plus meal plan plus parking will be due by the due date as posted on the on-campus housing invoice. Balance remaining will be included in the regular payment plan.

### Type of Plan/Due Dates

Fifteenth of each month depending on term enrolled and \$30 required payment at time of registration.

**Late Fee**

\$10 if payment not received by due date.  
 \$50 additional if account is not paid in full by the end of the term.

**Mail check to**

Hocking College  
 Attn: Cashier's Office  
 3301 Hocking Parkway  
 Nelsonville, OH 45764

Cash, check, credit card are accepted. Students may also use WebAdvisor (need User ID and password.) Convenience fee of \$5 will be charged to all credit card transactions. A statement will be mailed to the student's preferred mailing address at least two weeks before the payment due date. Students should keep their preferred mailing address current with the Registrar's Office.

# Financial Aid

Financial aid is any scholarship, grant, loan or employment offered for the purpose of helping a student meet educational expenses. Most students enrolled at Hocking College are eligible for at least some type of financial assistance. Eligibility varies according to the source of aid (federal, state, institutional) and the type (need-based and non-need based, grants, student employment, loans, scholarships). In order to be considered for financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA). Students must reapply for financial aid each year. Applications are available in January of each year. Students may also complete a Hocking College Scholarship Application. In order to be given first priority consideration for certain grants and scholarships (SEOG, as an example), applicants must apply by January 31 for the upcoming academic year. Applications filed after January 31 will be considered on the basis of available funding. To determine eligibility for Financial Aid, follow this process:

**Step 1**

**Complete the Free Application for Federal Student Aid (FAFSA.)**  
 Students must complete the FAFSA to be considered for eligibility for all need-based state and federal financial aid programs. The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Step 2**

**List Hocking College as the first choice of the colleges you plan to attend.** Hocking's Title IV School Code is **007598**.

**Step 3:**

**Submit FAFSA.**

Students must complete the FAFSA online. In the event that a paper FAFSA is required, one must be requested from the FAFSA website. To ensure accuracy of the information that you submit on your FAFSA, please have your (and parent's if applicable) federal IRS Tax Returns available, or you have the option to 'link' your IRS data to the FAFSA. Once the FAFSA is complete, the Department of Education will send you a Student Aid Report (SAR). Please review all information for accuracy. The FAFSA should be completed after January 1 of the enrollment year. Students submitting their FAFSA by February 28 receive priority consideration for institutional and campus-based aid for maximum aid.

## FINANCIAL AID PROGRAMS

The following financial aid programs are offered:

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

## SCHOLARSHIPS

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

## THIRD PARTY

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

## SATISFACTORY ACADEMIC PROGRESS (SAP) GUIDELINES

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

**Grades: Cumulative Grade Point Average (CPA)**

Hocking College minimum standards:

1. Students with 30 or less attempted credit hours must maintain a CPA of at least 1.50
2. Students with 31 to 44 attempted credit hours must maintain a CPA of at least 1.60
3. Students with 45 to 74 attempted credit hours must maintain a CPA of at least 1.75
4. Students with 75 or more attempted credit hours must maintain a CPA of at least 2.0

**Hours: Credit Hours Earned Each Term**

A student must successfully complete or be judged to be making progress toward the completion of a sufficient number of credit hours each term based on all credit hours attempted that term:

- Students must maintain a 70 percent or greater rate of completion for hours attempted. Credit Hour Completion will be monitored each term and cumulatively. Hours transferred in from another college will be included in the hours attempted and successfully completed calculation. The completion is calculated by dividing the number of hours successfully completed by the number of hours attempted.

Credit Hour Completion Example: Hours attempted = 15, Hours completed = 10.50 (10.50/15 = 70.00% completion ratio)

Note: The percentage is calculated to two decimal places and no rounding is permitted.

### Grade Classifications for Judging Progress

Only courses for which a student actually registered in a term are judged as to progress achieved.

**Acceptable grades:** A, B, C, D, S, CW\*, CE\*, CA\*, CS\*, CL\*, T\*

**Unacceptable grades:** F, I, U, NR, NC, WD, DP, W, AU

\* Only when a student has actually registered for a course in which this grade is posted to a transcript is the course and grade used in assessing SAP.

### Grades (other than A – F)

- S Satisfactory
- CL Credit for Life Experience
- I Incomplete
- U Unsatisfactory
- NR Not Reported
- CW Course Waiver
- CS Course Substitution
- AU Audit
- CE Credit by Examination
- NC No Credit
- T Transfer
- CA Credit by Advanced Standing
- W Withdrew from College
- DP Dropped Course
- WD Designation used prior to Fall Term 2002 when student withdrew from college or dropped course

Students who withdraw from college after the census date will have their financial aid recalculated for return of federal Title IV funds and may have a balance due.

### S Effect

Even though an S is considered satisfactory for academic purposes, it is not factored into the student's grade point average (GPA.)

### Repeated Courses Effect

A student may receive financial aid for repeating courses. However, if re-taking a previously passed course, financial aid can only be used for one repeat of the course even if the second attempt results in a lower grade. Any courses that are repeated will be used in the student's SAP calculation. Each repeat will count toward the attempted hours; however, only the courses being counted in the GPA calculation will be counted in completed hours for SAP.

Examples of repeated coursework may, or may not, count for financial aid eligibility:

1. **Allowable:** Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the

number of attempts allowable if the student does not receive a passing grade.

2. **Allowable:** Student is enrolled in 15 credit hours, which includes three credits repeating a previously passed course. (Because the student is enrolled in a minimum of 12 credits that are not repeats, the student's financial aid eligibility is not impacted by the repeat.)
3. **Not permissible:** Student receives a D in a course and decides to repeat the course to improve their GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 12 credits, including the three credit second repeat, so only nine credits will count for financial aid eligibility. All repeated courses do affect financial aid SAP calculations. A repeated course along with the original attempt must be counted as attempted credits.

### Total Time in College Effect: Maximum Time Frame (MTF)

The federal government sets specific maximum time frames a student may take college coursework before federal aid eligibility is terminated. The number of terms a student may have actually received federal aid is irrelevant; it is not total terms of financial aid, it is total terms of coursework including credits transferred in from another institution. Students must complete their academic program within 150 percent of the published length, expressed in credit hours, needed to graduate. Progress will be assessed each term after grades are posted. NOTE: Classes taken that are not on the advertised curriculum length will be counted in SAP. It is very important the student follows the advertised curriculum to maintain eligibility for financial aid. Taking courses not on the advertised curriculum will cause the student to reach MTF faster. Students are not eligible for federal assistance for the period in excess of 150 percent of the academic period normally required to complete the program of study.

MTF Example: Program length in semesters hours = 73, Max Time reached at 109.50 hours (73 x 150% = 109.50 hours)

Once a student attempts 100 percent or more of the published number of hours of his/her academic program, the Office of Financial Aid will send an email notification to the student that he/she is getting close to exhausting financial aid eligibility.

Upon attempting 125 percent or more of the published number of hours of his/her academic program, the Office of Financial Aid Services will send a final email notification to the student that he/she is getting close to exhausting financial aid eligibility.

Whenever a student reaches their maximum time frame, the student usually becomes ineligible for Title IV Funds. A "maximum time frame" email will be sent informing the student that they have exhausted their financial aid eligibility.

Regardless of the circumstances, when a student has matriculated for 180 semester credit hours attempted, he/she becomes ineligible for Title IV Aid programs.

\*\* Some degrees/certificates are alternative-length programs so a student's eligibility is adjusted accordingly.

NOTE: Per Federal Regulations, all credit hours attempted are factored into maximum time frame. This includes incompletes, withdraws, repeated classes and those transferred in from another institution.



### Financial Aid Warning

A student who has not met SAP standards for credit hours earned or is below the minimum cumulative grade point average will be placed on Financial Aid Warning for the next term of attendance. Students on Financial Aid Warning Status will be sent a “Financial Aid Warning” email. During the Warning term, the student continues to be eligible for financial aid, but must correct the deficiencies in SAP, and is encouraged to utilize student support services for help in doing so (Exceptions: For zero credit hours earned or withdraw, see “Financial Aid Hold” below).

If a student does not meet SAP standards during the Warning term, the student will be moved to a status of Financial Aid Hold. Students on Financial Aid Hold status will be sent a “Financial Aid Hold” email.

### Financial Aid Hold

Financial Aid Hold means the student is ineligible for any financial aid, including federal and state aid, scholarships or student employment from that point forward until such time the student earns reinstatement as defined by the regulations below. There are two instances in which a student will be placed on Financial Aid Hold:

1. The student fails to correct the deficiencies in SAP after a term on Financial Aid Warning (a second term of not meeting minimum SAP standards.)
2. The student withdraws or earns zero credit hours during any term of attendance will be placed immediately on Financial Aid Hold.

### Reinstatement of Financial Aid (Removal of Warning or Hold Status)

Schools are not required to have an appeal process for students who fail to meet SAP standards. However, at Hocking College students can clear their federal aid status and become eligible for financial aid again by meeting the minimum SAP guidelines for grades and credit hours earned.

Students on Financial Aid Hold status must attend at least one semester without the use of federal aid and complete the number of credit hours lacking to bring the percentage of successfully completed hours to at least 70 percent and/or raise the GPA to the required level based on this policy. When the deficiency has been made up, it is the responsibility of the student to notify the Office of Financial Aid in order for the restriction to be lifted. Note: Credit hours transferred from another college cannot be used to make up the credit hour deficiency. No federal or state aid or institutional scholarships will be awarded to help cover college costs.

Neither paying for classes nor “sitting out” for a length of time, in and of themselves, affects a student’s academic progress standing; therefore, neither action is sufficient to regain financial aid eligibility.

## Grading

Hocking College uses a standard letter grade system and assigns quality points to each letter grade “A” through “D.” These letter grades are the only grades assigned quality points. Quality points earned are determined by multiplying the number of credit hours in the course times the quality points for the grade earned. The grade point average (GPA) is the sum of the quality points divided by the sum of all credit hours where letter grades are earned. The grade report contains both a cumulative

(total to date) grade point average (CPA) and a quarterly grade point average (QPA). The letter grade symbols and their quality points used in the calculation of the GPA/QPA are as follows:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.07
C+	2.3	F	0.0 (course failure)

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

- S Satisfactory
- U Unsatisfactory
- AU Audit
- I Incomplete
- W Withdrawal
- CE\* Credit by examination
- CA\* Credit by advanced standing
- CL\* Credit for life experience
- CS Course substitution
- T\* Transfer

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

### CALCULATION OF GPA

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

1. Multiply the quality points times the number of credit hours to determine the points using the following equivalencies:
  - A = 4
  - A- = 3.7
  - B+ = 3.3
  - B = 3
  - B- = 2.7
  - C+ = 2.3
  - C = 2
  - C- = 1.7
  - D+ = 1.3
  - D = 1
  - F = 0
2. Divide the total points by the total number of credits

GPA is calculated for each term.

### CHANGE OF GRADE

If students are unable to complete a course in the normal allotted time, they may be eligible to receive an “incomplete” (I). The course instructor determines eligibility. After completing the course, a grade change form, submitted by the instructor, is required. The student must complete the course work prior to the end of the eighth week of the immediately following semester; if not the “incomplete” (I) will convert to a failed grade (F).

## PROBATION AND ACADEMIC DISMISSAL

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

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

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

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

# Graduation Requirements

## ASSOCIATE DEGREE REQUIREMENTS

- Successfully complete (with a passing grade) the course requirements as specified on the official program course of study or have posted transfer credit or special credit (see approval process for each special credit option): 1) course substitution, 2) credit by advanced standing, 3) credit by exam, 4) credit by life experience or portfolio development, 5) course waiver.
- Earn a minimum of 20 credits from Hocking College in addition to credits awarded by any special credit method and/or credit transferred from other colleges.
- Attain a "C" (2.00) average in all technical courses for the specific degree program and a "C" (2.00) total overall cumulative point average toward the specified degree at Hocking College.
- Successfully complete first-level writing (ENGL 1122 or ENGL 1122A) and second-level writing (ENGL 1152 or ENGL 2123-6, ENGL 2223, or ENGL 2255) and any additional communications requirements as specified by the official program curriculum.
- Successfully complete MATH 108 (Intermediate Algebra) and all math requirements as specified by the official program curriculum.
- Successfully complete all courses included in Hocking College Core Curriculum
- Complete and file an Application for Graduation form with the Registrar's Office.

**Note:** Credits in fundamental and developmental courses do not meet graduation requirements. Fundamental courses are MATH 0044 (Basic Mathematics) and ENGL 0044 (Fundamental Composition with Reading). Developmental courses are MATH 0054 (Elementary Algebra) and ENGL 0054 (Beginning Composition with Reading).

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

# College Services for Students

The following information is provided to create an awareness of the many campus services that are in place to help students succeed at Hocking College.

## Access Center, Office of Disability Services

Light Hall 249  
740.753.7107

Students with disabilities are guaranteed equal access to college programs and services. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. The college provides accommodations for students with documented disabilities. The Access Center assists students with personalized inquiry, academic and support services. Staff assist with advising, tutoring, test taking and arrange for campus transportation and classroom access. The Access Center also links students with other college services and with external service agencies. Students who have been diagnosed with a disability that affects academic success are urged to contact the Access Center.

## Alumni Affairs

The Office of Alumni Affairs exists to foster a fellowship of alumni, perpetuate a source of collegiate heritage for the present and future well being of Hocking College. Alumni Affairs provides special discounts, sponsors alumni social activities, establishes scholarships and publishes an alumni newsletter. Graduates are encouraged to keep the Office of Alumni Affairs informed of change of address or name by emailing [alumni@hocking.edu](mailto:alumni@hocking.edu) or calling 740.753.7010.

## Bookstore

740.753.6186

For books and supplies or the sweatshirt that's a must in every student's wardrobe, Hocking's Bookstore meets most students' needs. Textbooks and other supplies for each program are available, as well as an assortment of convenience items.

## Campus Police

Campus Safety Building  
740.753.6598

The Hocking College Police Department provides security service 24 hours-a-day, seven days-a-week for Hocking College and is also available to private businesses or institutions. Assistance is provided to local law enforcement agencies, community and civic groups and at college-related events, which benefit from traffic control, investigative assistance and other safety services. Parking permits and escort services are available through the Police Department.

Through Nixle, the Hocking College Police Department issues community notifications. Go to [www.nixle.com/register](http://www.nixle.com/register) to request the level of information you want to receive via email or text messages.

### Career Services

DVD 208  
740.753.6335

The process of career development begins with the student's initial inquiry about Hocking College and continues beyond graduation. Career Services can help the job search at any level: A current student looking for an internship, a new graduate looking for the first professional job or an alumni looking for a new opportunity. Visit [hocking.edu/careerservices](http://hocking.edu/careerservices) to access a variety of career resources including self assessment tools, job search sites and information on upcoming career fairs.

Students, alumni and affiliated employers may take advantage of the free Hocking College Online Job Board, College Central Network. College Central Network is the prime location for students and alumni to make connections with employers that are seeking to hire Hocking College students and graduates. Students may register on College Central Network at [www.collegecentral.com/hockingcollege](http://www.collegecentral.com/hockingcollege)

### Co-curricular Events

Student Center  
740.753.6539

The Hocking College Student Center is a 10-million-dollar recreational facility in the heart of campus. This state-of-the-art building offers a fitness area, climbing wall, high-ropes course, swimming pool, gym, basketball, volleyball and tennis courts, indoor track, organized sports, club room, outdoor pursuits, multiplex, frisbee golf course and sports fields used for everything from archery to soccer. The doors open early each day and stay open late to accommodate students' fitness schedules. The building was designed for hands-on students who would rather be a participant than a spectator. The center hosts an impressive list of programs and recreational equipment sure to satisfy everyone from the competitive athlete to the more occasional user.

The Student Center hosts a variety of events during the college calendar. Smart Start is a week-long recreation program for new students in the fall followed by New Student Welcome Day on the first day of autumn term. During Welcome Week, the first week of autumn term, students can check out clubs, sports and social events. Hocking's finest students are honored at the STARS ceremonies throughout the year. Job fairs, health fairs, blood drives, dances and sports, Outdoor Pursuits, club events and aerobics take place all year round. A Climbing Competition is held in winter and a Disc Golf Competition in spring. The Nursing program holds a Pinning Ceremony at the end of each term and annual graduation in May.

### Counseling Services

Oakley 204  
740.753.6095

College life involves balancing career decisions, academics and personal situations. When the demands of college life collide with the demands of life in general, the balance can be disturbed. Counseling services can help the student put things back in order. Services include short-term, solution-focused counseling and consultation with area service providers if necessary. The objective is to make sure that all students have the opportunity to develop to their potential. All services are free and confidential.

### Dining Services

Light Hall 171  
740.753.7118

Students who have questions about menus, ingredients, eating on campus or would like to make a special menu request should visit the Dining Services office in the Student Services Concourse in Light Hall.

### Early Learning Center

740.753.2140

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

### Help Desk

Light Hall 181  
740.753.6113

The Help Desk provides support for students needing assistance to establish IDs and passwords for WebAdvisor, Moodle and college email.

### Hocking College Library

Davidson Hall, First Floor  
740.753.6334

The Hocking College Library is rich with resources for class projects and independent study. The library staff helps students develop research techniques.

### International Student Services

Light Hall 174  
740.753.7044

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

**Judiciaries**

Light Hall 269  
740.753.6072

The Office of Campus Judiciaries is responsible for upholding the Hocking College Student Code of Conduct.

**The Learning Connection (TLC)**

Light Hall 255  
740.753.7113

The Learning Connection program offers specialized academic support for students who are the first in their families to pursue a college education.

**The Learning Lab**

Oakley 306  
740.753.6124

Provides the following services for students:

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

**Nature Center**

740.753.6326

The Hocking Woods Nature Center features an interpretive building, wildlife habitats, ponds, walkways, feed stations and seasonal programs for the public and groups of school children.

Activities are designed and conducted by Hocking College Natural and Historical Interpretation students in the School of Natural Resources. Located near the Hocking Woods Nature Center is also the Raptor Rehab Center that provides care for injured birds who cannot care for themselves. Hocking College students are able to learn about the birds and the eco-system while sharing this information with school groups and scout programs.

**Outdoor Pursuits**

Student Center  
740.753.6541

The Outdoor Pursuits program at Hocking College includes a challenging 18-hole Disc Golf Course, a 40-foot climbing wall complete with a rappelling platform, a simulated ice climb and intermediate level track. The first retractable, indoor high ropes course hangs above the gym floor. Trips are offered throughout the school year and include kayaking, climbing, bouldering, skiing, hiking and whitewater rafting. Classes offered in this area include mountain biking, climbing and high ropes. Students may also become involved in the Green Club for environmental issues and Climbing Club which hosts a popular Climbing Contest each February. Check out the Outdoor Pursuits website on [www.hocking.edu/studentlife/outdoor](http://www.hocking.edu/studentlife/outdoor).

**Peer Tutoring**

Oakley 312  
740.753.6135

The Peer Tutoring Program provides free tutoring assistance to any registered Hocking College student. Students who are hired as tutors are certified by the course instructor as being competent in the course material and as having the interpersonal skills necessary to work well with other students. Tutors are available for many courses on a regular basis. Both individual and group tutoring are available in some courses. In addition, the program coordinator will attempt to fill any request for a tutor even if one is not already available for a particular course.

Students are encouraged to request tutoring services as soon as they realize they could benefit from some extra assistance in a course.

**Phi Theta Kappa**

Oakley 301  
740.753.6545

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. This organization is highly recommended for students interested in pursuing a four-year degree. Excellent scholarship opportunities are available. Check out the PTK website: <http://www.ptk.org/>

**Placement Testing**

Light Hall 193  
740.753.7131

Prior to scheduling classes, students are required to be assessed in the areas of reading, writing and math. Results of the assessment are used to place students in the proper starting course for each of these areas.

### Robbins Crossing

740.753.6344

Robbins Crossing is a learning laboratory for the Natural and Historical Interpretation program at Hocking College, as well as a living history site where mid-nineteenth century skills and crafts are demonstrated by students and community volunteers. Visitors from the Hocking Valley community and Hocking College students and staff are invited to use Robbins Crossing as a gathering place for weddings, cookouts in our fire ring, club meetings, picnics and as a park for relaxation.

### Smart Start

Student Center  
740.753.6530

Smart Start is a week of activities before fall term begins for new students. A variety of trips, sports, shows, activities, arts and crafts start early in the morning and students can choose their activities until late at night. This is a great week to get to know campus, check out clubs, aerobic classes and most of all to make friends that will last throughout college and beyond. For more information, visit the Smart Start website at [www.hocking.edu/smartstart](http://www.hocking.edu/smartstart)

### STARS

Student Center  
740.753.6530

Student Team Academic Recognition System (STARS) is an awards ceremony held each term where students who have made Dean's List are presented with their certificates. Groups of students who have made an outstanding contribution to campus and community life are awarded with plaques to honor their achievements. PTK Honors Society inducts new members at each STARS. Family and friends are invited to come and enjoy some refreshments at the start of the evening then applaud their student and take photos as each person is recognized.

### Student Health Insurance

Student Services Concourse, Light Hall

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

### Student Affairs Coordinators (SACs)

Student Affairs Coordinators are school-specific, and act as a one-stop resource to help with student questions and concerns. SACs work in partnership with faculty and student services to help ensure student success.

### Student Employment

Front Desk  
Student Services Concourse, Light Hall  
740.753.7080

Two employment programs exist on campus: Federal Work Study and Part-Time employment. The programs are similar in that both are coordinated by the Financial Aid Department in Light Hall, both allow the individual offices throughout the college to facilitate the interviewing and hiring of qualified students, and that students typically work 15 hours per week throughout the campus.

The major difference between the two programs is their source of funding:

- The Federal Work-Study program is partially funded by the federal government and provides part-time employment to students who demonstrate financial need. Eligibility for Federal Work Study is determined by the Financial Aid Office.
- The Part-Time Employment program is fully funded by the College, and is not part of a student's financial aid package. Regardless of financial need, students may apply for Part-Time Employment positions.

There are a limited number of student employment positions on campus, interested students can view possible options at [www.hocking.edu/studentemployment](http://www.hocking.edu/studentemployment).

### University Center

Art and Sciences Office, Oakley 312  
740.753.6160

The University Center supports students with plans to transition to a four-year college or a master's program after completing studies at Hocking. Our partnerships with many universities nationwide allow students to affordably pursue credit for a four-year degree from coursework completed at Hocking College.

### WebAdvisor

Light Hall 181  
740.753.6113

WebAdvisor is the online system that serves as the information backbone for all students enrolled at Hocking College. Students can register, add and drop courses, view aspects of financial aid, apply for graduation, as well as a variety of functions that are required throughout their academic career. Assistance with WebAdvisor is available at the Help Desk.

# General Information

## ALCOHOL AND DRUG POLICY

### Required by Drug Free Schools

Hocking College is an alcohol and drug free college and is unequivocally opposed to the misuse/distribution of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act of 1994, Hocking College's Alcohol and Drug Policy and Program are designed to prevent alcohol and drug problems within the college setting. The policy and program are designed to identify problems at the earliest stage, motivate the affected individuals to seek help and to direct the individual toward the best assistance available.

## STUDENT COMPLIANCE WITH HOCKING COLLEGE'S ALCOHOL AND DRUG POLICY

All students are expected to abide by the terms of this policy. The unlawful possession, use, distribution, manufacture or dispensation of legal and illegal drugs, controlled substances and alcohol by students and employees on college property or as part of college activities is prohibited. The lawful use and dispensation of alcohol may be sanctioned for college-sponsored events or at the Inn at Hocking College.

## STANDARDS OF CONDUCT

Hocking College is committed to maintaining a campus free of illegal drugs, the unlawful use of illicit drugs, and the unlawful or unsanctioned use of alcohol. During certain campus events, it is the policy of Hocking College to permit the possession, consumption, and sale of alcoholic beverages on campus and at off-campus events in accordance with the laws of the State of Ohio, the regulations of the Ohio Department of Liquor Control and the policies of Hocking College. Hocking College has the responsibility of upholding federal, state and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to possible judicial sanctions, arrest and prosecution.

## HOCKING COLLEGE STUDENT SANCTIONS

All Hocking College students are expected to abide by the terms of this policy. In cases of civil or criminal actions against a Hocking College student, the college does reserve the right, for educational purposes, to review any action taken by authorities. At the college's discretion, further sanctions may be introduced if the student's conduct has interfered with the college's exercise of its educational objectives or responsibilities to its members.

The Hocking College Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a Code I offense and the student will be subject to maximum sanction of disciplinary expulsion or any sanction not less than probation. Being under the influence of

drugs and/or alcohol does not diminish or excuse the violation of the Student Code of Conduct.

Disciplinary sanctions for violations will be imposed by Hocking College in accordance with the appropriate college disciplinary procedures. Such sanctions may include:

- Community Incident Report, Statements of Concern
- Referral to the Director of Student Rights, Responsibilities and Judicial Affairs for violations of Student Code of Conduct
- Notification of Parents
- Educational Intervention
- Fines
- Dismissal or termination of student employment
- Referral for prosecution

A disciplinary sanction may include the completion of counseling and assessment, fines, attendance at an education/intervention program, fees related to sanctioned program, restitution and community service. Students are guaranteed due process.

The college will impose such penalty or penalties against a student found to have possessed, consumed, sold, or otherwise provided marijuana or other drugs on campus or at college-related functions off-campus as, at the college's discretion, is deemed appropriate. In determining the penalty, the college will give consideration to all circumstances of the case, including the drug involved, the particular act involved, the number of prior violations of the Student Code of Conduct, and the threat to the safety and health of the college community in general. A student admitted to Hocking College accepts the responsibility to conform to all Hocking College rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, parental notification, fines or disciplinary probation.

## JUDICIAL AMNESTY PROTOCOL

**It is imperative that someone calls for medical assistance** when an individual experiences severe intoxication or a serious injury after consuming alcohol or other substances. People may be reluctant to seek help in such alcohol or other substance related emergencies because of potential judicial consequences for themselves, the person in need of assistance, or the organization hosting the event where the situation occurs. Since these emergencies are potentially life threatening, **Hocking College seeks to reduce barriers to seeking assistance.** To this end, the Judicial Amnesty Protocol was established.

### How does Judicial Amnesty Protocol work?

The Director of Student Rights, Responsibilities & Judicial Affairs and the Coordinator of Addiction Studies will determine eligibility for the Judicial Amnesty on a case-by-case basis.

Acceptance of Judicial Amnesty does not preclude a summons or citation from law enforcement, nor are students exempt from other Student Code of Conduct disciplinary action or decisions by Hocking College Police, Department of Residence Life or other initiating departments.

To achieve these aims, the Judicial Amnesty Protocol provides that discretion will be exercised, as permitted under the Hocking College Student Code of Conduct as follows:

- Students who receive medical treatment for an alcohol/drug-related incident will be eligible for consideration for Judicial Amnesty.
- Students who report an alcohol/drug-related incident or act on behalf of a student who requires medical attention will be eligible for consideration in Judicial Amnesty.
- The college reserves the right to review Judicial Amnesty for students with multiple alcohol/drug violations and a history of student code of conduct violations.

If an individual who receives emergency medical attention related to his or her consumption of alcohol or other substances completes a required educational follow-up with the Coordinator of Addiction Studies he or she will **not be subject to judicial action** regarding underage consumption and/or possession of alcohol and illegal drugs, and/or disorderly conduct.

The individual receiving amnesty will not be required to meet with the Director of Student Rights, Responsibilities & Judicial Affairs, and will receive a written educational follow up rather than a written reprimand. Students eligible for Judicial Amnesty must complete all terms of the program. A person who does not fulfill the educational program may be cited for non-compliance under the Student Code of Conduct.

### Calling on behalf of someone else

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other substance related emergency and who themselves may be in violation of Hocking College's Student Code of Conduct in regards to possession of alcohol, provision of alcohol to an underage person, and/or disorderly conduct, will also be considered for eligibility for Judicial Amnesty, and would not be subject to judicial action for the Code violations. The caller must stay with the person until medical help arrives in order to be eligible.

To ensure continuous review and evaluate effectiveness, the Judicial Amnesty participants will be assessed annually through data comparison, participant surveys, focus groups and staff interviews.

## LOCAL, STATE, AND FEDERAL LAWS AND SANCTIONS

Applicable legal sanctions under local, state, or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from the Hocking Police Department.

**Local:** Nelsonville City Ordinance

**State:** Ohio Revised Code Chapters

- 2925 - Drug Offenses
- 3719 - Controlled Substances
- 4301 - Liquor Control Laws

**Federal:**

- Federal (Harrison) Narcotic Act Federal
- Narcotic Drugs Import and Export Act
- Federal Food, Drug and Cosmetic Act.

## INFORMATION, COUNSELING AND REFERRALS REGARDING DRUGS AND ALCOHOL

Information and counseling for individuals concerned about their own or others' drug/alcohol use is available, free of charge through the Counseling Center, located in Oakley 204.

The college recognizes that students who have used or are using drugs may need help and wish to seek counseling. College counseling staff is available for such help. Special topic seminars are presented regarding education and prevention issues regarding alcohol and drug use/abuse. The professional and administrative staff of the college will endeavor to preserve the confidential nature of conferences with students seeking help or referred by Campus Judiciaries, subject to any overriding legal investigative powers of federal, state or local law authorities, and subject to the need of the college to take whatever action it deems necessary to safeguard the institution and the health of the student body.

Consistent with its role as an institution of higher learning, Hocking College will endeavor to emphasize the education of the student in its attempt to develop campus-wide programs of prevention and intervention. Students violating the Alcohol and Drug Policy will be subject to disciplinary action through the Office of Campus Judiciaries.

Substance abuse resource information (booklets, brochures, pamphlets) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based approved substance abuse counseling and rehabilitation services are available through a variety of college sources.

- Hocking College Office of Residence Life, Downhour Hall, 740.753.7043
- Hocking College Police Department, 740.753.6598

### Other Resources:

- Health Recovery Services Information and Referral, 740.592.6720
- Careline Hotline 24-Hour Crisis Intervention, Information and Referral, 888.475.8484
- Tri-Country Mental Health and Counseling Services:
  - Athens County, 740.592.3091
  - Hocking County, 740.385.6594
  - Vinton County, 740.596.4809
  - Alcohol, Drug Addiction and Mental Health Services (317 Board), 740.593.3177

You may anonymously contact any of the above listed resources for information about: Alcoholics Anonymous, Narcotics Anonymous, Codependents Anonymous and Al-Anon.

## ALCOHOL AND DRUG VIOLATIONS

The Hocking College Police Department investigates and enforces drug and alcohol violations occurring on the Nelsonville campus in cooperation with local, state and federal law enforcement agencies. Violations of drug and alcohol laws will result in criminal prosecution and referral to Hocking College Judiciaries.

Judiciary sanctions under the Student Code of Conduct range from short-term probation to expulsion. Hocking College maintains strict enforcement of drug and alcohol laws.

The Department of Student Affairs is responsible for substance abuse education/prevention. The Hocking College Police Department works cooperatively with local law enforcement agencies and organizations such as Mothers Against Drunk Driving and Ohio Binge Drinking Prevention Initiative to prevent drug and alcohol violations around the college community.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistic Act, the statistics for all Hocking College campuses and properties can be found at [www.hocking.edu](http://www.hocking.edu). Contact the Hocking College Police Department at 740.753.6598 to obtain the report in its entirety.

## DRUG AND ALCOHOL – PARENT/GUARDIAN NOTIFICATION POLICY

In the fall of 1998, the law that prohibited colleges and universities from releasing disciplinary records of students 18 years of age or older without their consent was amended. As a result, public colleges and universities were given the option of informing parents/guardians of alcohol and drug offenses committed by their students who are under 21 years of age.

Hocking College has since adopted the Drug and Alcohol Parental/Guardian Notification Policy.

- First alcohol violations of the Hocking College Student Code of Conduct, (regardless of the age of the offender) will be handled within the Department of Campus Judiciaries and require parental notification.
- First drug violations of the Hocking College Student Code of Conduct, regardless of how minor, will require parental notification.

**\*Please Note:** Residence Hall violations and off-campus violations are included as part of a student's Judicial Record.

## STATEMENT ON BINGE DRINKING

Binge drinking is a common problem on college campuses and carries a number of risks and negative consequences. Unfortunately many students do not identify drinking behavior as "binge drinking."

Binge drinking is defined as, "drinking a lot in a short amount of time;" it is not just about quantity of drinks. For a woman, consuming four or more drinks in a row one or more times in a two-week period constitutes binge drinking. For a man, consuming five or more drinks in a row one or more times in a two-week period defines binge-drinking behavior.

When a person drinks alcohol quickly, his or her blood alcohol level goes up quickly. This can cause various social, legal and medical problems and can lead to alcohol poisoning or even death. Frequent binge drinking can lead to long-term problems with alcohol. Binge drinking and related activities are a violation of the Mental or Bodily Harm provision of the Hocking College Student Code of Conduct. Violation of a Code I offense may result in sanctions of suspension or expulsion of the individual or organization from the college. When a student is identified with possible abusive or problem drinking, the college will attempt to intervene in a therapeutic manner through Campus Judicial sanction for referral to possible counseling and/or intervention programs.

## HOCKING BEHAVIORAL INTERVENTION TEAM

The Hocking Behavioral Intervention Team (BIT) is a group of staff and faculty who assess at-risk situations on the Nelsonville, Logan and Perry campuses and develops action plans to address such situations. The BIT is a multidisciplinary team comprised of Residence Life, Counseling Center, Judicial Affairs, Campus Safety, Faculty and other applicable parties. The team meets weekly to discuss incidents of student behavior and to assess, intervene and monitor any concerns referred to the HBIT through the Student Incident Reporting system.

Incidents may include the following:

- Suicide attempts or expression of suicidal thoughts or feelings
- Students who threaten to harm other students, staff or community
- Relationship violence situation
- Students with weapons on campus
- Disruptive behavior in classroom
- Aggressive students
- Projects or papers that contain violent or threatening content
- Serious student drug and alcohol related behaviors

## HOCKING COLLEGE CAMPUS POLICE DEPARTMENT

The Hocking College Police Department is located behind Light and Oakley Halls off of Loop Road and is next to the Hocking Heights Residence Hall. The department is a full service police agency that derives its authority from Ohio Revised Code Section 3345.04. The Hocking College Police Department operates 24 hours-a-day, 365 days-a-year to provide safety, police and parking services to the campus community. The primary objective of the department is to provide a safe and healthy environment that enhances campus living and learning experiences and compliments the college's educational mission.

The department maintains a staff of one full-time police chief, four full-time police officers, and three part-time police officers. The officers are uniformed and armed, commissioned by the college with full enforcement and arrest powers, and provide vehicle and foot patrols throughout the college community.

In addition to the police officers, the department also has 30 student employees as Campus Safety Officers and five student employees as Parking Enforcement Officers. These students provide communication services to the Police Department and assist police officers with campus patrol, emergency message services, motorist assists and parking enforcement, but have no arrest or police authority.

The Police Department is a proactive agency that provides community oriented policing to the Hocking College community. Members of the community are encouraged to report criminal activity or emergency situations to the department by calling the campus extension 6598, or 740.753.6598.

Officers work closely with other law enforcement agencies in the enforcement of federal, state and local statutes, as well as college regulations. Additionally, the police department maintains mutual aid contracts with the City of Nelsonville, the Athens County Sheriff's Office, and the Ohio University Police Department, giving officers police authority in these jurisdictions when appropriate. The department also maintains radio communications with local agencies (such as police, fire and EMS.)



Further, the department communicates regularly with all other local law enforcement agencies, facilitating the exchange of crime-related reports and statistics to both ensure a safe living environment for our students and provide accountability for actions of students while they are a representative of the institution.

## CRIME ALERTS, STATISTICS AND REGULATORY REPORTING

The Campus Crime Alert is designed to inform the college community of crimes committed on or near campus in order to heighten safety awareness as well as to request information that will assist the Hocking College Police Department or other local law enforcement agencies in the arrest and conviction of the perpetrator when crimes have been committed against persons or property.

When a crime that presents an immediate threat to the safety of members of the campus community is reported to the Campus Police Department or another local police agency, the Hocking College Police Department will issue a Campus Crime Alert. Immediate notification of a significant emergency or dangerous situation involving an immediate threat to the health of safety of students or staff occurring on campus will be made, unless issuing an alert would compromise the efforts to contain the emergency. The alert will be distributed through the emergency and community notification service (NIXLE), a network of on-campus buildings and all residence halls, as well as through email to the college community.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that all institutions of higher education which receive federal financial assistance produce an annual security report which is distributed to all current students and employees and a summary of which is available to all prospective students and employees. This information is available on the Hocking College website at [www.hocking.edu](http://www.hocking.edu).

## COMMUNITY NOTIFICATION SYSTEM – NIXLE

In fall 2009, the Hocking College Police Department launched a new notification service called NIXLE. The service allows for improved communication with students, employees and family members of our campus community. Through NIXLE, Hocking delivers messages securely via e-mail and cell phone, supporting and expanding community outreach efforts. The system provides a quick, efficient, and secure way to get neighborhood-level information out to community members who subscribe to the system. Notifications might be considered in the following instances:

- Flooding or traffic accident closes a roadway on or near campus – NIXLE advisory would allow community members to plan accordingly when traveling to or leaving campus. A follow-up message can also be sent to advise when road conditions improve and travel has resumed;
- Public safety emergency requires people to stay in their buildings or remain away from campus - NIXLE alert will notify subscribers what is happening, allowing them to take a proactive role in their own safety.

- Planned event will be utilizing a specific area of campus – NIXLE message sent prior to the event will allow everyone to be informed and plan accordingly.
- Other uses: Crime alerts, cancellations/closures, large-scale public works projects, traffic safety implications around large fire scenes, community events such as parades, fireworks, picnics, details about a health emergency in the area, utility outage advisories or boil orders.

Anyone can register for NIXLE at [nixle.com/register](http://nixle.com/register). No spam or advertising is associated with NIXLE Municipal Wire messages. The system is available at no cost. However, standard text message rates apply for subscribers who do not have text plans with their cell phone providers.

## DIVISION OF PARKING

Established by college resolution, the Hocking College Police Department is charged with enforcing parking rules and regulations established by the institution and administer the appeals process. As related motor vehicle, traffic and parking policies of Hocking College were enacted to facilitate the productive work of faculty, staff and students, as well as other persons on the college property, managing vehicular traffic is imperative to providing a positive environment.

In addition to enforcement responsibilities, the Division of Parking is responsible for special parking lot reservations and issuing the required campus parking permits.

All campus community members parking on college property must obtain a parking permit. When students obtain their Hocking College parking permit, they will receive a copy of the parking rules and regulations that include a map of parking locations. Rules and regulations are strictly enforced.

## DEVIATION FROM STANDARD BUSINESS OPERATIONS

Decisions to close the institution, close business offices or cancel classes will be made by the Hocking College Chief of Police in consultation with the President or his/her designee, and other college administrators as appropriate. These decisions are made operating under the belief that the college is a community and as such is normally open. In the event of severe weather conditions or emergency situations, the college may suspend normal operations and/or classes. The institution equally values the safety and lives of all students, staff, faculty and visitors while recognizing that effective operations of the college must be maintained.

### The levels of operational status are:

- Closed
- Classes cancelled and business offices closed (with essential personnel reporting)
- Delayed opening
- Early release
- Localized and temporary closings

Reliable college status information is available through the home page at [hocking.edu](http://hocking.edu), the emergency and community notification service (NIXLE), email and numerous regional media outlets.

## CHILDREN ON CAMPUS

Children 14 years of age and under must be accompanied and attended by an adult while on the campus. Adults who bring children with them to the campus may be asked to control the actions of the children or remove them from the campus if the children create a disturbance to the orderly functioning of the college. Children are not to be in classrooms, laboratories or clinical sessions unless they have an assigned role in the curriculum/educational program.

Children cannot be left unattended while parents/adult caretakers are in class. If children are left unattended, parents will be contacted in class and asked to remove the children from campus. Children cannot be left unattended in hallways, computer labs, vehicles, or other areas on campus, including the Student Center.

## COMMUNICABLE DISEASE

Hocking College seeks to reduce the risk of communicable disease among students and staff and to avert the possibility of an epidemic within the college community. For the purpose of this policy, a communicable disease is defined as a highly contagious disease spread from person to person by casual contact that can lead to a serious potential epidemic or pandemic environment that may threaten the health of the campus community.

All students, faculty and staff are encouraged to promptly report suspected incidents of infection, take appropriate precautions and cooperate with the college's efforts to limit the consequences of infection. It is the policy of the college to safeguard the welfare of students and employees while maintaining the operations of the college in an effective and efficient manner.

## COMPUTER AND NETWORK USAGE

Hocking College provides computing resources to support the academic and administrative activities of the institution. The resources are intended for the sole use of the college faculty, staff, students and other authorized users. Computing resources include host computer systems, personal computers, communications networks, printers, software and files.

Hocking College encourages the use of email and the internet and respects the privacy of users. It does not routinely inspect, monitor, or disclose information without the holder's consent. However, Hocking College reserves the right to monitor its computing resources to protect the integrity of the computer and network systems. In addition, Hocking College may deny access to email/internet services and may inspect, monitor, or disclose when files and activity required by and consistent with law when there is substantiated reason to believe that violations of policy or law have taken place.

Hocking College expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Hocking College

is a state agency, all information stored in computers owned by Hocking College is presumed to be a public record and subject to disclosure under the Ohio Public Records Law.

Users do not own accounts on college computers, but are granted the privilege of using the computing and network hardware and software resources. While users are entitled to privacy regarding information contained on these accounts, the Electronic Communications Privacy Act authorizes system administrators and other college employees to access user files and monitor system activity. By utilizing Hocking College computing and network resources, you give consent to accessing and monitoring, in order to enforce this policy and to protect the integrity of computer systems or the rights or property of the college. System administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to legal search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on computer facilities are considered "education records" under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. section 1232(g)).

## Enforcement

Infractions of the Hocking College Computer and Network Usage Policy will be referred to the Office of Campus Judiciaries. Minor infractions of this policy when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved at the procedural interview level. Repeated minor infractions or misconduct that is more serious may result in any sanction not less than the temporary or permanent loss of computer access privileges or the modifications of those privileges: More serious violations include, but are not limited to:

- Unauthorized use of computer resources
- Attempts to steal passwords or data
- Unauthorized use or copying of licensed software
- Repeated harassment or threatening behavior
- Any offense that violates local, state or federal laws may result in the immediate loss of all college computing privileges and referral to appropriate law enforcement authorities

## Standards

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account
- Using the campus network to gain unauthorized access to any computer system
- Connecting unauthorized equipment to campus network
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data
- Knowingly or carelessly performing an act that will interfere with the normal operations of computer terminals, peripherals or networks
- Knowingly or carelessly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document
- Violating terms of applicable software licensing agreements or copyright laws

- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images and other multi-media files
- Using college resources for commercial activity such as creating products or services for sale
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted email to another user
- Initiating or propagating electronic chain letters
- Inappropriate mass mailing including multiple mailings newsgroups, mailing lists, or individuals, e.g. “spamming” “flooding” or “bombing”
- Forgoing or misrepresenting the identity of a user or machine in an electronic communication
- Transmitting and/or receiving, reproducing, materials that are slanderous or defamatory in nature, or that otherwise violate existing laws or usage regulations. Displaying obscene, lewd or sexually harassing images or text in a public computer facility or location that can be in view of others
- Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner
- Using college systems for commercial or profit-making purposes without written authorization from the college administration
- Disobeying lab and system policies, procedures and protocol (example: time limits on workstation usage and printing charges)
- Deliberate introduction, creation or propagation of computer viruses

## DINING SERVICES

Through Dining Services, students can find a variety of meal choices every day of the week. Students have the option of paying per purchase or purchasing a meal plan for convenience and cost savings. Minimum plans are required for all students living in campus managed housing. On-campus restaurants offer meals from breakfast through dinner, including grab-and-go options. Nearby in Nelsonville, additional restaurants are available for a change of pace or a special family occasion, including fine-dining at Rhapsody, a gourmet restaurant managed by the Culinary Arts students.

## ON-CAMPUS HOUSING

In our campus-managed residence halls, it’s easy for students to get involved in the college community. In each hall, students find support from Residence Life staff and a whole new circle of friends in a safe, drug, tobacco and alcohol-free environment.

Hocking College offers three residence halls. Hocking Heights, Downhour and North Halls are conveniently located on the main campus just behind the Light Dining Hall. There are two additional halls located a short distance from campus, Sycamore Hall and Summit on the River. The staff members that residents interact with most frequently are the Resident Success Mentors (RSMs.) In addition to enforcing policies, the RSM staff coordinates educational events that take place in the residence halls covering topics such as coping with homesickness, using strengths to develop strong study skills, and time management. Each building has its own special features, which can be found online at [www.hocking.edu/housing](http://www.hocking.edu/housing).

Downhour Hall and North Halls are organized into suites. Each double room features semi-loft beds and a bathroom shared by suite. These halls are co-ed by suite.

Hocking Heights Residence Hall offers single, double and triple rooms and facilities include in-room microwaves and refrigerators, on-site laundry and kitchen facilities, a community room, on-site study rooms and internet access.

Summit on the River and Sycamore Halls feature double rooms, a limited number of triples, with internet access, microwaves and refrigerators, and common areas with televisions. Outside amenities include picnic areas with barbecue grills, basketball courts, horseshoe pits and a sand volleyball court.

## OFF-CAMPUS HOUSING

Students seeking off-campus housing should refer to local newspapers and other advertising for the most up-to-date information. Some resources may include *The Athens Messenger* or the *Athens News*, both of which have online editions.

## STUDENT RIGHT TO PRIVACY (FERPA)

The Family Educational Right and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. FERPA is designed to protect the privacy of educational records.

The student’s educational record is confidential and will only be disclosed at the written request of the student or alumnus or to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. The only information that may be released without the student’s permission is name, dates of attendance, full-time or part-time enrollment status, honors and awards received, degree(s)/certificates(s) awarded, if any, address, phone number, Hocking College email address, participation in officially recognized sports and activities, and photograph. Photographs may be used for marketing, publicity, and newsworthy events. Directory information may be released without consent of the student unless the student has requested in writing that information designated as directory information not be disclosed. This requires encompasses all directory information.

Students may inspect and review their educational records by submitting a written request to the Registrar that identifies as precisely as possible the record or records he or she wished to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. The college reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student’s parents; (2) those records that are excluded from the FERPA determination of educational records.

Students who believe that their educational records are inaccurate, misleading or in violation of their privacy rights may ask to have them corrected.

### Consent to Disclosure of Educational Records (with exceptions)

A written signature is required prior to releasing all information except:

- “Directory information” – Information considered public by the college. This information will be disclosed even in the absence of consent unless the student files written notice requesting the college not to disclose any or all of the categories. This notice must be filed annually to avoid automatic disclosure of directory. The notice should be filed with the Registrar’s Office.
- To an employee/agent of the institution with a legitimate educational interest
- To another institution where the student is seeking enrollment
- To the Federal Department of Education
- To parents of dependent students (proof of dependency is required)
- To state/local officials in conjunction with legislative requirements
- To address a health/safety emergency, including to provide information about alcohol/substance abuse to parents of a student
- In connection with the receipt of financial aid
- To comply with a judicial order or lawfully subpoena.

#### FERPA Definitions:

- **Student** – Any person who attends or has attended Hocking College.
- **Directory Information** – Information contained in an educational record that generally is not considered harmful or an invasion of privacy if released.
- **Education Record** – Any record (in handwriting, print, audiotape, videotape, film computer media, microfilm, microfiche, or other medium) maintained by Hocking College or an agent of the college, which is directly related to a student except: records retained solely by the maker, law enforcement records created by and for a law enforcement agency, employment records unless employment is based on student status (such as the case with a work-study or part-time employment student position), medical/psychological treatment records, alumni records
- **Parent** – Either parent of a financially dependent student (proof of dependency is required)
- **Eligible student** – 18 years of age or enrolled in higher education

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

### FIREARMS AND DANGEROUS WEAPONS

Hocking College is committed to providing its students, staff and visitors an environment that is safe and secure. This commitment includes prohibiting students, staff and visitors from possessing or having under their control a weapon or dangerous ordnance while on the Hocking College campus or conducting college business while off college property or in a college vehicle. Additionally, the college is committed to the responsible management of wildlife resources and allowing conditional hunting and trapping while still maintaining an environment that is safe for educational and occupational experiences.

A weapon or dangerous ordnance includes, but is not limited to: a firearm, club, brass-knuckles, any martial arts weapon, a stun gun, explosives or a knife (other than a small folding knife carried in the pocket or sheath with a blade less than four inches.)

The term “Hocking College campus” shall include all the lands and facilities owned, leased or managed by Hocking College. Any staff,

student or visitor who possesses a concealed carry permit issued by the State of Ohio or another state which Ohio has reciprocity, must secure the firearm in the trunk of their vehicle immediately upon entering the Hocking College campus pursuant to the Ohio Revised Code.

Students who reside in all college-owned and managed Residence Halls are not permitted to store weapons on campus or in their vehicle. These students may inquire with Campus Police for off-campus storage options.

Two weeks prior to the beginning of any hunting season in which hunting will occur on the Hocking College Campus, the Dean of the School of Natural Resources shall provide reminder notification to the Natural Resources faculty to avoid sending students into hunting areas for class activities.

#### The exemption to this policy is:

- Staff member specifically authorized by the staff member’s appointing authority
- Faculty, staff or student while engaged in an authorized educational purpose

Hunting/trapping on the land owned by Hocking College campus is permissible under the following conditions:

- Hocking College staff, student and invitees must make application to the Director of Campus Safety or designee, a minimum of 48 hours prior to receiving a hunting and/or trapping permit.
- Hunters or trappers requesting to hunt/trap at the Lake Snowden campus may make application 48 hours in advance to the Lake Snowden Park Manager.
- Hunters and trappers must carry permit on their person and present it when requested by any Hocking College Police Officer or ODNR Wildlife Enforcement Officer.
- Hunting and trapping must be done in accordance with Ohio Revised, ODNR regulations and Hocking College hunting regulations.
- Hunting and/or trapping must only be done in authorized areas. A copy of maps can be obtained at the Hocking College Department of Campus Safety, School of Natural Resources and the Lake Snowden Park Office.
- Only bow hunting will be permitted on campus areas with the following exceptions for Lake Snowden. Lake Snowden will sponsor certain special hunts involving a firearm (e.g. youth hunt, waterfowl hunting, handicap hunt.)

### FIRE ALARMS

When the fire alarm sounds, immediately leave the building and walk to a safe distance from the buildings (parking areas.) A notice is posted in each classroom and office designating the exit to be used. During evacuation, each faculty/staff member is charged with the prompt and safe exit of students, visitors and of themselves. The fire alarm will stop only when all buildings have been evacuated. Once the “all clear” signal is given, students may re-enter the buildings. Failure to comply with official directions in a fire alarm is a violation of the Student Code of Conduct.

### FIRE SAFETY DISCLOSURE

Federal Law requires the publication of an annual Fire Safety Report containing information regarding the campus fire safety practices and

standards. Statistics related to incidents of fire are provided on the Federal Disclosure page on the Hocking College website, with the crime statistics. Information will be provided to students in the Residential Hall Handbook, updated annually.

## GAMBLING STATEMENT

Students and college-approved organizations are expected to abide by the federal and state laws related to gambling. Examples of gambling may include but are not limited to: Sponsoring or organizing raffles or any exchanges of money for a chance to win something; Betting, wagering or selling pools; Playing card games for money; and Using Hocking College resources (phones, meeting spaces, computers, etc.) to facilitate gambling

## MENACING BY STALKING STATEMENT

Under Ohio Law, Menacing by Stalking is defined as: The act of a person who, on more than one occasion, follows, pursues, or harasses another, and by engaging in a pattern of conduct, knowingly causes another to believe that the offender will cause the person physical harm, or cause the person mental distress. All forms of stalking are violations of the Mental or Bodily Harm provision of the Student Code of Conduct.

Students found in violation of this provision are subject to a range of disciplinary sanctions including disciplinary expulsion from the college. If an individual believes they are being stalked, they should report their concerns to Campus Police to obtain assistance in seeking protection. In addition, the concerned individual should also contact the Athens County Victim Assistance Program of the Athens County Prosecutor's Office at 740.592.3212, to report the problem and seek assistance. If the stalker is a former spouse or partner, contact My Sister's Place, a shelter house for women and children of family violence, 740.593.3402 for emergency help and information.

## SEXUAL ASSAULT

For the purpose of this statement, sexual assault is defined as any unwanted sexual behavior between two or more persons to which one person does not or cannot consent. In describing sexual assault, Hocking College relies upon Ohio state law concerning sexual imposition, which is much broader than the traditional concept of rape. Hocking College prohibits sexual conduct or contact with others which can involve compelling a person to submit to sexual conduct or contact by force or threat of force, use of intoxicants to substantially impair the survivor's power to give consent, engaging in such acts when there is reasonable cause to believe the person suffers from a mental state which renders him/her incapable of understanding the nature of the contact, the offender knows that the sexual conduct or contact is offensive to the person or is reckless in that regard, or where the person is under 13 years of age.

A goal of Hocking College is to create a campus community free from interpersonal abuse including sexual assault. Sexual intrusions and violations of any degree are serious offenses and compromise the integrity of the college community. All forms of sexual assault are violations of the Mental or Bodily Harm section of the Hocking College Student Code of Conduct. Students found in violation of this provision are subject to

a range of disciplinary sanctions including disciplinary expulsion from Hocking College. Hocking College directs judicial/disciplinary efforts that respect the personal rights of both victim and alleged perpetrator.

Hocking College considers both physical surroundings and educational programming in addressing prevention of sexual assault on campus. The institution continually reviews and modifies the physical surroundings to foster security and safety. Hocking College examines such factors as campus signs, lighting and locking procedures. The college develops co-curricular educational experiences concerning sexual assault prevention. Involved students, faculty, staff and community members promote information and discussion on interpersonal abuse concerns. Additionally, Hocking College recognizes that individuals reduce their risk of sexual assault through a process of learning and practicing preventative actions. Hocking College and its community actively support sexual assault survivors. Hocking College has a coordinated response system that attends to the survivors' physical and emotional well-being.

All reports of sexual assault are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns, investigative needs, and state statutes. In addition, Hocking College publishes and disseminates annual statistics on incidents of sexual assault.

Students affected by sexual assault may also seek assistance by negotiating housing and academic accommodations. Members of the Hocking College community who have been sexually assaulted are strongly encouraged to talk with a counselor, consider obtaining medical assistance and report the crime to Hocking College Police Department. Counseling services are available on an as-needed basis. Counseling services are free and confidential. Survivors are advised to consider medical attention for three reasons: testing and/or treatment of sexually transmitted diseases; pregnancy or physical injuries; and for legal evidence collection, which is important if the survivor wishes to prosecute at any point in time. Note: when an alleged assault is treated in an emergency room, the law enforcement agency in the jurisdiction where the assault occurred is automatically notified.

A criminal investigation will follow at the survivor's discretion. It is noted that some sexual assault survivors have waited for days, months or years to seek assistance. At anytime, a Hocking College student who is a survivor of sexual assault may seek counseling from the Hocking College Counseling Center or other community counseling resources.

Survivors are encouraged to report the assault as soon as possible to Hocking College personnel and/or the appropriate law enforcement agency. Early reporting will assist in the investigation and collection of evidence relevant to the case. All reports of sexual assault are confidential. Reporting the sexual assault to the authorities in no way compels an individual to pursue a specific course of action. However, reporting does enable an individual to be apprised of the medical, emotional, legal and college judicial options for dealing with the assault.

Hocking College desires to maintain a campus community free from interpersonal abuse including sexual assault. Hocking College commits its resources to the following processes: 1) to provide crisis intervention for victims; 2) disciplinary and/or criminal consequences for the alleged offenders; and 3) to educate and promote discussion on interpersonal abuse and violence.

## SOCIAL NETWORKING SITES

Facebook (and other internet social networking forums) create as many obligations as they do opportunities for expression. Hocking College cannot control or limit who views Facebook pages or other internet expressions of the individual's identity. Hocking College is not responsible for any negative ramifications (such as from employers, families, strangers) that may result from students' marketing of themselves on internet forums.

Hocking College asks that all students consider the following before posting anything on Facebook or other social networking sites:

- **Invincibility:** Think about your marketability today in college social circles and who you might want to be in five or ten years. Take into account your obligations regarding proper conduct as a citizen and potential ramifications of your actions. This includes, but is not limited to: potential employers viewing Facebook; potential libelous reprimands for statements made about a professor or other person; college staff reviewing materials posted construed as inappropriate. Students should consider how they are branding themselves on the internet.
- **Caching:** This means if something on Facebook (or equivalent), even for a day or two is posted and then removed, it still remains accessible to the rest of the world on the internet. The procedure to get something removed from Google (which doesn't take into account other search engines) is a lengthy bureaucratic procedure that doesn't guarantee your posting will cease from internet existence.
- **Legal:** Be sure to take the feelings and representation of others into account. The student may be liable for damages under either defamation or libel. Posted photographs or information about someone may be construed to be an "invasion of privacy" or "false light" or "misappropriation of likeness."

## STATEMENT ON HAZING

Hocking College maintains the autonomy of campus organizations and clubs within the constraints of the established rules and regulations as outlined in the Student Code of Conduct. Membership in campus organizations and clubs and activities undertaken by said membership and individuals must be consistent with the stated purposes of the organization and the educational mission of Hocking College. Any activities that may be construed as hazing are specifically and unequivocally prohibited.

Hazing is a violation of the Mental or Bodily Harm provision of the Hocking College Student Code of Conduct. Violation of a Code I offense may result in sanctions of suspension or expulsion of the individual or organization from the college. When a campus organization, club or individual is found to be involved in a possible hazing activity, the college shall initiate disciplinary action. Such action shall be conducted in compliance with conduct proceeding as outlined in the Student Code of Conduct. Organizations and/or individuals found in violation of the Student Code of Conduct shall be subject to the range of sanctions as outlined in the code.

## STATEMENT OF LIABILITY

Hocking College is not responsible for the loss of money or valuables of any person or for the loss of damage of any resident's property by fire, water or theft. Residents are encouraged to carry personal property insurance. All students should carry health insurance.

## STUDENT IDs

Student Identification Cards are not only used for identification, but also needed for access to certain buildings and to obtain services from the Hocking College Library, Bookstore, Dining Services and Student Center. Also, several local businesses offer student discounts with ID. Initial IDs are created at no charge. Students must have a computerized Hocking College Schedule and Photo ID (State ID or Drivers License) to obtain a Student ID. Replacement costs for a lost/stolen ID is \$25.

## TOBACCO-FREE CAMPUS POLICY

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

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

# Student Complaint & Review Board

## ACADEMIC APPEAL

The Academic Appeal Process provides students with the opportunity to voice their concerns about a classroom or academic experience. This process provides an unbiased forum to discuss your experience.

Students wishing to appeal or discuss an academic or classroom concern should start this process within two weeks of the incident creating concern. No adverse action will be taken against a student who chooses to utilize this process.

Prior to submitting an academic appeal, the student must first discuss the situation with the faculty member. If the situation is not resolved with the faculty member, the student begins the academic appeal process by submitting documentation to the Dean of the program.

Please review all of the steps involved in the process, stated below. Since this is a formal process, you should keep copies of all records and activities relative to this appeal and be properly prepared to present your appeal.

### Step 1: Gather pertinent data

The first step in filing an appeal is to gather pertinent data, which may include (but is not limited to):

- Course syllabus
- Any addendums (for example, handbooks or other handouts) supplied by the faculty if applicable to the course
- Copies of any/all tests, quizzes, or papers in your possession which may be relevant to the situation
- Copies of any/all notices and/or correspondence between you and the faculty member relevant to the situation.

Make sure you describe in writing what happened, when it happened, why it happened, and how it happened. Organize your thoughts and be as specific as possible with dates, times, and a list of any witnesses. Be factual.

### Step 2: Meet with department Dean

(to be completed within one week of submitting appeals form and documentation to the Dean)

Make an appointment with the Dean supervising the department responsible for the course. Present your documentation respectfully and discuss your concerns with the experience and your meeting with the instructor.

The Dean will gather information and discuss with the faculty member. The Dean may have a meeting with the student and faculty member.

The Dean will submit the decision in writing to the student and faculty member within one week of the initial meeting with the student.

### Step 3: Hearing with the Provost Review Committee (PRC)

(to be completed within two weeks of submitting appeals form and documentation to the Provost's Office)

If the situation is not resolved at the Dean's level, the student will submit their appeal for a hearing of the PRC. All previous documentation from the student, faculty member, and Dean will be submitted to the Provost's office and a hearing date will be set.

The Provost Review Committee will have three to five members that may include the Provost, Associate Provost, Student Affairs Coordinator and/or designees. The hearing will allow the student to read their statement, the faculty member to respond, and the PRC to ask questions. At the conclusion of the hearing the committee will submit the decision in writing to all parties. The Provost Review Committee's decision is final.

## GENERAL CONCERNS

Students wishing to file a complaint with regard to their experience at Hocking College (not related to instructors or final grades) should obtain an Institutional Complaint and Review Form from the Office of Student Rights, Responsibilities and Judicial Affairs, JL 269.

- The student should complete the form with as many details as possible,

attach any documentation supporting the complaint, and return the form to the Office of Student Rights, Responsibilities and Judicial Affairs, JL 269.

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

## APPEAL GUIDELINES

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

# Student Grievance Procedure

**(Please note: The Student Grievance Procedure is a function separate from that of the Student Complaint Review Board and should be used when all other options are exhausted).**

The purpose of the Hocking College Student Grievance Procedure is to provide a system for the internal administrative review of student concerns, with the goal of a fair and equitable resolution of the issue(s). The Student Grievance Procedure is designed for students who believe they have been treated unfairly regarding any college issue(s), denial of due process rights, discrimination/discriminatory treatment, and/or any action which has had an unfair and adverse impact on a student's learning experience. Throughout this process, the position of all parties will be evaluated in a fair and impartial manner. The procedure consists of two stages: the informal stage and the formal stage.

## PROCESS OF GRIEVANCES

The Student Grievance Procedure provides the student a right to be heard with no loss of college privileges until an official decision has been reached. The following represents general operating guidelines for the Student Grievance Procedures. No amount of guidelines or details could adequately address every possible situation, therefore, some variances may occur. The primary consideration in any student grievance process is fundamental fairness to all parties concerned.

## STUDENT ADVOCACY OPTION

At any stage in the procedure, students may request the assistance of an advocate through the Dean of Student Affairs office. The advocate will review the student's concern, discuss various options and provide direction through the Student Grievance Procedures.

If a student's concern deals exclusively with a student's final course grade, please follow the Academic Grade Appeal Process. If a student's complaint involves unfair treatment, discrimination or other factors which have adversely impacted students rights or access to the student's learning experience, process the complainant through the Student Grievance Process. In all instances of formal grievance proceedings involving a student with a disability, the campus 504 Coordinator will serve as the student advocate and liaison. The campus 504 Coordinator will also assist students in the completion of all necessary forms applicable to a formal grievance.

## STEP 1: INFORMAL STAGE

A student has a responsibility to talk with an instructor or a staff member about a grievance he or she may have. A staff member has a similar obligation to make himself or herself available to a student for objective discussion of a complaint. Any member of the college community should generally encourage the student to discuss the matter with the party involved.

An advocate may, at the student's request, act as a liaison with the involved department in an effort to work through the issues. If the grievance is not resolved at this stage, the student should talk with the academic administrator or supervisor and an informal meeting between the parties involved, and the director/academic administrator, should be arranged. If the staff member involved is also the academic administrator, the role will be assumed by the next individual in the administrative chain of command. If the student is not satisfied with the above results, he/she should proceed with formal Student Grievance procedures in Step 2.

## STEP 2: FORMAL STAGE

If a grievance is not resolved through informal discussion and the student desires to carry forward his or her protest, he or she will state the grievance in writing by filing a Request for a Student Grievance Hearing form, available from the Associate Provost. Once the final grievance is submitted in writing, the grievance as stated cannot be changed. No new issues or persons may be added to the grievance statement during the hearing.

The completed forms will be submitted to the Associate Provost who will then forward a copy of the student's grievance to the staff member and supervisor or director involved. The filing of a student grievance must be initiated within six weeks of the date the situation occurred. Maximum time limits for scheduling of grievance hearings may be extended at the discretion of the Associate Provost.

The Hocking College process provides each student the opportunity for an advocate to assist in case compilation. The advocate must be a member of the college community or a student who is in good standing at the college. A person serving in an advisory or advocate capacity may not participate directly in the hearing or address the board on behalf of the student unless, in the sole discretion of the hearing board or hearing officer, there exists a communication difficulty sufficiently severe as to prevent a fair hearing or in extenuating circumstances, acknowledged by the hearing officer. In the Student Grievance Procedure, neither the college nor the individual will be represented by legal counsel. Student's rights to student due process will be provided during the hearing procedures.

## HOW TO FILE A STUDENT GRIEVANCE FORMAL PROCEDURE – LEVEL 1

1. To file a grievance, the student must schedule a meeting with an advocate available through the Associate Provost office to discuss the grievance and complete the necessary paperwork. The student will indicate on the official form, a list of witnesses to be called or to submit written statements. Statements must be attached to form when submitted. (Note: Any person found making false or misleading statements in a hearing procedure will be subject to Campus Judiciary Board proceedings.)
2. Respondent(s) to the grievance is/are named.
3. A copy of the grievance will be forwarded to the respondent(s) who are appropriate college officials. The respondent(s) will provide a written response, any supporting documentation needed, and a list of witnesses to be called or to submit written statements. A copy of the respondent(s) response will be forwarded to the student grievant prior to the hearing date. Both parties,



the grievant and the respondent must summarize their written statements in a maximum of two pages. Reasonable time will be given to both parties for elaboration, if needed, during the hearing.

4. The Associate Provost will schedule the hearing, when possible, within 10 working days of receipt of the official written grievance.

## STUDENT GRIEVANCES REGARDING A DISABILITY

The Student Grievance Procedure is inclusive of student grievances specifically regarding disabilities. In all instances of informal and formal grievance proceedings involving a student concern regarding a disability, the campus 504 Coordinator will serve as the chair. The Student Grievance Procedure provides the student a right to be heard with no loss of college privileges until an official decision has been reached. Note: Under Section 504 and Title IX, a grievant may bypass the Informal Stage and opt to file a formal grievance initially.

## GRIEVANCE PROCESS DETAILS:

1. The grievant, student advocate, respondent(s), and immediate supervisor(s) are the only persons who will be present, in addition to the reviewing directors, unless approved in advance by the chairperson. All hearings shall be closed to protect the student's right to confidentiality. The exclusion of lawyers or law-trained professionals from the grievance procedure does not take away any disputant's right to resort to the courts if the dispute is not resolved in the grievance procedure.
2. Two administrators will conduct the hearing: the Associate Provost or designee, serving as chairperson, and providing a written summary of the proceedings, and a non-involved administrative director.
3. The general procedures to be followed are explained by the chairperson.
4. The written grievances statement will be read aloud by the student or his advocate at the discretion of the presiding officer.
5. The written response to the grievance statement will be read aloud by the respondent. If respondent does not appear, but sends written response, that response will be read, verbatim, to the grievant. A copy of the response will be provided to the grievant prior to the hearing.
6. Each side will have a maximum of 15 minutes to make an opening presentation, following the reading of statement summaries from both parties.
7. The Hearing Administration will have the opportunity to raise questions or request clarification regarding the written statements and the opening presentations.
8. Witnesses will be heard or statements from witnesses will be read. Only one witness will be present at a time and may be questioned by the Hearing Administrators. The Hearing Administration will be in charge of this process and determine the length of time for each witness.
9. Following the hearing, the Hearing Administrators confer and reach a decision. Consultation with the department may be needed in cases involving compromise. In the event a consensus cannot be reached, the case will be referred to the Vice President of Academic and Student Affairs/Provost who will select another non-involved administrator to review the case materials for a decision.

10. The hearing shall be closed and will be recorded by the chairperson, or designee, to provide an accurate record of the proceedings. The recording remains in the possession of the chairperson until after time for an appeal, at which time it will be destroyed. Copies of the recording are not provided. The presiding officer reserves the right to exclude persons from the hearing if they are disruptive, or to postpone the hearing because of disruptive or menacing behavior of participants and/or observers.
11. Within 10 working days, barring extenuating circumstances, both parties will be notified in writing of the Hearing Administrator's decision. The decision is clear, brief and restricted to the individual student case. Illustrative documents reviewed at the hearing may accompany the transcript.
12. The student is informed of their rights to Level II appeal.
13. To appeal a Level I decision, the student must submit an appeal form to the Vice President of Academic and Student Affairs/Provost within three working days of notification of decision from Level I. The written request must state the grounds on which the appeal is being made.

The fact that one does not like or disagrees with the administrative decision is not grounds for an appeal.

## STUDENT GRIEVANCE HEARING – STAFF SELECTION PROCEDURES

The Associate Provost may appoint a designee who will, in turn, appoint another non-involved college administrator, as hearing officers for student grievances.

The student may request a college advocate to be present at the hearing. The advocate must be a member of the college community (Counselor, Student Affairs representative, faculty, staff or a student who is in good standing at the college.) The role of the advocate is to assist the student in preparation for the formal hearing. The advocate participates only as an observer during the hearing. Exception may be made at the discretion of the chairperson.

Every attempt will be made to provide for organization balance in the selection of staff for hearing or review of grievances. Directors or vice presidents will not hear or review cases involving persons in their respective units.

Should a Level II appeal be enacted, the Associate Provost will provide a complete file of information to the Vice President for Academic and Student Affairs/Provost. Level II review remains an independent process at the college. A Level II decision is returned to the Level I review team. Files on college student grievance cases are maintained in the Office of the Vice President of Academic and Student Affairs/Provost for three years.

## STUDENT GRIEVANCE APPEAL PROCEDURES

To appeal a Level I decision, the student must submit an official appeal to the Associate Provost within three working days of notification of the Level I decision. The written request must state the grounds on which the appeal is being made.

The grounds for appeals are limited to the following reasons:

- Decision is viewed as arbitrary or unreasonable;
- Decision resulted from an obvious procedural error;
- Decision is not in accordance with the facts presented; or,
- Presentation of documented, new information that was not available at the time of the hearing, which may suggest modification of the decision.

Appeal forms are available from the Vice President of Academic and Student Affairs/Provost. Request for an appeal form begins the appeal process. The student may request assistance from Student Affairs to complete the necessary paperwork.

The completed form, with documentation attached, is to be returned to the office of the Vice President of Academic and Student Affairs/Provost, within the three working days time limitation. The Vice President of Academic and Student Affairs/Provost makes the determination if the appeal will be allowed.

An appeal will be limited to a review of the record of the initial hearing and supporting documents except when explaining the basis of new information was not available at the hearing. If an appeal is denied, the original Level I decision is implemented.

## DECISIONS

The Appeal Decision is presented in writing to the parties involved, within a reasonable period of time. The Vice President of Academic and Student Affairs/Provost may:

- Return the matter to the appropriate hearing body with a recommendation to revise the decision;
- Return the matter to the appropriate original hearing body for a rehearing;
- Affirm the decision on which the appeal is based and implement the original decision; or,
- Dismiss the appeal.

# Culinary and Dietary Management

School of Allied Health  
 Bonnie Smith, Dean  
 Donna Wamsley, Coordinating Instructor

## Description

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

## Program Outcomes

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

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

## Career Opportunities

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



## Associate of Applied Science in Culinary and Dietary Management

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
DT-1102	Basic Nutrition	3.00
DT-1106	Food Systems Management	3.00
CULA-1109	Safety and Sanitation	2.00
BIOS-1100	Human Machine	3.00
DT-1101	Dietetic Directed Practice I	2.00
<b>Totals</b>		<b>14.00</b>

Course No.	Second Semester	Credit Hours
DT-1110	Applied Nutrition	2.00
DT-1103	Food Science	3.00
DT-1120	Nutrition for Dietary Manager	2.00
DT-1122	Human Resource Management	2.00
DT-1111	Dietetic Direct Practice II	2.00
ENGL-1122	English Composition I	3.00
MICS-1123	Microsoft Office - Word Processing	1.00
MATH-1108	Intermediate Algebra	3.00
<b>Totals</b>		<b>18.00</b>

Course No.	Third Semester	Credit Hours
CULA-1101	Introduction to Culinary Arts	2.00
CULA-1111	Stocks; Soups; Sauces and Veg. Cookery	3.00
CULA-1115	Baking Development: Breads & Pastries	3.00
CULA-1113	Fundamentals of Cuisine	3.00
ACC-1101	Accounting I	3.00
ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>15.00</b>

Course No.	Fourth Semester	Credit Hours
CULA-1201	Culinary Arts Lab I	4.00
CULA-2106	Meat/Poultry/Seafood Prod. & Commissary	3.00
CULA-2218	American & International Cuisine	3.00
CULA-2251	Dietary and Culinary Capstone	2.00
PSYC-1101	General Psychology	3.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **65.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Fitness Management

School of Allied Health  
Bonnie Smith, Dean  
Bill Finnearty, Coordinating Instructor

## Description

Hocking College's Fitness Management program provides students with training for employment in the fitness industry – from a Certified Personal Trainer (CPT), Group Fitness Instructor (GFI), and Certified Lifeguard to manager of a fitness facility or even ownership of a personal business. Hocking College's new affiliation with the American Council on Exercise (ACE) and dynamic hands-on curriculum provides graduates with the skills and certifications necessary to start working as a CPT, GFI or Lifeguard at some of the most exciting and challenging fitness facilities in the world. This program also provides students with the management and leadership skills needed to operate a personal training business or manage a fitness facility. You will develop a business plan that includes a professional portfolio of required legal, business, equipment and human relation forms while developing competencies needed to succeed as a professional fitness provider.

## Program Outcomes

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

- Create a portfolio of in-demand skills required in the fitness and recreation industry;
- Demonstrate ability to obtain complete fitness assessments that include the following: body composition, flexibility, cardiorespiratory and muscular strength and endurance;
- Design safe, appropriate and effective exercise programs that incorporate the five components of fitness (cardiorespiratory, flexibility, body composition, and muscular strength and endurance) while adhering to proper prescription guidelines (frequency, intensity, type, time, and enjoyment) that are based on the client's fitness level, goals and special considerations;
- Describe the benefits, limitations, and anatomical and physiological responses to flexibility and design appropriate warm-up and developmental plans using active, passive, dynamic Proprioceptive Neuromuscular Facilitation (PNF) stretches for all body parts;
- Demonstrate proper techniques for lifting and spotting resistance training exercises on free weights and machine apparatuses while ensuring proper breathing and use of weight belts and supporting equipment;
- Develop resistance training programs that incorporate needs analysis, exercise selection, training frequency, exercise order, training load and repetitions, volume and rest period for various populations, skill levels and training experience;
- Research business and management principles required for a successful modern fitness facility and recommend appropriate customer safety, satisfaction and retention measures;
- Present the four periods of a traditional periodization model to include the three preparatory phases and then design conditioning programs for various populations;
- Identify the coronary heart disease risk factors (both threshold and mechanistic classifications) and provide strategies to reduce cardiovascular disease; and,



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

## Career Opportunities

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

## Associate of Applied Science in Fitness Management

Course No.	First Semester	Credit Hours
FT-1110	Introduction to Fitness	3.00
FT-1160	Resistance Training	3.00
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
EM-1134	CPR Professional/First Aid for Healthcare	

	Provider	1.00
MICS-1126	Microsoft Office-Presentation	1.00
PSYC-1101	General Psychology	3.00
***	Health Promotion Elective 1	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours
FT-1125	Fitness Testing (SL/CR)	3.00
FT-1130	Aerobic and Group Exercise	3.00
COMM-1130	Speech	3.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	<b>OR</b> College Algebra	4.00
PED-1401	Beginning Swimming	1.00
PED-1403	<b>OR</b> Lifeguard Training	2.00
***	Health Promotion Elective 1	1.00
	<b>Totals</b>	<b>15.00-17.00</b>

Course No.	Third Semester	Credit Hours
FT-2296	Group Exercise & Testing Practicum	3.00
FT-2220	Fitness Management	3.00
DT-1102	Basic Nutrition	3.00
BIOS-1113	Anatomy and Physiology I	4.00
ENGL-1152	Research Skills	1.00
***	Health Promotion Elective 1	1.00
	<b>Totals</b>	<b>15.00</b>

Course No.	Fourth Semester	Credit Hours
FT-2210	The Personal Fitness Trainer	3.00
FT-2230	Certification Preparation	3.00
BIOS-1114	Anatomy and Physiology II	4.00
MICS-1123	Microsoft Office - Word Processing	1.00
***	Health Promotion Elective 1	1.00
	<b>Totals</b>	<b>12.00</b>

Course No.	Summer Semester	Credit Hours
FT-2231	Certification Preparation (part 2)	3.00
FT-2211	Periodization Programming	3.00
FT-2291	Professional Development Field Trip	3.00
FT-2298	Internship Practicum	3.00
	<b>Totals</b>	<b>12.00</b>

**Total Credit Hours** 70.00-72.00

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Massage Therapy

School of Allied Health  
 Bonnie Smith, Dean  
 Mark Cullen, Coordinating Instructor

## Description

Hocking College's Massage Therapy program is a clinically oriented program, which prepares students for licensure by the State Medical Board of Ohio. Upon completion of this well-rounded program, the graduate will possess a solid foundation in the understanding of human anatomy and physiology, demonstrate general office and medical record keeping skills, utilize functional assessments of the musculoskeletal system and perform a wide variety of massage therapy techniques. In addition to two semesters of general massage procedures, this program provides a strong foundation in advanced clinically-based skills such as trigger point therapy, myofascial release and craniosacral therapy, along with in-depth functional assessment to address musculoskeletal conditions.

## Program Outcomes

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

- Assesses and performs appropriate massage therapy treatments;
- Develops client relationships;
- Maintains a safe environment;
- Demonstrates professionalism and maintains professional ethical behaviors;
- Demonstrates office management and business skills;
- Documents patient care;
- Interacts with other health care providers and the community; and,
- Practice life-long learning in profession.

## Career Opportunities

Massage Therapy graduates who pass the State Medical Board of Ohio exam often work as self-employed practitioners, either in professional or home offices or operating house-call practices. Other employment opportunities include: working in medical or chiropractic offices, clinics, hospitals, health clubs, spas, resorts, corporate and factory work sites or working with athletic teams. The ever-growing awareness of the health benefits derived from Massage Therapy continues to create new venues of employment opportunities for well-trained and resourceful therapists.



## Associate of Technical Study in Massage Therapy

Course No.	First Semester	Credit Hours
MT-1110	Massage Therapy I	3.00
MT-1000	Introduction to Complimentary Therapy-Wellness	2.00
MT-1125	Aromatherapy & Natural Treatments	3.00
BIOS-1151	Massage Anatomy and Physiology I	4.00
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours	Course No.	Fourth Semester	Credit Hours
MT-1120	Massage Therapy II	1.00	MT-2230	Massage Therapy III	3.00
MT-1140	Ethics for Massage Therapists	2.00	MT-2250	Massage Therapy Clinical	2.00
MT-1135	Kinesiology/Myology - Massage Therapists	2.00	BIOS-2154	Massage Anatomy & Physiology Integration	4.00
BIOS-1152	Massage Anatomy and Physiology II	4.00	COMM-1130	Speech	3.00
MT-1114	Hydrotherapy	2.00	ENGL-1152	Research Skills	1.00
MT-1126	Ayurvedic Techniques	2.00	MT-2225	Spa Treatments for Massage Therapists	1.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00	***	Health Promotion Elective 1	1.00
MT-2150	Massage Therapy Business and Law	2.00	<b>Totals</b>		<b>15.00</b>
	<b>Totals</b>	<b>16.00</b>			
			<b>Total Credit Hours</b>		<b>65.00</b>
Course No.	Summer Semester	Credit Hours			
MT-2210	Advanced Clinical Therapies	3.00			
MT-2200	Pathology for Massage Therapists	3.00			
BIOS-2153	Massage Anatomy & Physiology III	3.00			
MATH-1108	Intermediate Algebra	3.00			
PSYC-1101	General Psychology	3.00			
ACC-1101	Accounting I	3.00			
	<b>Totals</b>	<b>18.00</b>			

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# Medical Assistant

School of Allied Health  
 Bonnie Smith, Dean  
 Kathy West and Dawn Shingler, Coordinating Instructors

## Description

Medical Assistants are the only allied health professional specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. These multi-skilled personnel can perform both administrative and clinical procedures. Administrative responsibilities include computer applications; patient reception; schedule, coordinate and monitor appointments; establish, organize and maintain patient medical records; coding and processing insurance claims; and patient transactions, billing and bookkeeping. Medical clinical responsibilities include measuring vital signs, assisting with examinations and minor office surgery, sterilizing instruments, preparing and administering medications as directed by a physician, laboratory testing in urinalysis, hematology and microbiology and drawing blood.

## Program Outcomes

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

- Performs a wide range of clinical skills to promote care of patients and families effectively;
- Conducts patient education to ensure continuity of care;
- Directs office business by performing a variety of administrative duties;
- Communicates effectively with staff, doctors, patients, community and other medical personnel;
- Maintains professional skills and attitudes with colleagues and patients; and,
- Maintains, coordinates, and documents policies and procedures for office.

## Career Opportunities

The Medical Assistant program prepares graduates for entry-level careers in ambulatory health care settings such as medical offices and clinics, and provides the student with a background sufficient for growth and advancement in the medical assisting profession. Entry-level jobs include Certified Medical Assistant, either clinical, administrative or both; Phlebotomist; or Electrocardiograph Technician.



## Associate of Applied Science in Medical Assistant

Course No.	First Semester	Credit Hours
MA-1100	Basic Clinical Assisting Procedures	5.00
MA-1102	Medical Office Procedures I	3.00
BIOS-1113	Anatomy and Physiology I	4.00
HLTH-1101	Medical Terminology	3.00
PSYC-1101	General Psychology	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>19.00</b>

Course No.	Second Semester	Credit Hours
MA-1110	Family Practice Assisting Procedures	5.00
MA-1112	Medical Law and Ethics	2.00
BIOS-1114	Anatomy and Physiology II	4.00
ENGL-1122	English Composition I	3.00
MA-1221	Medical Management Computerization	3.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Third Semester	Credit Hours
MA-2200	Advanced Clinical Assisting Procedures	4.00
MA-2206	Computer Applications-Medical Assisting	3.00
MA-2203	Medical Assistant Practicum I	3.00
MA-2224	Pharmacology for Medical Assistants	4.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
MA-2220	Medical Laboratory Procedures	4.00
MA-2225	Case Studies in Medical Assisting	2.00
MA-2204	Medical Assistant Practicum II	3.00
MA-2222	Medical Office Procedures II	3.00
COMM-1130	Speech	3.00
PSYC-2151	Developmental Psychology	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **73.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Medical Records / Health Information Management

School of Allied Health  
 Bonnie Smith, Dean  
 Karen Wright, Coordinating Instructor

This program is offered at our Main Campus in Nelsonville and Perry Campus in New Lexington.

## Description

The Medical Records/Health Information Management Technology prepares students for an exciting career as a Registered Health Information Technician (RHIT). A Registered Health Information Technician is skilled in health information management systems and procedures, has completed an academic program and has satisfactorily passed a national certification exam. A RHIT specialist is trained in assembling, analyzing and abstracting medical records, as well as coding and indexing diagnoses and treatment used for research, reimbursement and statistical analysis.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Medical Records/Health Information Management:

- Applies codes accurately using current and appropriate technology;
- Communicates effectively with internal and external customers;
- Exhibits skills that promote quality improvement;
- Exhibits skills to insure the security of Personal Health Information (PHI);
- Utilizes current technology efficiently to manage and interpret data;
- Demonstrates interpersonal skills (i.e. managing time, meeting deadlines, reacting to change appropriately, behaving ethically); and,
- Utilizes guidelines and regulations to ensure compliance with internal and external policies.

## Career Opportunities

The Medical Records/Health Information Management program prepares students for positions ranked by health care facilities as among the five positions in greatest demand. Technicians are employed by hospitals, ambulatory care centers, nursing homes, mental health agencies, substance abuse agencies, hospices, consulting firms, insurance companies, large physician group practices, veterinary hospitals, government facilities, and federal and state prisons. Health information management technicians may work from home as coders, medical editors, claims analysts, medical billers or as independent contractors working as consultants for nursing facilities, large group practices, lawyers and small rural hospitals.



## Associate of Applied Science in Medical Records/Health Information Management

Course No.	First Semester	Credit Hours
HIM-1100	Health Records and Procedures I	3.00
HIM-1112	HIM Legal Aspects	2.00
HLTH-1101	Medical Terminology	3.00
BIOS-1113	Anatomy and Physiology I	4.00
GS-1000	HC Cornerstone	1.00
MICS-1141	Introduction to Word & Excel	1.00
ENGL-1122	English Composition I	3.00
<b>Totals</b>		<b>17.00</b>

Course No.	Second Semester	Credit Hours
HIM-1121	Health Records and Procedures II	3.00
BIOS-1114	Anatomy and Physiology II	4.00
PSYC-1101	General Psychology	3.00
HIM-1120	Classification Systems I	3.00
ENGL-1152	Research Skills	1.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	<b>OR</b> College Algebra	4.00
	<b>Totals</b>	<b>17.00-18.00</b>

Course No.	Third Semester	Credit Hours
HIM-2203	Classifications II	3.00
HIM-2215	Understanding/Interpreting E-Health Record	4.00
HIM-2210	Healthcare Reimbursement	4.00
BIOS-2135	Human Diseases	3.00
ENGL-1104	Job Search Techniques	1.00
MICS-1142	Microsoft Access	3.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
HIM-2222	Classification III	3.00
HIM-2220	Financial & Resource Management	3.00
HIM-2221	Capstone Computer Applications	3.00
HIM-2223	Personnel Supervision	3.00
HIM-2200	Health Statistics & Quality Management	3.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours**                      **70.00-71.00**

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# Opticianry

School of Allied Health

Bonnie Smith, Dean

Scott B. Carroll, Coordinating Instructor

The Opticianry program is offered exclusively at the Perry Campus in New Lexington, Ohio

## Description

The program provides a combination of hands-on lab experience, clinical experience and a solid knowledge base. Students will use their skills to interpret prescriptions to design, adapt and dispense optical aids, and grind and polish the lenses in preparation for their insertion into frames. Using optical tools, instruments and gauges, students will learn to determine if glasses and lenses are exactly as ordered. The program prepares students to successfully complete the licensing examinations to become an Ohio Licensed Dispensing Optician (LDO).

## Program Outcomes

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

- Maintains professionalism and career development;
- Communicates and maintains effective relations with patients/customers;
- Operates and maintains opticianry equipment proficiently;
- Maintains records and assists business functions;
- Performs preliminary eye examinations;
- Demonstrates proficiency in fitting, dispensing, insertion of, and removal of both rigid and hydrogel contact lenses;
- Instructs patients about insertion, removal and care of both rigid and hydrogel contact lenses;
- Employs proficient dispensing skills;
- Observes safe work practices; and
- Uses math skills (algebra, geometry, trigonometry) needed for routine opticianry applications.

## Career Opportunities

Graduates of the Opticianry program are employed in the following:

- Optical and other retail stores
- Offices of ophthalmologists and optometrists
- Hospital and eye care clinics
- Optical laboratories
- Manufacturers
- State and federal agencies



## Associate of Applied Science in Opticianry

Course No.	First Semester	Credit Hours
OPT-1100	Introduction to Opticianry	3.00
BIOS-1100	Human Machine	3.00
GS-1000	HC Cornerstone	1.00
HLTH-1101	Medical Terminology	3.00
MATH-1108	Intermediate Algebra	3.00
COMM-1154	Interpersonal Communication	3.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
EM-1134	OR CPR Professional/First Aid for Healthcare Provider	1.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Second Semester	Credit Hours
OPT-1101	Geometric Optics I	3.00
OPT-1131	Ophthalmic Dispensing I	3.00
BIOS-1115	Anatomy and Physiology of the Eye	2.00
ENGL-1122	English Composition I	3.00
BUS-1102	Principles and Practices of Management	3.00
MICS-1121	Microsoft Office	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Third Semester	Credit Hours
OPT-2102	Geometric Optics III	3.00
OPT-2132	Ophthalmic Dispensing II	3.00
OPT-2201	Contact Lenses I	3.00
OPT-2121	Clinical Experience I	3.00
ENGL-1104	Job Search Techniques	1.00
COMM-1130	Speech	3.00
ENGL-1152	Research Skills	1.00
***	Health Promotion Elective 1	1.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
OPT-2202	Contact Lenses II	3.00
OPT-2111	Mechanical Optics	3.00
OPT-2220	Ophthalmic Assisting	3.00
OPT-2122	Clinical Experience II	6.00
HUM-2203	Introduction to Ethics	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **70.00**

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# Physical Therapist Assistant

School of Allied Health  
 Bonnie Smith, Dean  
 Catherine Nye, Coordinating Instructor

## Description

Physical therapist assistants are technically educated healthcare providers who work under the supervision of a licensed physical therapist to restore function when disease or injury results in pain and limited movement abilities. When a patient seeks physical therapy services, the physical therapist performs an initial evaluation and develops a plan of care. The physical therapist assistant carries out the plan of care and reports the patient's response to the supervising physical therapist. The Physical Therapist Assistant program consists of a year of general courses followed by a year of technical course work and clinical experiences.

## Program Outcomes

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

- Within the scope of practice of the physical therapist assistant, safely and effectively implement data collection techniques and interventions identified in the plan of care established by the supervising physical therapist;
- Communicate verbally and nonverbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner;
- Exhibit professional behavior reflecting legal, ethical, and safe standards; meeting expectations of patients/clients and the profession; and displaying cultural sensitivity;
- Complete accurate and timely documentation that follows the guidelines of state practice acts, the practice setting and other regulatory agencies;
- Effectively manage daily operations including the organizational planning and operation of physical therapy services, participating in quality assurance activities, and providing information for billing and reimbursement purposes;
- Plan and organize individualized patient interventions established by the physical therapist such as adjusting or withholding intervention based on patient status, identifying alternatives within the plan of care, and reporting changes in patient status to the supervising physical therapist;
- Under the direction and supervision of the physical therapist, participate in coordinating continuity of care including instructing other members of the health care team; providing patient related instruction to patients, family members and caregivers; and participating in discharge planning and follow-up care; and,
- Educate others about the role of the physical therapist assistant, which may include being a clinical instructor, and engage in life-long learning.

## Career Opportunities

Physical Therapist Assistants are employed in a variety of settings such as hospitals, outpatient clinics, home health settings, nursing homes, rehabilitation facilities and school systems.



## Associate of Applied Science in Physical Therapist Assistant

Course No.	First Semester	Credit Hours
BIOS-1113	Anatomy and Physiology I	4.00
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
HLTH-1101	Medical Terminology	3.00
PSYC-1101	General Psychology	3.00
PTA-1100	Introduction to Physical Therapy	1.00
MICS-1123	Microsoft Office - Word Processing	1.00
<b>Totals</b>		<b>16.00</b>

Course No.	Second Semester	Credit Hours
BIOS-1114	Anatomy and Physiology II	4.00
ENGL-1152	Research Skills	1.00
PSYC-2151	Developmental Psychology	3.00
MATH-1108	Intermediate Algebra	3.00
COMM-1130	Speech	3.00
HUM-2203	Introduction to Ethics	3.00
<b>Totals</b>		<b>17.00</b>

Course No.	Third Semester	Credit Hours	Course No.	Fifth Semester	Credit Hours
BIOS-2201	Advanced Anatomy	3.00	PTA-2216	PTA Directed Practice II	4.00
PTA-2200	Fundamentals of Physical Therapy	4.00	PTA-2226	PTA Directed Practice III	4.00
PTA-2203	Physical Therapy Procedures	4.00	PTA-2207	PTA Clinical Issues and Role Transition	1.00
PTA-2211	Pathophysiology of Disease	2.00	ENGL-1104	Job Search Techniques	1.00
	<b>Totals</b>	<b>13.00</b>		<b>Totals</b>	<b>10.00</b>

Course No.	Fourth Semester	Credit Hours	Total Credit Hours	70.00
BIOS-2202	Kinesiology	2.00		
PTA-2204	Musculoskeletal Problems	3.00		
PTA-2210	Cardiopulmonary Function	2.00		
PTA-2214	Rehabilitation Procedures	3.00		
PTA-2206	PTA Directed Practice I	4.00		
	<b>Totals</b>	<b>14.00</b>		

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# Surgical Technology

School of Allied Health  
 Bonnie Smith, Dean  
 Yvette Johnson, Coordinating Instructor

## Description

The Surgical Technology program is a clinically oriented program, designed to provide students with the general and technical education to function as safe, competent surgical technologists. Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. The Surgical Technology program is a joint effort between Hocking College and Central Ohio Technical College (COTC). This two-year associate degree program is four semesters in length with the technical portion of the program beginning each autumn semester. The program is designed for full-time enrollment with classes offered during the daytime and evening at the Hocking campus. The surgical technology theory courses are online.

## Program Outcomes

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

- Demonstrate knowledge of the concepts of pharmacology;
- Apply basic understanding of human physiology and surgical anatomy and use of appropriate medical terminology;
- Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures and patient care;
- Demonstrate ability to practice independent clinical judgments under the supervision of the surgeon or Registered Nurse;
- Demonstrate knowledge of instrumentation and use in surgical procedures;
- Communicate effectively with clients, families and significant others, and members of the surgical team;
- Practice within the legal and ethical boundaries of the role of the surgical technologist; and,
- Accept responsibility for continuing professional and personal growth.

## Career Opportunities

The employment outlook for this occupational area is good. Surgical Technology graduates who pass the national certification exam are employed in hospital operating rooms, labor and delivery rooms, cast rooms in emergency departments, endoscopy centers, surgery centers, ambulatory care areas, sterile processing departments and plastic surgeons offices.



## Associate of Applied Science in Surgical Technology in Collaboration with Central Ohio Technical College

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
STCT-1131	Basic Surgical Technology	5.00
ST-1184	Basic Surgical Technology Lab	3.00
ENGL-1122	English Composition I	3.00
BIOS-1113	Anatomy and Physiology I	4.00
HLTH-1101	Medical Terminology	3.00
	<b>Totals</b>	<b>19.00</b>

Course No.	Second Semester	Credit Hours
STCT-1133	Surgical Procedures I	4.00
ST-1186	Surgical Procedures I-Clinical	3.00
STCT-1135	Pharmacology for The Surgical Tech	1.00
BIOS-1114	Anatomy and Physiology II	4.00
MATH-1113	College Algebra	4.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Third Semester	Credit Hours
STCT-1137	Surgical Procedures II	3.00
ST-1188	Surgical Procedures II-Clinical	3.00
MICR-1201	Microbiology	4.00
ENGL-2123	English Composition II: Contemporary Issues	3.00
	<b>Totals</b>	<b>13.00</b>

Course No.	Fourth Semester	Credit Hours
STCT-2231	Advanced Practice & Specialty Surgery Procedures	3.00
ST-2284	Advanced Practice & Specialty Surgery Procedures - Clinical	3.00
STCT-2233	Professional Trends & Issues- Surgical Technology Seminar	3.00
COMM-1154	Interpersonal Communication	3.00
PSYC-1101	General Psychology	3.00
	<b>Totals</b>	<b>15.00</b>

**Total Credit Hours** **63.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Accounting and Financial Services

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean  
 Christina Gater, Coordinating Instructor

## Description

Hocking College's Accounting and Financial Services program offers a wide variety of training to meet the needs of the accounting field. In this two-year associate degree program, students will learn non-profit accounting, cost accounting, payroll accounting, federal taxation and auditing. Course work includes training in the use of commercial software packages including Peachtree, MS Office, Drake and QuickBooks software.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Accounting and Financial Services:

- Use appropriate entry-level accounting skills;
- Interact effectively with peers and superiors in the work place;
- Effectively use a microcomputer to develop and maintain cost, non-profit, and general ledger accounting systems;
- Manually prepare federal and state tax returns for payroll and income;
- Prepare federal tax returns on a microcomputer;
- Use commercial spreadsheet software efficiently;
- Use word processing software proficiently;
- Perform data entry accounting tasks and understand the results;
- Effectively prepare to transfer to four-year colleges, if wishing to continue formal education;
- Effectively read and interpret financial statements; and,
- Effectively use routine accounting equipment, including 10-key adding machine.

## Career Opportunities

Graduates of the Hocking College Accounting and Financial Services program may be employed in a certified public accounting firm, bank, small business, manufacturing firm, or a non-profit organization such as a college, hospital or government agency.



## Associate of Applied Business in Accounting and Financial Services

Course No.	First Semester	Credit Hours
ACC-1101	Accounting I	3.00
ACC-1120	Payroll Accounting	3.00
ACC-1130	Desktop Machine Operations	2.00
BUS-2247	MS Excel for Windows	3.00
GS-1000	HC Cornerstone	1.00
BUS-1102	Principles and Practices of Management	3.00
***	Social Science/Psychology Elective	3.00
<b>Totals</b>		<b>18.00</b>

Course No.	Second Semester	Credit Hours
ACC-1102	Accounting II	4.00
ACC-1105	Computerized Accounting	3.00
ACC-1175	Budgeting and Cost Containment	3.00
ENGL-1122	English Composition I	3.00
***	Arts/Humanities Elective	3.00
<b>Totals</b>		<b>16.00</b>

Course No.	Third Semester	Class Hours
ACC-2200	Cost Accounting	4.00
ACC-2140	Taxation	4.00
ACC-2110	Accounting Simulation	2.00
ENGL-1152	Research Skills	1.00
MATH-1108	Intermediate Algebra	3.00
ACC-1220	Non-Profit Accounting	4.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Fourth Semester	Class Hours
ACC-2230	Intermediate Accounting	4.00
ACC-2250	Auditing	4.00
ACC-2210	Cost Accounting Simulation	2.00
ACC-2296	Accounting Practicum	2.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>15.00</b>

**Total Credit Hours** **67.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Addiction Counseling

School of Arts, Business and Information Technology

Jeffrey Daubenmire, Dean

Sarah Parker-Clever, Associate Dean

Dr. Guy Taylor, Coordinating Instructor

This program is offered at our Main Campus in Nelsonville and our Perry Campus in New Lexington.

## Description

Become part of the treatment team. Experience Ohio's only two-year program that prepares students for licensure as a chemical dependency counselor. Students will gain practical, professional experience through immersion in residential, diversion, outpatient and prevention practicum sites. The Addiction Counseling program prepares students to enter the field as Chemical Dependency Counselors working in a wide variety of environments including outpatient, residential, inpatient and community based settings. In addition to preparing students to enter the workforce, this program also prepares students to continue their education in the fields of counseling, education and human services at four-year colleges.

## Program Outcomes

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

- Demonstrates and implements basic knowledge of counseling theories and techniques to diverse populations;
- Demonstrates and applies knowledge of addiction theories;
- Maintains professional standards and ethical boundaries;
- Gathers clinical information systematically to assess and support diagnosis and ongoing treatment;
- Compiles and completes accurate documentation in a timely manner;
- Practices respectful interpersonal awareness and clinical leadership skills;
- Maintains, encourages and contributes to professional development; and,
- Interfaces with allied community support and prevention

## Career Opportunities

Job growth is strong in this field, with an expected increase of 34 percent in the number of Ohio jobs in the next 10 years.

Job Titles include:

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



## Associate of Technical Study in Addiction Counseling

Course No.	First Semester	Credit Hours
ADDC-1110	Principles of Addiction	4.00
ADDC-1210	Theories of Addiction & Clinical Ethics	3.00
ENGL-1122	English Composition I	3.00
BIOS-1112	The Human Organism	4.00
GS-1000	HC Cornerstone	1.00
PSYC-1101	General Psychology	3.00
<b>Totals</b>		<b>18.00</b>

Course No.	Second Semester	Credit Hours
ADDC-1222	Neurobiology/Clinical Psychopharmacology	3.00
ADDC-1216	Assessment/Diagnosis/Treatment Planning	3.00
ADDC-1286	Chemical Dependency Lab Orientation	3.00
ENGL-2123	English Composition II: Contemporary Issues	3.00
MATH-1108	Intermediate Algebra	3.00
<b>Totals</b>		<b>15.00</b>

Course No.	Third Semester	Credit Hours
ADDC-2214	Theory & Practice of Group Counseling	4.00
ADDC-2212	Individual & Relational Counseling	4.00
ADDC-2287	Chemical Dependency Practicum I	3.00
ADDC-2224	Multiculturalism and Prevention Issues	3.00
PSYC-2151	Developmental Psychology	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Fourth Semester	Credit Hours
ADDC-2250	Clinical Case Management	5.00
ADDC-2288	Chemical Dependency Practicum II	3.00
PSYC-2152	Abnormal Psychology	3.00
SOCI-1101	Introduction to Sociology	3.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>17.00</b>

**Total Credit Hours** **67.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Art, Design & Marketing

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean  
 Mark Hackworth, Coordinating Instructor

## Description

Students will develop the skills necessary to become an accomplished artist. Whether an established artist or one just beginning to explore their artistic side, this program offers students an opportunity to develop techniques and professional skills to be competitive in the field. The curriculum is composed of two tracks, 3D studio and 2D studio. The 3D studio area includes glass and ceramics. The 2D studio offering consists of photography, drawing and painting. Students will work with reputed and respected artisans to develop skills in their selected studio. A capstone project will be work exhibited in the college gallery. Portfolio development and interviews may lead to internship and/or apprenticeship opportunities.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Art, Design and Marketing:

- Practice effective business strategies;
- Develop and implement a marketing plan;
- Balance and integrate personal and professional life;
- Practice critical thinking skills;
- Set up, maintain and manage a safe and effective studio;
- Demonstrate knowledge of context and history of arts and crafts;
- Develop a high level of skills in craftsmanship and design; and,
- Practice high standards of professionalism and ethics.

## Career Opportunities

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



## Associate of Applied Business in Art, Design and Marketing

Course No.	First Semester	Credit Hours
ART-1101	Design I (2D)	3.00
ART-1110	Art Appreciation	3.00
ART-1105	Photoshop (2D)	3.00
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
***	Art Studio I	3.00
<b>Totals</b>		<b>16.00</b>

Course No.	Second Semester	Credit Hours
ENGL-2124	English Composition II: Creative Writing	3.00
MATH-1108	Intermediate Algebra	3.00
ART-1102	Design II (3D)	3.00
ART-1107	<b>OR</b> Digital Darkroom (2D)	3.00
***	Art Studio II	3.00
PSYC-1101	General Psychology	3.00
SOCI-1101	<b>OR</b> Introduction to Sociology	3.00
***	Art Studio Electives	2.00
<b>Totals</b>		<b>17.00</b>

Course No.	Third Semester	Credit Hours
ART-1115	Drawing (2D)	3.00
HUM-2205	Issues in The Arts	3.00
ART-2259	Art Marketing/Business Planning	3.00
***	Art Studio III	3.00
***	Art Studio Electives	2.00
***	Science Elective for Art	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Fourth Semester	Credit Hours
ART-2103	Design III	3.00
ART-1113	Oil Painting (2D)	3.00
COMM-1130	Speech	3.00
ART-2260	Art Marketing Portfolio Development	3.00
***	Art Studio IV	3.00
***	Art Studio Electives	2.00
	<b>Totals</b>	<b>17.00</b>

**Total Credit Hours** **67.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*



# Associate of Arts

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean

## Description

The curriculum for the Associate of Arts (AA) degree, grounded in the traditional liberal arts, prepares students to enter a broad variety of bachelor's degree majors, and provides students with skills that employers want most, such as proficiency in decision-making and problem-solving, oral and written communication skills, quantitative reasoning ability, the ability to work independently or as part of a team and the capacity to understand and use different modes of reasoning.

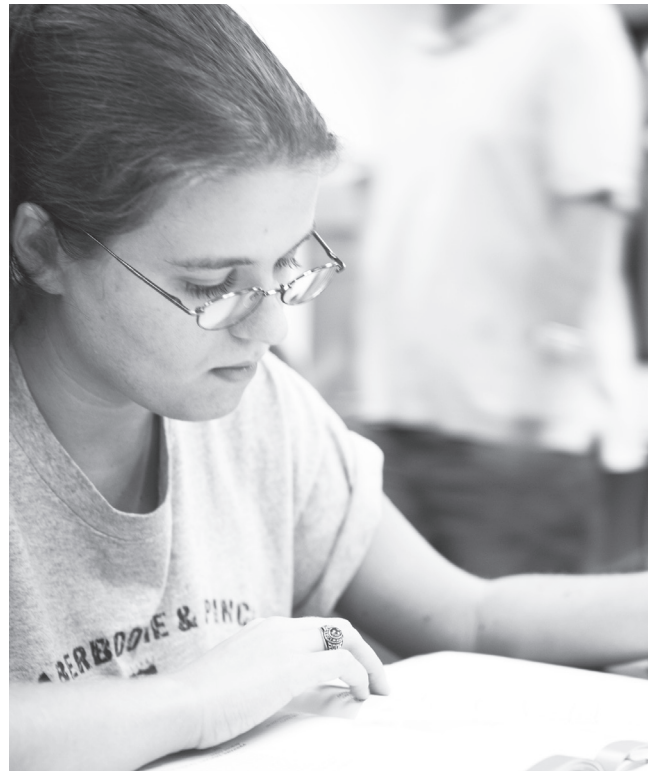
The Associate of Arts degree is an affordable option for students who plan to transfer to four-year institutions after completing the first two years of study at Hocking College. The degree enables students to fulfill the undergraduate general education requirements of most four-year degree programs and is also recommended for students who have not yet decided the field they will enter or the four-year institution they will attend.

## Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development.

## Career Opportunities

The Associate of Arts is a customized program designed to meet the career goals of the individual student.



## Associate of Arts

Course No.	Freshman Experience	Credit Hours
GS-1000	HC Cornerstone	1.00
GS-1136	University Bound Seminar	1.00
	<b>Totals</b>	<b>2.00</b>

Course No.	Computer Application	Credit Hours
MICS-1121	Microsoft Office	3.00
	<b>Totals</b>	<b>3.00</b>

Course No	Written Communication	Credit Hours
***	AA English Courses	6.00
	<b>Totals</b>	<b>6.00</b>

Course No	Oral Communication	Credit Hours
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>3.00</b>

Course No.	Sociology & Behavioral Science	Credit Hours
***	AA Social Science Courses	9.00
	<b>Totals</b>	<b>9.00</b>

Course No.	Arts & Humanities	Credit Hours
***	AA Humanities Courses	12.00
	<b>Totals</b>	<b>12.00</b>

Course No.	Mathematics	Credit Hours
***	AA Math Courses	4.00
	<b>Totals</b>	<b>4.00</b>

Course No.	Natural & Physical Science	Credit Hours
	AA Science Courses	6.00
	<b>Totals</b>	<b>6.00</b>

Course No.	AA Electives	Credit Hours
***	AA Elective Courses	16.00
	<b>Totals</b>	<b>16.00</b>

<b>Total Credit Hours</b>	<b>61.00</b>
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*Hocking College reserves the right to modify curricular requirements, to change course content, and change course*

# Associate of Individualized Study

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean

## Description

The Associate of Individualized Study (AIS) is an individually planned program designed to serve an educational objective that cannot be served through another Hocking College degree program. The typical AIS student plans to attend a four-year college or university, has unusual career goals, may be an entrepreneur, and may want to complete 30 credits from two or more technical programs.

## Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development

## Career Opportunities

The Associate of Individualized Study is a customized program designed to meet the career goals of the individual student.

## Associate of Individualized Study

An AIS is awarded for the satisfactory completion of a minimum of 54-60 credit hours with a concentration of 30 or more credit hours in one of the following:

- A coherent combination of courses from a minimum of two and a maximum of four Hocking College associate degree programs;
- Up to 30 credit hours for documented educational experiences or courses completed at other institutions of higher learning or educational enterprises judged acceptable by Hocking College; or,
- An unusual but academically coherent combination of technical and general studies courses.

The AIS process involves the following steps:

- Enroll in GS 1135, AIS Degree Development Seminar;
- Contact the four-year college or university to learn their requirements for a bachelor's degree in order to incorporate those requirements into the student's AIS plan at Hocking College;
- Select academic advisors from each area of concentration to sit on the student's degree approval committee; and,
- The student may also choose to incorporate Hocking's Transfer Module, which requires 36-40 credits, into their AIS plan.



# Associate of Science

School of Arts, Business and Information Technology

Jeffrey Daubenmire, Dean

Sarah Parker-Clever, Associate Dean

## Description

The curriculum for the Associate of Science (AS) degree prepares students to enter a broad variety of bachelor's degree majors with a focus on either social or natural sciences. It also provides students with skills that employers want most, such as proficiency in decision-making and problem-solving, oral and written communication skills, quantitative reasoning ability, the ability to work independently or as part of a team, and the capacity to understand and use different modes of reasoning.

The Associate of Science degree is an affordable option for students who plan to transfer to four-year institutions after completing the first two years of study at Hocking College. The degree enables students to fulfill the undergraduate general education requirements of most four-year degree programs and is also recommended for students who have not yet decided the field they will enter or the four-year institution they will attend.

## Program Outcomes

This program is designed to meet individual goals and objectives.

Program outcomes will be determined as part of program development.

## Career Opportunities

The Associate of Science is a customized program designed to meet the career goals of the individual student.



## Associate of Science

Course No.	Freshman Experience	Credit Hours
GS-1000	HC Cornerstone	1.00
GS-1136	University Bound Seminar	1.00
	<b>Totals</b>	<b>2.00</b>

Course No.	Computer Application	Credit Hours
MICS-1121	Microsoft Office	3.00
	<b>Totals</b>	<b>3.00</b>

Course No	Oral Communication	Credit Hours
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>3.00</b>

Course No.	Written Communication	Credit Hours
***	AS English Courses	9.00
	<b>Totals</b>	<b>9.00</b>

<b>Course No.</b>	<b>Sociology &amp; Behavioral Science</b>	<b>Credit Hours</b>
***	AA Social Science Courses	9.00
	<b>Totals</b>	<b>9.00</b>
<b>Course No.</b>	<b>Arts &amp; Humanities</b>	<b>Credit Hours</b>
***	AA Humanities Courses	9.00
	<b>Totals</b>	<b>9.00</b>
<b>Course No.</b>	<b>Mathematics</b>	<b>Credit Hours</b>
***	AA Math Courses	6.00
	<b>Totals</b>	<b>6.00</b>
<b>Course No.</b>	<b>Natural &amp; Physical Science</b>	<b>Credit Hours</b>
	AS Science Courses	12.00
	<b>Totals</b>	<b>12.00</b>
<b>Course No.</b>	<b>AS Electives</b>	<b>Credit Hours</b>
***	AS Elective Courses	7.00
	<b>Totals</b>	<b>7.00</b>
	<b>Total Credit Hours</b>	<b>60.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Associate of Technical Study

School of Arts, Business and Information Technology

Jeffrey Daubenmire, Dean

Sarah Parker-Clever, Associate Dean

## Description

The Associate of Technical Study (ATS) is awarded for successful completion of a minimum of 54-60 credit hours of an individually planned technical education program designed to respond to a student's need for specialized technical education not currently available in the formal degree programs available at Hocking College.

## Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development.

## Career Opportunities

The Associate of Technical Study is a customized program designed to meet the career goals of the individual student.

## Associate of Technical Study

The ATS program must have an area of concentration that is equivalent to 30 credit hours in technical studies and clearly identifiable with a career objective. The area of concentration can be formed either by:

- A coherent combination of technical courses selectively drawn from two or more technical programs currently offered by Hocking College to serve a career objective which would not be adequately addressed by one of those existing programs; or
- Courses completed or training received at other institutions of higher education, vocational centers or other educational enterprises judged by Hocking College to be of college level to a maximum of 30 credit hours, prior to the declaration of candidacy for the degree.

The typical ATS student is seeking a unique, flexible degree that combines two or more technical degree programs from Hocking College, needs a degree as soon as possible for their current job, or has already completed many technical credits but lacks focus in one specific program.

In preparing the ATS degree plan students will:

- Enroll in GS 1137, ATS Degree Development Seminar if they have 30 credits or less on their Hocking College transcript;
- Submit occupational documentation for the career requiring a blend of programs as a part of their application for an ATS degree. One of the following may be used:
  - o Job description from the industry or other third party source;
  - o Letter from an employer; or,
  - o Document from the industry regarding qualifications required.
- Select degree programs to blend together to fit this career's needs; and,
- Select academic advisors from each area of concentration to sit on the student's degree approval committee.



# Broadcast Production & Engineering

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean

## Description

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

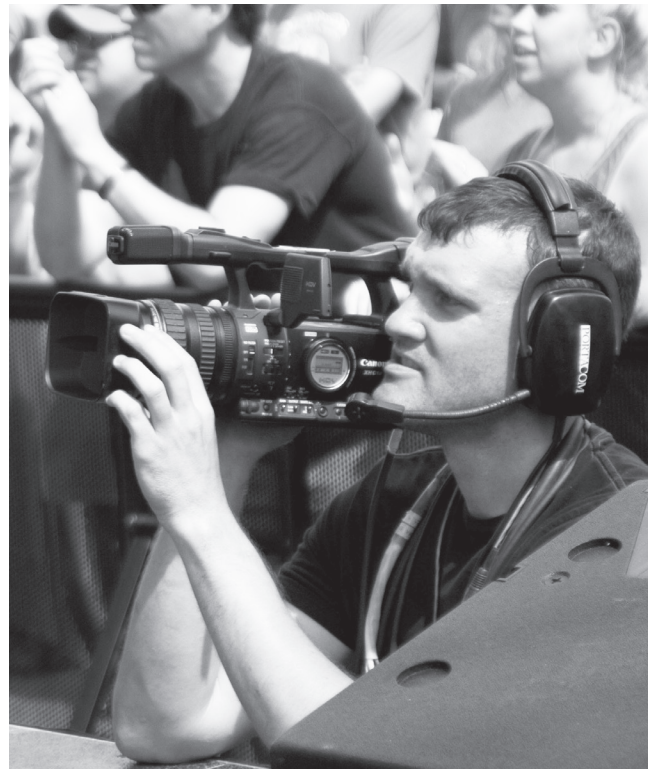
## Program Outcomes

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

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

## Career Opportunities

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



## Associate of Applied Science in Broadcast Production and Engineering

Course No.	First Semester	Credit Hours
BC-1101	Broadcasting I - Television Studio Production	7.00
BUS-1100	Small Business Management I	3.00
SOCI-1101	Introduction to Sociology	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>14.00</b>

Course No.	Second Semester	Credit Hours
BC-1102	Broadcasting II - Television Field Production	7.00
BUS-1101	Small Business Management II	3.00
ENGL-1122	English Composition I	3.00
MATH-1108	Intermediate Algebra	3.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Summer Semester	Credit Hours
BC-2296	Broadcast Practicum I	2.00
	<b>Totals</b>	<b>2.00</b>

Course No.	Third Semester	Credit Hours
BC-2210	Broadcasting III - Video Systems	7.00
COMM-1130	Speech	3.00
SOCI-2220	Social Psychology	3.00
PHYS-1202	Physics - Heat, Light and Sound	4.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Fourth Semester	Credit Hours
BC-2220	Broadcasting IV	7.00
BC-2297	Broadcast Practicum II Capstone	4.00
PSYC-1120	Organizational Behavior	3.00
ENGL-1104	Job Search Techniques	1.00
ENGL-2225	Technical Writing	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **67.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*



# Business Management & Entrepreneurship

School of Arts, Business and Information Technology

Jeffrey Daubenmire, Dean

Sarah Parker-Clever, Associate Dean

Christina Gater, Coordinating Instructor

This program is offered at our Main Campus in Nelsonville and our Perry Campus in New Lexington.

## Description

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

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

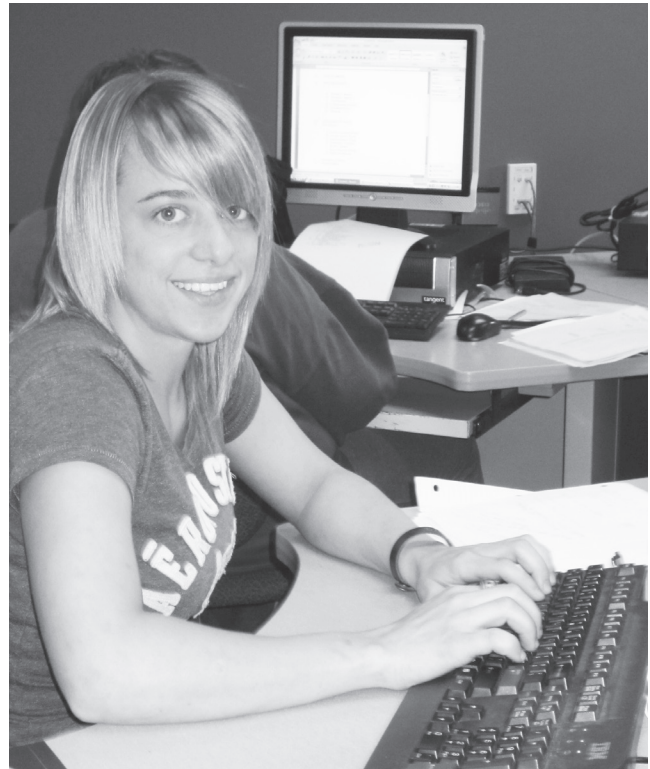
## Program Outcomes

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

- Effectively use a computer to develop accounting records;
- Make sound management decisions based upon planning and examination of appropriate alternatives;
- Understand the legal system as it relates to business systems;
- Develop and implement appropriate marketing strategies;
- Maintain high ethical standards in business dealings;
- Effectively perform the staffing process;
- Perform various analytical business tasks;
- Communicate effectively through varied media (e.g., written, verbal, visual);
- Use effective quantitative skills in business activities; and,
- Utilize professional demeanor through appropriate conduct, dress, and exhibited attitude.

## Career Opportunities

Completion of the Business Management and Entrepreneurship program prepares students for entry-level positions as a manager or a manager trainee, and ultimately, to own and operate a business. Specialized certificates also provide opportunities for employment as a personnel manager, realtor or sales associate.



## Associate of Applied Business in Business Management and Entrepreneurship

Course No.	First Semester	Credit Hours
BUS-1100	Small Business Management I	3.00
BUS-1110	Marketing	3.00
BUS-1200	Business Law	3.00
BUS-1120	Personal Finance	3.00
ACC-1101	Accounting I	3.00
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>19.00</b>

Course No.	Second Semester	Credit Hours
BUS-1101	Small Business Management II	3.00
BUS-1201	Advanced Business Law	3.00
ACC-1105	Computerized Accounting	3.00
BUS-1102	Principles and Practices of Management	3.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Third Semester	Credit Hours
BUS-2210	Human Resources Management	3.00
BUS-2125	Principles of Finance	3.00
BUS-2165	Advertising	3.00
BUS-2247	MS Excel for Windows	3.00
COMM-1130	Speech	3.00
***	Social Science/Psychology Elective	3.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
BUS-2296	Business Practicum	2.00
BUS-2130	Sales	3.00
BUS-2243	Business Security	3.00
BUS-2260	Business Planning	3.00
HUM-2203	Introduction to Ethics	3.00
ECON-1140	Principles of Microeconomics	3.00
	<b>Totals</b>	<b>17.00</b>

**Total Credit Hours** **70.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Computer Programming

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean  
 Marcia Welch, Coordinating Instructor

## Description

The Computer Programming curriculum prepares students to enter the information technology profession as an entry-level programming professional. Students will learn by doing; hands-on experience is emphasized in reality-based and project-based learning situations. Students will work in modern labs with faculty present to assist and answer questions. Students write software application programs in Visual Basic.Net and C++. Web page applications will be developed in HTML, CSS3 and JavaScript, while SQL and Oracle PL/SQL will be used for relational database management applications. In other courses students gain experience in client server concepts, operating systems, computer hardware and architecture and networking applications.

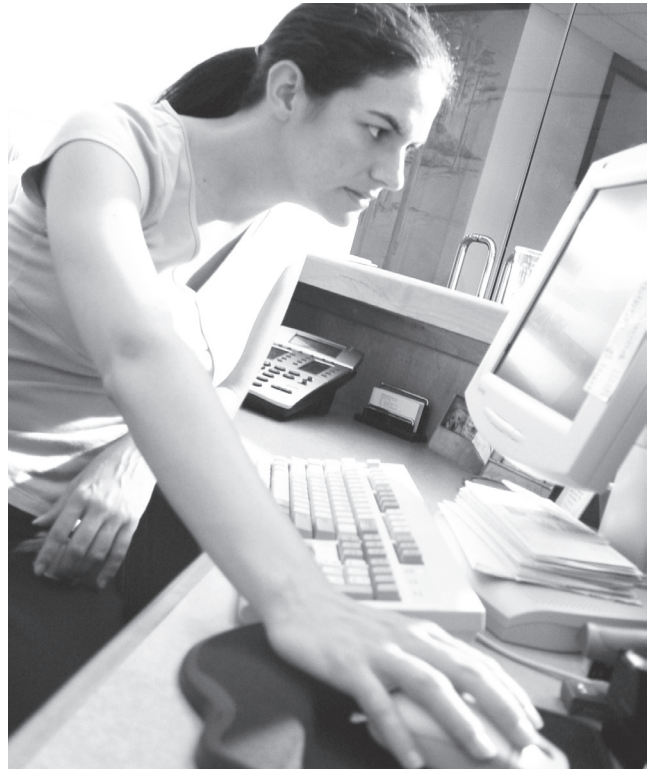
## Program Outcomes

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

- Analyze a problem and develop a logical plan for a solution;
- Develop, test, debug and implement a software application to perform a specific task;
- Write appropriate documentation for security protocols in a network environment;
- Utilize current communication and security protocols in a network environment;
- Perform common and administrative tasks on multiple operating platforms;
- Identify and utilize resources for continuous professional growth and development;
- Exhibit professional work ethic and professional conduct; and,
- Interact effectively in both technical and non-technical environments.

## Career Opportunities

Graduates of the Computer Programming program are eligible for employment as entry-level programmers and computer operators in large or small companies. Typical entry-level job titles include data entry operator, computer operator, programmer and programmer analyst. Most computer jobs, especially those with large companies, are found in the metropolitan areas, which may require relocation after graduation. Graduates also have the ability to continue their education at a four-year college or university, usually as a junior through available transfer opportunities.



## Associate of Applied Business in Computer Programming

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

It is possible to get two degrees, Computer Programming and Network Systems, in three years at Hocking College. Students choosing to pursue both degrees must start autumn semester with the Computer Programming curriculum and then complete the Network Systems course work in semesters four, five and six. It will take more than three years to complete both degrees if a student begins his or her studies out of sequence.

Course No.	First Semester	Credit Hours	Course No.	Third Semester	Credit Hours
CS-1101	Programming Logic	3.00	NET-2201	Network Applications (SL/CR)	3.00
NET-1100	Web Page Design	3.00	CS-2210	Introduction to C++	3.00
NET-1120	Computer Hardware & Operating Systems	3.00	CS-2250	Server-Side Scripting (Capstone)	3.00
MICS-1141	Introduction to Word & Excel	1.00	Math-1108	Intermediate Algebra	3.00
ENGL-1122	English Composition 1	3.00	MICS-1126	Microsoft Office-Presentation	1.00
GS-1000	HC Cornerstone	1.00	***	Social Science/Psychology Elective	3.00
	<b>Totals</b>	<b>14.00</b>		<b>Totals</b>	<b>16.00</b>
Course No.	Second Semester	Credit Hours	Course No.	Fourth Semester	Credit Hours
CS-1140	UNIX/Linux	3.00	CS-2211	Advanced C++	3.00
CS-1110	Programming in Visual Basic	3.00	CS-2214	IT Project Management (Capstone)	2.00
MICS-1142	Microsoft Access	3.00	CS-2240	Database Management & Applications	4.00
NET-1110	Networking Basics Discovery 1	2.00	ENGL-1104	Job Search Techniques	1.00
ENGL-1152	Research Skills	1.00	HUM-2200	Introduction to World Literature	3.00
COMM-1130	Speech	3.00	HUM-2203	<b>OR</b> Introduction to Ethics	3.00
	<b>Totals</b>	<b>15.00</b>	***	Natural Science Elective	3.00
				<b>Totals</b>	<b>16.00</b>
				<b>Total Credit Hours</b>	<b>61.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Early Childhood Education

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean  
 Cheryl Stewart, Coordinating Instructor

## Description

The Early Childhood Education provides training required for employment in the early childhood education field. This program offers students a wide range of skills that they will find helpful in their work with children. Courses include childhood development, instructional strategies, academic skills, general education, special education, classroom management and application of technology in the classroom. This program provides the course work for students to become licensed and work as an early childhood educator within Ohio school systems.

## Program Outcomes

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

- Demonstrate the basic academic skills required to proficiently assist P-K through third grade students in reading, writing, mathematics and social studies;
- Demonstrate understanding of and apply best practices in helping children to learn and develop;
- Provide assistance that supports the intellectual, social, emotional and personal development of all learners;
- Demonstrate an understanding of the purpose and value of programs for individuals with exceptional learning needs and the role of the paraprofessional in providing services to all children and youth with disabilities;
- Demonstrate knowledge of and apply effective instructional and assessment strategies to assist in teaching and learning in a variety of settings;
- Demonstrate an understanding of the principles of effective classroom management and individualized behavior interventions;
- Use a range of strategies to promote positive relationships, cooperation and purposeful learning in the classroom;
- Demonstrate understanding of, follow, and use prescribed district and agency policies and procedures; including emergency procedures, to ensure the safety, health and general well-being of learners;
- Demonstrate the ability to communicate effectively with colleagues, follow instructions, and use problem-solving and other skills to work as an effective member of an instructional team;
- Practice ethical and professional standards of conduct, including the requirements of confidentiality and reporting; and,
- Demonstrate the ability to assist with technology and media –
  - o Use a variety of media communication tools, including audiovisual aids and computer technology, to enrich learning opportunities;
  - o Apply knowledge of adaptive and assisted learning devices for handicapped students; and,
  - o Evidence technology skills (at a minimum) at the School Net Novice Training Level.



## Career Opportunities

As a graduate of the Early Childhood Education, students will possess the skills and licensure required to work as an educational paraprofessional (teacher's aide) in the state school systems. In addition, completion of this program allows graduates to work in private childcare settings and private homes.

## Associate of Applied Science in Early Childhood Education

Course No.	First Semester	Credit Hours
ED-1100	Introduction to Education	3.00
PSYC-1101	General Psychology	3.00
ENGL-1122	English Composition I	3.00
ED-1115	Community Health/Safety & Nutrition and Communicable Disease	2.00
GS-1000	HC Cornerstone	1.00
ED-1121	Emergent Reading & Children's Literature	3.00
ED-1125	Early Childhood Practicum I	2.00
<b>Totals</b>		<b>17.00</b>

<b>Course No.</b>	<b>Second Semester</b>	<b>Credit Hours</b>	<b>Course No.</b>	<b>Fourth Semester</b>	<b>Credit Hours</b>
MATH-1120	Elementary Topics in Mathematics	3.00	ED-2225	Intro to the Integrated Curriculum	3.00
ED-1135	Educational Technology Education	3.00	ED-2296	Early Childhood Education Practicum II (Capstone)	4.00
ED-1116	Creative Experiences in Early Childhood	4.00	COMM-1130	Speech	3.00
ED-1105	Social Studies for Early Childhood	3.00	ED-2201	Math & Science with Young Children	3.00
PSYC-2170	Child Development	3.00	ED-2216	Communities, Families and Schools	3.00
ENGL-1152	Research Skills	1.00	ENGL-1104	Job Search Techniques	1.00
***	Health Promotion Elective 1	1.00	EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
	<b>Totals</b>	<b>18.00</b>		<b>Totals</b>	<b>18.00</b>
			<b>Total Credit Hours                      69.00</b>		
<b>Course No.</b>	<b>Third Semester</b>	<b>Credit Hours</b>			
ED-2220	Education of the Exceptional Child	3.00			
ED-2210	Diversity in Early Childhood Education	3.00			
ED-2141	Observing and Recording Behavior	3.00			
ED-2200	Guidance and Classroom Management	3.00			
PSYC-1115	Educational Psychology	3.00			
***	Health Promotion Elective 1	1.00			
	<b>Totals</b>	<b>16.00</b>			

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Interactive Multimedia

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean  
 Jeff Stickler, Coordinating Instructor

## Description

Interactive Multimedia encompasses a broad array of skills and technologies. Students will create and manipulate digital photos, create logos, shoot and edit video, record music and sound effects, create 3D worlds and design visual effects. This program also involves working with data and information. Students will use standard industry tools to store, retrieve, organize and present information in a meaningful way. This program allows students to work on real-world client projects to gain knowledge and skill in assessing client objectives, mapping out plans for implementation and creating a finished product that meets the client's needs.

## Program Outcomes

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

- Establishes, builds and nurtures relationships in a team environment;
- Demonstrates professional and ethical behavior;
- Displays personal commitment, ownership and investment in client relationships and completion of projects;
- Demonstrates strong knowledge of a wide range of technical skills and multimedia development tools;
- Creates the information architecture for a multimedia project;
- Plans and organizes projects effectively, responds to changes and challenges as necessary, and archives accordingly;
- Analyzes and evaluates the effectiveness of multimedia products and makes appropriate adjustments;
- Communicates effectively with internal and external constituents;
- Continually acquires and adapts new skills and knowledge and evolves technical expertise in parallel with industry trends; and,
- Generates creative concepts, designs, and ideas.

## Career Opportunities

Although the top choices for graduates with Interactive Multimedia degrees include web developers, multimedia artists/animators or graphic designers, many more possibilities are available. Graduates of the Interactive Multimedia Technology can choose from a number of job titles including audio/visual specialist, production assistant, virtual reality designer, visual design consultant and many more.



## Associate of Applied Science in Interactive Multimedia

Course No.	First Semester	Credit Hours
IM-1101	Computer Graphics	3.00
EC-1102	Introduction to E-Business	3.00
IM-1131	Interactive Media I	3.00
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
NET-1100	Web Page Design	3.00
ART-1110	Art Appreciation	3.00
	<b>Totals</b>	<b>19.00</b>

Course No.	Second Semester	Credit Hours
IM-1132	Interactive Media II	4.00
IM-1150	Design Concepts	3.00
CS-1100	Problem Solving and Analysis	3.00
ENGL-1122	English Composition I	3.00
ENGL-1104	Job Search Techniques	1.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Third Semester	Credit Hours
IM-2210	Video Production & Compositing	4.00
IM-2133	Interactive Media III	4.00
EC-2250	E-Commerce Law and Regulations	4.00
MUS-1130	Introduction to Digital Production	3.00
BUS-1100	Small Business Management I	3.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
IM-2250	3D Graphics	2.00
IM-2260	Multimedia Portfolio Development	4.00
NET-1120	Computer Hardware & Operating Systems	3.00
ENGL-2123	English Composition II: Contemp Issues	3.00
***	Sociology Elective	3.00
***	Natural Science Elective	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **72.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*



# Music Management

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean  
 Neal Schmitt, Coordinating Instructor

## Description

This program is designed to prepare students for careers in music production and music management while also revealing many other entry-ways into the music industry. Initially, all music students complete a series of core classes that develop the foundational skills needed for virtually any career in commercial music. These core classes include music production, music theory, publishing, music business and new media. Students then select one of two areas of specialization – production or music management. Some students even elect to pursue both certificates. Students then dive in deeper into their chosen path.

## Program Outcomes

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

- Manages people, projects and self;
- Establishes, builds and maintains business and interpersonal relationships;
- Utilizes human relation skills to balance strengths of artists and demands of the industry;
- Embraces technology and adapts to changes;
- Promotes skills and strengths of the musician;
- Engages in entrepreneurship to plan, execute, promote and improvise careers;
- Develops, maintains, and balances artistic, technical and business management skills;
- Uses professional knowledge and instincts to recognize quality and to engage in risk;
- Exercises judgment and makes ethical decisions as they relate to the music industry; and,
- Respects physical, mental and emotional health of self and others.

## Career Opportunities

Graduates are employed as studio engineers, music producers, artist managers, record label personnel, concert promoters, tour crew, music publishers, booking agents and musicians.



## Associate of Applied Business in Music Management

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
SOCI-1101	Introduction to Sociology	3.00
ENGL-1122	English Composition I	3.00
MUS-1137	Foundations of Music Theory	3.00
MUS-1145	Music Industry Fundamentals	3.00
MUS-1130	Introduction to Digital Production	3.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours
MATH-1108	Intermediate Algebra	3.00
MUS-1195	20th Century Music & Contemporary Genres	3.00
MUS-1180	Interactive Multimedia Technologies	3.00
MUS-2206	Music Distribution and Marketing	3.00
MUS-1150	<b>OR</b> Recording and Mixing Concepts	3.00
***	Private Music Lessons	1.00
	<b>Totals</b>	<b>13.00</b>

Course No.	Summer Semester	Credit Hours
MUS-2296	Industry Internship Experience	2.00
	<b>Totals</b>	<b>2.00</b>

Course No.	Third Semester	Credit Hours
ENGL-2125	English Composition II: Music & Culture	3.00
HUM-2205	Issues in the Arts	3.00
MUS-2207	Music Entrepreneurship	3.00
EC-2212	E-Marketing, Branding Management & Search Engineering	4.00
MUS-2208	Concert Booking and Promotion	3.00
MUS-2204	Creative Mixing and Sequencing	3.00
MUS-2202	Live Sound Production	3.00
MUS-2201	Introduction to Logic	2.00
MUS-1185	<b>OR</b> History of Rock and Roll	2.00
	<b>Totals</b>	<b>24.00</b>

Course No.	Fourth Semester	Credit Hours
COMM-1130	Speech	3.00
ENGL-1104	Job Search Techniques	1.00
MUS-2220	Music Capstone	4.00
***	Natural Science Elective	3.00
MUS-2227	Music Business Enterprise	3.00
MUS-2203	<b>OR</b> Music Production Synthesis	3.00
***	Private Music Lessons	1.00
	<b>Totals</b>	<b>15.00</b>
	<b>Total Credit Hours</b>	<b>70.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Network Systems

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean  
 Marcia Welch, Coordinating Instructor

## Description

The Network Systems curriculum prepares students to enter the information technology profession as an entry-level networking professional. Students learn by doing: hands-on experience is emphasized in reality-based and project-based learning situations. Students will work in modern labs with faculty present to assist and answer questions. Hocking College is a Cisco Networking Academy site. In partnership with Cisco Systems, the Networking Academy CCNA curriculum consists of four Cisco courses. This curriculum teaches routing and switching concepts, network communications theory, and router and switch configuration. Other Network Systems courses include Network Applications, Server Management with Windows Server, Computer Hardware and Operating Systems, Web Page Design and Network Security. In these courses, students explore current information technologies and trends including wireless networking, IP version 6, convergence, IP Telephony, virtualization, ethical hacking, Virtual Private Networks, Proxy Servers, and Directory Services to prepare them for the information technology job market.

## Program Outcomes

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

- Analyze a problem and develop a logical plan for a solution;
- Design, implement, maintain and troubleshoot a small business network;
- Document network architecture, hardware and software;
- Apply current communication and security protocols in a network environment;
- Perform common and administrative tasks on multiple operating platforms;
- Identify and utilize resources for continuous professional growth and development;
- Exhibit professional work ethic and professional conduct; and,
- Interact effectively in both technical and non-technical environments.

## Career Opportunities

Graduates of the Network Systems program find that there are opportunities in this field. Typical entry-level jobs include the following: network administrator, network technician and network operator. After some experience, job titles would include network systems engineer, network designer or LAN/WAN engineer. Most computer jobs, especially those with large companies, are to be found in metropolitan areas, which may require relocation after graduation. Graduates also have the ability to continue their education at a four-year college or university, usually as a junior through available transfer opportunities.



## Associate of Applied Science in Network Systems

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

It is possible to get two degrees, Computer Programming and Network Systems, in three years at Hocking College. Students choosing to pursue both degrees must start autumn semester with Network Systems and then complete the Computer Programming course work in semesters four, five and six. It will take more than three years to complete both degrees if a student begins his or her studies out of sequence.

Course No.	First Semester	Credit Hours	Course No.	Third Semester	Credit Hours
CS-1101	Programming Logic	3.00	NET-2201	Network Applications (SL/CR)	3.00
NET-1120	Computer Hardware & Operating Systems	3.00	CS-1140	UNIX/Linux	3.00
MICS-1141	Introduction to Word & Excel	1.00	NET-2210	Cisco Exploration 2	3.00
NET-1110	Networking Basics Discovery I	2.00	NET-2220	Server Management	3.00
ENGL-1122	English Composition I	3.00	MICS-1126	Microsoft Office-Presentation	1.00
GS-1000	HC Cornerstone	1.00	***	Social Science/Psychology Elective	3.00
	<b>Totals</b>	<b>13.00</b>		<b>Totals</b>	<b>16.00</b>
Course No.	Second Semester	Credit Hours	Course No.	Fourth Semester	Credit Hours
MICS-1142	Microsoft Access	3.00	CS-2240	Database Management & Applications	4.00
NET-1100	Web Page Design	3.00	NET-2211	Cisco Exploration 3 & 4 (Capstone)	4.00
NET-1115	Networking Basics Discovery II	2.00	NET-2215	Network Systems Security	3.00
ENGL-1152	Research Skills	1.00	ENGL-1104	Job Search Techniques	1.00
MATH-1108	Intermediate Algebra	3.00	HUM-2203	Introduction to Ethics	3.00
COMM-1130	Speech	3.00	HUM-2200	<b>OR</b> Introduction to World Literature	3.00
	<b>Totals</b>	<b>15.00</b>	***	Natural Science Elective	3.00
				<b>Totals</b>	<b>18.00</b>
				<b>Total Credit Hours</b>	<b>62.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Transfer Module

School of Arts, Business and Information Technology  
 Jeffrey Daubenmire, Dean  
 Sarah Parker-Clever, Associate Dean

## Description

The Transfer Module is a program for students planning to transfer to another public institution in Ohio, and have the goal of achieving a bachelor's degree. The Transfer Module program is an Ohio-wide program that's guaranteed to transfer to another public institution if students complete the module of 36-40 credit hours. With lower costs, smaller classes and student-centered faculty, Hocking College offers this as an ideal way for students to get started on their educational goals.

## Program Outcomes

This program is designed to meet individual goals and objectives.

## Career Opportunities

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

## Transfer Module Certificate

Courses are found in the following areas:

- English Composition
- Oral Communications
- Mathematics
- Arts/Humanities
- Social and Behavioral Sciences
- Natural and Physical Sciences

The Hocking College Transfer Module includes general courses already required in technical programs as well as courses for transfer only. Because individual programs may differ in specific course requirements for general education, the articulation of the Transfer Module may vary from one program to another.



# Advanced Energy

School of Engineering Technology

Neil Hinton, Dean

Darin Hadinger, Coordinating Instructor

This program is offered exclusively at our Logan Campus.

## Description

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

## Program Outcomes

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

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

## Career Opportunities

Possible job opportunities for the Advanced Energy program graduates include:

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



## Associate of Applied Science in Advanced Energy

Course No.	First Semester	Credit Hours
AE-1101	Electricity & Wiring Practicum I	5.00
CM-1101	Basic Construction Safety	2.00
GS-1000	HC Cornerstone	1.00
CHEM-1101	Fundamentals of Chemistry	4.00
AE-1000	Introduction to Alternative Energy	2.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	OR College Algebra	4.00
<b>Totals</b>		<b>17.00-18.00</b>

Course No.	Second Semester	Credit Hours
AE-1102	Intro to Sustainable Building Technology	1.00
AE-1201	Electricity & Wiring Practicum II	5.00
OAT-1115	Computer Applications for Industry	1.00
ENGL-1122	English Composition I	3.00
PHYS-1202	Physics - Heat, Light and Sound	4.00
<b>Totals</b>		<b>14.00</b>

<b>Course No.</b>	<b>Third Semester</b>	<b>Credit Hours</b>
AE-2101	Solar Photovoltaic Systems I	4.00
AE-2104	Electrochemical Energy and Fuel Cells	3.00
AE-2106	Wind & Hydroelectric Power Generation	3.00
COMM-1130	Speech	3.00
ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>14.00</b>

<b>Course No.</b>	<b>Fourth Semester</b>	<b>Credit Hours</b>
AE-2102	Solar Photovoltaic Systems II	5.00
AE-2108	Solar Thermal Energy Systems	3.00
SUPR-1239	Construction Supervision	3.00
PSYC-1120	Organizational Behavior	3.00
AE-2200	Alternative Energy Capstone	4.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **63.00-64.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Architectural & Mechanical Design

School of Engineering Technology

Neil Hinton, Dean

Carol Hill, Coordinating Instructor

This program is offered exclusively at our Logan Campus

## Description

Architectural and Mechanical Design offers a future of employment in many occupational settings. As a drafter, students will be at the center of a changing world. Ideas, sketches, notes, data and workable plans are the instruments of change. Using computer assisted drafting software and networking technology and operating systems, the drafting and design program provides extensive training in graphic communication and critical thinking.

## Program Outcomes

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

- Create graphical communication documentation using standard rules of industry;
- Demonstrates skills in technical software (CAD, computer aided drafting, spreadsheets, databases, and word processors);
- Problem solves, verifies, and implements recommended design changes;
- Conforms to, interprets and understands industry codes for drawings;
- Executes approved methods for design and uses efficient tools and/or procedures;
- Uses adaptable personal and professional skills to prioritize, plan and meet deadlines;
- Applies skill expertise in job specific preliminary measurement and research;
- Performs necessary job related mathematics;
- Demonstrates a professional code of ethics and accountability; and,
- Delivers effective communication skills, individual or collaborative.

## Career Opportunities

Hocking's Architectural and Mechanical Design graduates are actively involved in diverse and often unexpected settings. Since drafting is the language of human creation, anywhere something is being made or planned, a drafter is not far removed. The job titles include CAD operators, drafting/project engineers, engineer's assistants and engineering specialists. Graduates can work in a vast number of fields, far exceeding those necessarily offered by technology specific programs.



## Associate of Applied Science in Architectural and Mechanical Design

Course No.	First Semester	Credit Hours
AMD-1101	Mechanical Design	5.00
AMD-1102	Materials and Processes	4.00
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
OAT-1115	Computer Applications for Industry	1.00
	<b>Totals</b>	<b>14.00</b>

Course No.	Second Semester	Credit Hours
AMD-1105	Architecture Design	4.00
AMD-1106	Building Codes & Designing for Efficiency	3.00
ENGL-1122	English Composition I	3.00
PHYS-1201	Physics - Motion	4.00
***	Social Science/Psychology Elective	3.00
	<b>Totals</b>	<b>17.00</b>



Course No.	Third Semester	Credit Hours
AMD-2202	Advanced Mechanical Design	4.00
NRM-1123	Surveying and Mapping	3.00
AMD-2203	Modeling	3.00
ENGL-1152	Research Skills	1.00
COMM-1130	Speech	3.00
EE-1126	Introduction to Electricity	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Third Semester	Credit Hours
AMD-2206	Advanced Architectural Design	4.00
AMD-2207	Civil Engineering & Site Plan	2.00
GEO-1104	Introduction to GPS and GIS	3.00
MATH-1110	Geometry and Trigonometry	3.00
AMD-2296	Architecture & Mechanical Design Practicum	2.00
ENGL-1104	Job Search Techniques	1.00
	<b>Totals</b>	<b>15.00</b>

**Total Credit Hours** **63.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Automotive Hybrids

School of Engineering Technology

Neil Hinton, Dean

James Baker, Coordinating Instructor

This program is offered exclusively at our Logan Campus

## Description

Changes in the automotive industry have created a demand for technicians trained to troubleshoot, repair, maintain and test multiple types of advanced and hybrid automobiles, trucks and buses. Hocking College's Automotive Hybrids program trains you in conventional and cutting-edge vehicular applications. The course of study will cover all automotive areas with an emphasis on hybrid car technology and advanced automotive applications. Students in the Automotive Hybrids program will not only study fuel cell technology and principles but will also learn about the creation and testing of advanced fuels such as biodiesel, ethanol, and hydrogen. Plug-in Hybrid Electric Vehicles (PHEV's), electric cars, and flex-fuel vehicles will also be studied. Using up-to-date computer technology, students will diagnose, maintain and repair vehicles. All vehicle electronic components are addressed.

## Program Outcomes

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

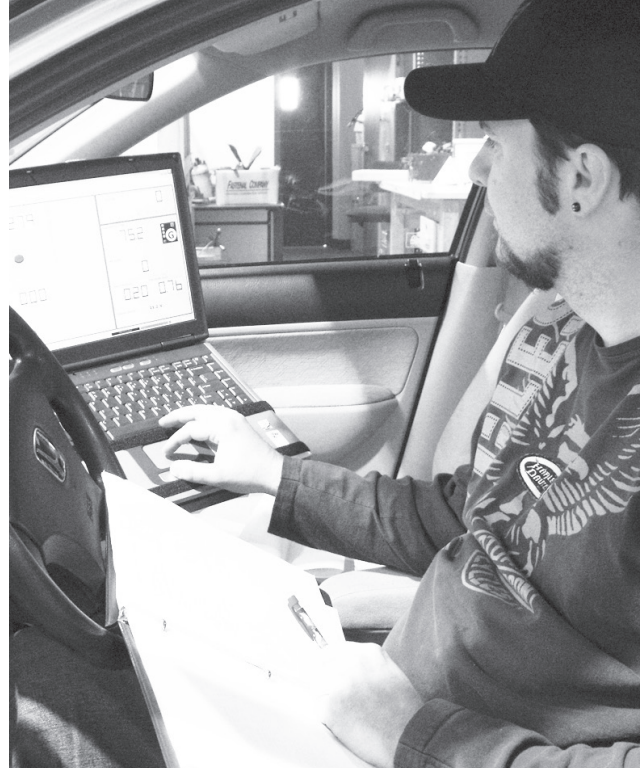
- Demonstrate an entry level ability to diagnose and repair systems related to an automobile with an emphasis on hybrid technology;
- Demonstrates proficient use of computer technology;
- Applies strategy based diagnostic processes;
- Demonstrates mechanical aptitude;
- Demonstrates industry standard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

## Career Opportunities

Possible job opportunities for this program include:

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

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



## Associate of Applied Science in Advanced Energy, Major in Automotive Hybrids

Course No.	First Semester	Credit Hours
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
OAT-1115	Computer Applications for Industry	1.00
CM-1101	Basic Construction Safety	2.00
HCEI-1100	Automotive Electricity	5.00
ENGL-1122	English Composition I	3.00
<b>Totals</b>		<b>15.00</b>

Course No.	Second Semester	Credit Hours
ENGL-1152	Research Skills	1.00
PHYS-1202	Physics - Heat, Light, and Sound	4.00
BUS-1100	Small Business Management I	3.00
DD-1117	Blueprint Reading for Alternative Energy	3.00
HCEI-1104	Automotive Drive Systems	5.00
<b>Totals</b>		<b>16.00</b>

<b>Course No.</b>	<b>Third Semester</b>	<b>Credit Hours</b>
HCEI-2106	Compressed Gas Systems	3.00
HCEI-2108	Automotive SSB and HVAC	5.00
COMM-1130	Speech	3.00
CHEM-1101	Fundamentals of Chemistry	4.00
	<b>Totals</b>	<b>15.00</b>

<b>Course No.</b>	<b>Fourth Semester</b>	<b>Credit Hours</b>
HCEI-2220	Automotive Hybrids (capstone)	5.00
SUPR-2235	Supervision and Leadership	3.00
PSYC-1120	Organizational Behavior	3.00
HCEI-2110	Advanced Energy Fuels	3.00
HCEI-2296	Automotive Hybrids Practicum	2.00
	<b>Totals</b>	<b>16.00</b>

**Total Credit Hours** **62.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Construction Management – Carpentry

School of Engineering Technology

Neil Hinton, Dean

Todd Hoffman, Coordinating Instructor

This program is offered exclusively at our Logan Campus

## Description

The Construction Management program responds to the growing need for individuals trained in management and skilled craftwork. Construction managers are involved in the planning, estimating, scheduling and execution of a variety of commercial and residential projects. Opportunities also exist for those who aspire to manage their own businesses as independent contractors. Prior work experience and/or completion of apprenticeship programs may result in credit hours being awarded by advanced standing, portfolio, and exam assessment.

## Program Outcomes

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

- Displays knowledge and demonstrates basic skills of the commercial and residential carpentry trade following the National Center for Construction, Education, and Research (NCCER) curriculum as a guideline;
- Organizes total build process in a safe, effective, and efficient (within budget) manner to meet customer expectations;
- Exhibits supervisory, leadership, and management skills;
- Interprets contract documents (records/drawings) for purpose of estimating materials and labor;
- Demonstrates problem solving skills;
- Communicates effectively with others (public, clients, employees, vendors, owners, supervisors, employers); and,
- Demonstrates professional ethics.

## Career Opportunities

Graduates of the Construction Management-Carpentry program are employed as construction estimators, construction sales managers, purchasing managers, independent contractors, crew foremen and carpenters. With a few years of experience, graduates can move up the career ladder at a faster pace.



## Associate of Technical Study in Construction Management - Carpentry

Course No.	First Semester	Credit Hours
CMCP-1100	NCCER Level 1: Basic Framing	6.00
CM-1101	Basic Construction Safety	2.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>15.00</b>

Course No.	Second Semester	Credit Hours
CMCP-1200	NCCER Level 2: Internal/External Finishes	6.00
BUS-1100	Small Business Management I	3.00
OAT-1115	Computer Applications for Industry	1.00
COMM-1130	Speech	3.00
CM-1107	Forklift & Scissor Lift Certification	3.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Third Semester	Credit Hours
CMCP-2300	NCCER Level 3: Rig & Concrete	6.00
CM-2103	Construction Law	3.00
CM-2104	Material Estimating - Carpentry	3.00
BIOS-1101	Environmental Science	3.00
ENGL-1104	Job Search Techniques	1.00
ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Fourth Semester	Credit Hours
CMCP-2400	NCCER Level 4: Commercial Construction	6.00
CM-2105	Project Management	3.00
HUM-2203	Introduction to Ethics	3.00
PSYC-1120	Organizational Behavior	3.00
***	Construction Management Elective	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** 66.00

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Construction Management – Commercial & Residential Electricity

Neil Hinton, Dean

Pat Odum, Coordinating Instructor

This program is offered exclusively at our Logan Campus

## Description

The Electrical Construction Management program responds to the growing need for individuals trained in commercial and residential electricity management and skilled craftwork. Electricity construction managers are involved in the planning, estimating, scheduling and execution of a variety of commercial and residential projects. Opportunities also exist for those who aspire to manage their own businesses as independent electrical contractors. Prior work experience and/or completion of apprenticeship programs may result in credit hours being awarded by advanced standing, portfolio and exam assessment.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Construction Management - Commercial and Residential Electricity:

- Displays knowledge and demonstrates basic skills of the commercial and residential electricity trade following the National Center for Construction, Education, and Research (NCCER) curriculum as a guideline;
- Organizes total build process in a safe, effective, and efficient (within budget) manner to meet customer expectations;
- Exhibits supervisory, leadership, and management skills;
- Interprets contract documents (records/drawings) for purpose of estimating materials and labor;
- Demonstrates problem solving skills;
- Communicates effectively with others (public, clients, employees, vendors, owners, supervisors, employers); and,
- Demonstrates professional ethics.

## Career Opportunities

Graduates of the Construction Management-Commercial and Residential Electricity program are employed as construction estimators, construction sales managers, purchasing managers and electricians.



## Associate of Technical Study in Construction Management Residential and Commercial Electricity

Course No.	First Semester	Credit Hours
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
ENGL-1122	English Composition I	3.00
CMEL-1100	NCCER Level 1: Electricity Trades	6.00
CM-1101	Basic Construction Safety	2.00
	<b>Totals</b>	<b>15.00</b>

Course No.	Second Semester	Credit Hours
CMEL-1200	NCCER Level 2: Residential Wiring	6.00
BUS-1100	Small Business Management I	3.00
CM-1107	Forklift & Scissor Lift Certification	3.00
OAT-1115	Computer Applications for Industry	1.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Third Semester	Credit Hours
CMEL-2300	NCCER Level 3: Commercial Wiring Applications	6.00
CM-2103	Construction Law	3.00
CM-2106	Material Estimating-Electricity	3.00
BIOS-1101	Environmental Science	3.00
ENGL-1152	Research Skills	1.00
ENGL-1104	Job Search Techniques	1.00
<b>Totals</b>		<b>17.00</b>

Course No.	Fourth Semester	Credit Hours
CMEL-2400	NCCER Level 4: Advanced Electricity Topics	6.00
CM-2105	Project Management	3.00
PSYC-1120	Organizational Behavior	3.00
HUM-2203	Introduction to Ethics	3.00
***	Construction Electrical Elective	3.00
<b>Totals</b>		<b>18.00</b>

**Total Credit Hours** **66.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Heavy Equipment Management

School of Engineering Technology

Ken Bowald, Dean

Kimberly Mullen, Associate Dean

Ted Hayes, Coordinating Instructor

This program is offered at the Main Campus in Nelsonville, Ohio and the Perry Campus in New Lexington, Ohio.

## Description

The Heavy Equipment Management program provides practical academic and hands-on experience for developing multiple skill sets utilized in industries using heavy machinery. These skills help individuals interested in entering the various industries that use heavy equipment to build, maintain and advance communities and infrastructure. This program allows students to become proficient in operating machines such as a bulldozer, tracked excavator, backhoe, road grader, skid steer, vibratory compactor, wheel loader and off road dump truck. The hands-on training emphasizes safety and includes maintenance procedures, pre-start checks, shut down procedures and optical or laser grade checking instruments.

## Program Outcomes

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

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

## Career Opportunities

The Heavy Equipment Management program prepares graduates for occupations in: Construction and extraction work, highway maintenance, pipelines, landfills, state and national forest trail maintenance and construction, landscaping, environmental restoration, equipment sales and service, environmental testing, consulting, equipment rentals, equipment transportation, site development, and agricultural land clearing and drainage.



## Associate of Technical Study in Heavy Equipment Management

Course No.	First Semester	Credit Hours
ERT-1101	Equipment Operations I	6.00
ERT-1107	Heavy Equipment Maintenance and Repair I	3.00
GS-1000	HC Cornerstone	1.00
MICS-1123	Microsoft Office - Word Processing	1.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
ERT-1110	Construction Basics	2.00
ERT-1125	Heavy Equipment Safety	2.00
ERT-1175	CDL Preparation	1.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
<b>Totals</b>		<b>18.00</b>



Course No.	Second Semester	Credit Hours
ERT-1102	Equipment Operations II	6.00
ERT-1100	Surveying Concepts and Blueprint Reading	2.00
ERT-1108	Heavy Equipment Maintenance and Repair II	3.00
ERT-1121	Welding	2.00
ENGL-1122	English Composition I	3.00
NRLW-2214	Natural Resources Employment Seminar	1.00
<b>Totals</b>		<b>17.00</b>

Course No.	Fourth Semester	Credit Hours
ERT-2204	Equipment Operations IV	6.00
COMM-1130	Speech	3.00
ERT-2215	Job Appraisal and Bidding	2.00
BIOS-1101	Environmental Science	3.00
ARCH-2280	Cultural Anthropology	3.00
<b>Totals</b>		<b>17.00</b>

Course No.	Third Semester	Credit Hours
ERT-2203	Equipment Operations III	6.00
ERT-2201	Construction Business & Heavy Equipment Management	2.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1152	Research Skills	1.00
GEOL-1105	Introduction to Soils	3.00
<b>Totals</b>		<b>15.00</b>

**Total Credit Hours** 67.00

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Industrial Ceramics Engineering Technology

School of Engineering Technology

Neil Hinton, Dean

Gail Jordan, Coordinating Instructor

This program is offered exclusively at our Logan Campus.

## Description

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

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

## Program Outcomes

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

- Exhibit basic understanding of ceramic processes, from selection of raw materials through packaging of finished products;
- Effectively give and receive communication orally and in writing;
- Analyze data to ensure that requirements for processing and quality of product are met;
- Follow and enforce appropriate environmental, health and safety standards;
- Plan, organize, direct and control resources for cost-effective production and process/product improvement;
- Effectively maintain, operate and troubleshoot equipment;
- Demonstrate basic understanding of thermal processing; and,
- Demonstrate front line supervisory skills.

## Career Opportunities

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



## Associate of Applied Science in Industrial Ceramics Engineering

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
CER-1105	Clays & Clay Products (SL/CR)	5.00
CHEM-1101	Fundamentals of Chemistry	4.00
ENGL-1122	English Composition I	3.00
OAT-1115	Computer Applications for Industry	1.00
	<b>Totals</b>	<b>14.00</b>

Course No.	Second Semester	Credit Hours
CER-1120	Refractories	2.00
CER-1104	Combustion	3.00
COMM-1130	Speech	3.00
PHYS-1202	Physics - Heat, Light, and Sound	4.00
DD-1114	CAD/Blueprint Reading	3.00
MATH-1108	Intermediate Algebra	3.00
	<b>Totals</b>	<b>18.00</b>

<b>Course No.</b>	<b>Third Semester</b>	<b>Credit Hours</b>
CER-2203	Statistical Quality and Process Control	4.00
CER-2210	Vitreous Systems (SL/CR)	4.00
MATH-1110	Geometry and Trigonometry	3.00
EE-1126	Introduction to Electricity	3.00
COMM-1165	Cross Cultural Communication	3.00
	<b>Totals</b>	<b>17.00</b>

<b>Course No.</b>	<b>Fourth Semester</b>	<b>Credit Hours</b>
CER-2220	Engineered Ceramics	2.00
CER-2208	Technical Laboratory	3.00
CER-2296	Ceramic Practicum/Semester	2.00
ISE-2210	Instruments and Process Controls	3.00
SUPR-2235	Supervision and Leadership	3.00
ENGL-1152	Research Skills	1.00
***	Business Elective 1	3.00
	<b>Totals</b>	<b>17.00</b>

<b>Course No.</b>	<b>Summer Semester</b>	<b>Credit Hours</b>
CER-2294	Ceramic Cooperative Work Experience	2.00
	<b>Totals</b>	<b>2.00</b>

**Total Credit Hours** **68.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Baking

McClenaghan Center for Hospitality Training  
 Alfonso Contrisciani, Dean  
 Chuck Steadman, Coordinating Instructor

## Description

The Baking program trains student chefs in the fundamentals of baking and pastry production as well as the management skills of the modern kitchen. Students will learn from experienced chef instructors in a modern food production facility. They then apply their new skills in the hospitality department's college-owned restaurants. Emphasis is placed on hands-on experience through community involvement, outside activities and networking, participation with industry, and professional development.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Culinary Arts with a Major in Baking:

- Identify and use safety and sanitation measures involved in the food service industry;
- Perform basic baking and pastry techniques in an industry environment;
- Operate a variety of restaurant equipment efficiently, effectively and safely;
- Use recipes, production sheets and function sheets;
- Perform the required tasks of conversion and costing;
- Display a positive attitude, a good work ethic, and appropriate professional behavior;
- Use effective oral, written and non-verbal communication skills with coworkers and management;
- Perform basic computer functions;
- Apply basic concepts of menu development, purchasing, inventory control, food storage and labor cost control; and,
- Work professionally in a teamwork environment.

## Career Opportunities

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



## Associate of Applied Business in Culinary Arts – Major in Baking

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
CULA-1101	Introduction to Baking & Culinary Industry	2.00
CULA-1109	Safety and Sanitation	2.00
ENGL-1122	English Composition I	3.00
MICS-1123	Microsoft Office - Word Processing	1.00
CULA-1115	Baking Development: Breads & Pastries	3.00
MATH-1108	Intermediate Algebra	3.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours
ENGL-1152	Research Skills	1.00
CULA-1132	Baking Production Lab Experience I	3.00
CULA-1105	Classical Pastries, Cakes & Desserts	3.00
CULA-1116	Planning, Purchasing & Table Service	3.00
CULA-1136	Yeast Dough Production	3.00
MICS-1124	Microsoft Office - Database	1.00
	<b>Totals</b>	<b>14.00</b>

Course No.	Third Semester	Credit Hours
COMM-1130	Speech	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00
CULA-2135	Petit Fours and Miniatures	3.00
CULA-2270	Catering and Banquet Management	3.00
CULA-2262	Candy and Confections	3.00
CULA-2133	Baking Production Lab Experience II	3.00
CULA-2294	<b>OR</b> Culinary Field Experience	3.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
CULA-2253	Capstone Experience in Baking	3.00
CULA-2263	Bakeshop Operations	2.00
PSYC-1120	Organizational Behavior	3.00
SUPR-2117	Hospitality Supervision/Culinary Accounting	4.00
BIOS-1100	Human Machine	3.00
BIOS-1101	<b>OR</b> Environmental Science	3.00
CULA-2134	Baking Production Lab Experience III	3.00
CULA-2294	<b>OR</b> Culinary Field Experience	3.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **66.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Culinary Arts

McClenaghan Center for Hospitality Training  
 Alfonso Contrisciani, Dean  
 Chuck Steadman, Coordinating Instructor

## Description

The Culinary Arts program trains student chefs in the fundamentals of cooking as well as the management skills of today. Students learn from experienced chefs in a modern cooking laboratory. They then apply their new skills in the college's restaurant training facilities. Emphasis is placed on hands-on experience through community involvement, outside activities and networking, participation with industry, and professional development.

## Program Outcomes

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

- Identify and use safety and sanitation measures involved in the food service industry;
- Perform basic cooking techniques (roast, saute', broil, bake, knife skills);
- Operate a variety of restaurant equipment efficiently, effectively and safely;
- Use recipes, production sheets and function sheets;
- Perform the required tasks of conversion, costing and ordering;
- Display a positive attitude, a good work ethic and appropriate professional behavior;
- Use effective oral, written and non-verbal communication skills with coworkers and management;
- Perform basic computer functions;
- Apply basic concepts of menu development, purchasing, inventory control, food storage and labor cost control; and,
- Work professionally in a teamwork environment.

## Career Opportunities

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



## Associate of Applied Business in Culinary Arts

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
CULA-1101	Introduction to Baking & Culinary Industry	2.00
ENGL-1122	English Composition I	3.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
CULA-1111	Stocks; Soups; Sauces and Vegetable Cookery	3.00
MATH-1108	Intermediate Algebra	3.00
MICS-1123	Microsoft Office - Word Processing	1.00
CULA-1109	Safety and Sanitation	2.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours
ENGL-1152	Research Skills	1.00
CULA-1201	Culinary Arts Lab I	4.00
CULA-1116	Planning, Purchasing & Table Service	3.00
CULA-1115	Baking Development: Breads & Pastries	3.00
CULA-1113	Fundamentals of Cuisine	3.00
	<b>Totals</b>	<b>14.00</b>

Course No.	Third Semester	Credit Hours	Course No.	Fourth Semester	Credit Hours
COMM-1130	Speech	3.00	CULA-2218	American & International Cuisine	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00	CULA-2250	Culinary Capstone Experience	3.00
CULA-2106	Meat/Poultry/Seafood Production & Commissary	3.00	PSYC-1120	Organizational Behavior	3.00
CULA-2270	Catering and Banquet Management	3.00	MICS-1124	Microsoft Office - Database	1.00
CULA-2107	Garde Manger	3.00	SUPR-2117	Hospitality Supervision/Culinary Accounting	4.00
CULA-2212	Culinary Arts Lab II	4.00	BIOS-1100	Human Machine	3.00
CULA-2294	<b>OR</b> Culinary Field Experience	3.00	BIOS-1101	<b>OR</b> Environmental Science	3.00
	<b>Totals</b>	<b>18.00-19.00</b>		<b>Totals</b>	<b>17.00</b>
				<b>Total Credit Hours</b>	<b>65.00-66.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Hotel & Restaurant Management

McClenaghan Center for Hospitality Training

Alfonso Contrisciani, Dean

Anne Polenchar, Coordinating Instructor

## Description

Students learn every aspect of both hospitality and restaurant management, from basic skills through management training. The Hocking College program caters to a diverse market of individuals, from recent high school graduates to those that have prior experience in the field of hospitality. Other benefits of the program include transferable credits from hospitality career centers offering approved curriculum, certified courses through the American Hotel and Lodging Association, study abroad programs and cooperative work experience or internships with nationally recognized hospitality brands.

## Program Outcomes

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

- Communicates clearly and concisely through all forums and facets of job performance with associates, guests and vendors;
- Demonstrates professional skills and attitudes;
- Practices ethical conduct;
- Demonstrates knowledge of current state and federal laws influencing human resource operations;
- Attracts, assembles, trains and retains quality individuals;
- Demonstrates organizational and prioritization skills;
- Assembles, supervises, leads and motivates individuals and teams;
- Interprets and analyzes financial operations;
- Anticipates, recognizes and resolves situations utilizing problem solving skills;
- Exhibits exceptional service, hospitality and attention to guest satisfaction;
- Performs basic skills for all areas of hotel and restaurant operations;
- Demonstrates basic knowledge of sales and marketing concepts;
- Provides and maintains guest safety and security; and,
- Demonstrates ability to control, calculate and correct food and beverage cost.

## Career Opportunities

Graduates of the Hotel and Restaurant Management program are employed in entry-level positions and management trainee positions with nationally recognized independent hotels, restaurants and private clubs.



## Associate of Applied Business in Hotel and Restaurant Management

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
HOTR-1223	Hospitality Practicum Experience I	3.00
HOTR-1234	Bar and Beverage Management	2.00
HOTR-1235	Food and Beverage Services	2.00
HOTR-1118	Hospitality Computer Systems	2.00
HOTR-1233	Food and Beverage Controls	2.00
MATH-1108	Intermediate Algebra	3.00
SUPR-1117	Hospitality Supervision	2.00
<b>Totals</b>		<b>17.00</b>

Course No.	Second Semester	Credit Hours
ENGL-1122	English Composition I	3.00
HOTR-1224	Hospitality Practicum Experience II	3.00
HOTR-1140	Basic Financial Accounting	2.00
HOTR-1241	Front Office Operations	2.00
HOTR-1114	Food Management	2.00
HOTR-1242	Housekeeping Management	2.00
HOTR-1263	Facilities Management	2.00
<b>Totals</b>		<b>16.00</b>



Course No.	Third Semester	Credit Hours	Course No.	Fourth Semester	Credit Hours
HOTR-2170	Hospitality Sales & Marketing	2.00	HOTR-2104	Hospitality Management Development (capstone)	3.00
HOTR-2225	Hospitality Practicum Experience III	3.00	HOTR-2275	Resort Management	2.00
HOTR-2108	Hospitality Human Resources	2.00	HOTR-2232	Contemporary Club Management	2.00
HOTR-2124	Convention Management	2.00	HOTR-2115	Ethics & Security Management	2.00
COMM-1130	Speech	3.00	HOTR-2243	Hospitality Law	2.00
BIOS-1100	Human Machine	3.00	PSYC-1101	General Psychology	3.00
BIOS-1101	<b>OR</b> Environmental Science	3.00	ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>15.00</b>	EM-1134	CPR & First Aid for Community & Workplace	1.00
			<b>Totals</b>		<b>16.00</b>
			<b>Total Credit Hours</b>		<b>64.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Archaeology

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Annette Ericksen, Coordinating Instructor

## Description

The Archaeology program prepares students for a career as a field and laboratory archaeological technician in both the public and private sector of archaeology and provides sufficient background for growth and advancement in the profession of archaeology. Archaeology is the study of the human past. It is a subdivision of anthropology, which is the study of human cultural and physical evolution. Archaeologists try to reconstruct the human past through tangible evidence, written documentation, and even oral histories when investigating the recent past. The ability to analyze and interpret these sources of information or cultural resources is a central component in archaeology.

## Program Outcomes

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

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

## Career Opportunities

Many cultural resource management (CRM) firms and government agencies nationwide hire Hocking Archaeology graduates each year. Some even hire our top graduates before any other candidate. Our graduates are well prepared to complete a baccalaureate degree in Anthropology or a related discipline at most major universities. A bachelor's degree increases the potential for full-time permanent employment and a position as a field supervisor. Our students have also been successful achieving graduate-level degrees. Faculty are actively involved in job placement.



## Associate of Applied Science in Archaeology

Course No.	First Semester	Credit Hours
ENGL-1122	English Composition I	3.00
NRM-1125	Map Reading and Interpretation	1.00
ARCH-1101	Principles of Archaeology	3.00
ARCH-1106	Biological Anthropology	3.00
GEO-1104	Introduction to GPS and GIS	3.00
GS-1000	HC Cornerstone	1.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Second Semester	Credit Hours
ARCH-2280	Cultural Anthropology	3.00
ARCH-1102	World Prehistory	3.00
MATH-1113	College Algebra	4.00
GEOL-1130	Environmental Geology	3.00
NRM-1123	Surveying and Mapping	3.00
ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>17.00</b>

<b>Course No.</b>	<b>Third Semester</b>	<b>Credit Hours</b>
ARCH-2201	Archaeological Field Methods I - SL/CR	5.00
ARCH-2210	Archaeological Field Methods II	5.00
ARCH-1104	Archaeology Lab Methods: Materials Analysis	3.00
	<b>Totals</b>	<b>13.00</b>

<b>Course No.</b>	<b>Fourth Semester</b>	<b>Credit Hours</b>
ARCH-2105	Geoarchaeology	3.00
ARCH-2103	North American Prehistory	4.00
ARCH-2214	Archaeology Lab Methods-Environmental Analysis	3.00
ARCH-2219	Laboratory Management & Curation (Capstone)	4.00
ARCH-2221	Historic Archaeology	4.00
	<b>Totals</b>	<b>18.00</b>

**Total Credit Hours** **65.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Ecotourism & Adventure Travel

School of Natural Resources

Ken Bowald, Dean

Kimberly Mullen, Associate Dean

Steve Roley and Dave Wakefield, Co-Coordinating Instructor

## Description

Ecotourism, by definition, is travel that focuses on being environmentally and culturally responsible while appreciating nature and promoting conservation. Students will study nature and ecological sciences, interpretive/tour guide services, wilderness skills, hospitality tourism and the lodging business. Students will experience some of the most unique training opportunities in the United States by obtaining skills that focus on travel that is environmentally sound, culturally sensitive and economically sustainable.

## Program Outcomes

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

- Assess and evaluate tourist-based activities as they relate to sustainable development;
- Plan, develop and execute guided and self-guided interpretation programs that focus on natural and cultural history of a given area;
- Inventory, develop and implement resource management plans for natural areas and ecotourist sites;
- Initiate and implement, through networking with community action groups, regional ecotourism activities;
- Assess, develop plans for, and identify steps of implementation for the transformation of a traditional hospitality operation to an environmentally sound operation;
- Demonstrate competency in the safe operation and care of watercraft;
- Effectively operate front desk and minor operation of an ecotourism facility;
- Assess and evaluate a wilderness area for qualities that will make it an appropriate site for adventure leadership training;
- Plan, develop and execute a trip that focuses on developing wilderness skills and leadership;
- Evaluate all types of equipment pertaining to outdoor travel, as to their appropriateness and effectiveness in a variety of situations;
- List many sources for outdoor gear;
- Analyze, minimize and communicate the environmental impact of different outdoor activities and procedures on specific environments; and,
- Safely lead inexperienced participants into a remote wilderness setting.

## Career Opportunities

Graduates of the Ecotourism and Adventure Travel Program are employed in private and public ecotourism sites including positions in national parks, resort and lodge operations, adventure camps, adventure leadership schools, adventure therapy programs, outdoor education schools, and the tourism industry.



## Associate of Applied Science in Ecotourism and Adventure Travel

Course No.	First Semester	Credit Hours
ENGL-1122	English Composition I	3.00
ECO-1100	Introduction to Ecotourism and Adventure Travel	2.00
ECO-1106	Principles of Ecotourism & Sustainability	3.00
INTP-2109	Night Interpretation	1.00
BIOS-1109	Dendrology	3.00
GS-1000	HC Cornerstone	1.00
ECO-1135	Event Management	1.00
INTP-1121	Interpretive Guide Techniques	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Second Semester	Credit Hours
BIOS-1132	Field Biology	2.00
PSYC-1120	Organizational Behavior	3.00
BIOS-2271	Ornithology	3.00
OAT-1140	Electronic Publications	1.00
ECO-1107	Geography for Ecotourism	2.00
NRM-1163	Foraging Edible and Medicinal Plants	1.00
ECO-1117	Sustainable Business Management Packaging	3.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
NRM-1111	<b>OR</b> Natural Resources Equipment	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Fourth Semester	Credit Hours
ECO-2185	Sustainable Resource Area Management	3.00
ECO-2105	Ecotourism & Adventure Careers	1.00
ECO-2229	Wilderness First Responder	2.00
COMM-1130	Speech	3.00
ECO-2122	Ecotourism Guiding	3.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1152	Research Skills	1.00
	<b>Totals</b>	<b>16.00</b>

**Total Credit Hours 64.50**

Course No.	Summer Semester	Credit Hours
ECO-2296	Ecotourism Practicum & Seminar	2.00
	<b>Totals</b>	<b>2.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

Course No.	Third Semester	Credit Hours
ECO-2289	Adventure Leadership	3.00
ECO-1144	Canoeing Fundamentals	1.00
ECO-1188	Camping Equipment & Backpacking	2.00
ECO-1155	Whitewater Rescue	1.00
NRTI-1148	Sport Rock Climbing	0.50
ECO-1199	Open & Advanced Open Water Scuba - Bahamas	2.00
ECO-1149	Environmental Service	1.00
BIOS-1104	Coastal & Marine Ecology-Bahamas	2.00
NRTI-1123	Rappelling & Vertical Rope Rescue	1.00
	<b>Totals</b>	<b>13.50</b>

# Equine Health & Complementary Therapies

School of Natural Resources

Ken Bowald, Dean

Kimberly Mullen, Associate Dean

Heath Harter, Coordinating Instructor

## Description

The Equine Health and Complementary Therapies program focuses on the health care component of the horse industry. The program was developed to meet the industry demand for qualified horse care technicians. Students will develop skills in traditional health care such as nutrition, anatomy and physiology, broodmare and foal care, and non-traditional complementary therapies. In addition to traditional health care, Hocking's program includes the newer disciplines of equine acupuncture and massage. Courses such as equine business management, equine marketing and brochure development, and accounting provide students with a solid business background.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Equine Health and Complementary Therapies:

- Provide advanced horse health care including preventative health care;
- Properly identify feeds and feeding requirements of equine at all ages and levels of performance;
- Demonstrate a variety of equine massage techniques;
- Competently perform therapeutic, treatment-based massage for specific equine disorders;
- Demonstrate a variety of equine acupuncture techniques;
- Perform basic shoeing techniques;
- Provide proper broodmare and foal care;
- Demonstrate an understanding of equine reproduction and breeding;
- Identify, maintain, and use safety procedures with horses, tack, and related equipment;
- Perform safety inspection procedures in daily operations;
- Properly feed/water horses, groom/bathe horses and clean stalls;
- Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating, and emergency shoeing and trimming;
- Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching, catching, haltering and ponying;
- Use a computer for word processing and storing of data; and,
- Communicate professionally with coworkers and with the public.

## Career Opportunities

Graduates of the Equine Health and Complementary Therapies program are prepared for employment in a wide variety of jobs in the equine industry, such as a breeding farm, boarding operation, rehabilitation facility, veterinarian assistant or running a business.



## Associate of Applied Science in Equine Health and Complementary Therapies

Course No.	First Semester	Credit Hours
EQSI-1103	Horse Handling and Management	4.00
EQSI-1110	Wilderness Riding I	3.00
EQSI-1118	Horseshoeing I	3.00
EQSI-1116	Equine Anatomy and Conformation	3.00
BIOS-1103	General Biology	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Second Semester	Credit Hours
ARCH-1102	World Prehistory	3.00
EQSI-1112	Equine Health Care I	3.00
ENGL-1122	English Composition I	3.00
EQSI-1160	Equine Massage I	3.00
COMM-1130	Speech	3.00
EQSI-1113	Equine Nutrition and Supplements	2.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Summer Semester	Credit Hours
EQSI-2296	Equine Science Practicum & Seminar	2.00
<b>Totals</b>		<b>2.00</b>

Course No.	Third Semester	Credit Hours
EQSI-2161	Equine Massage II	3.00
EQSI-2223	Animal Acupressure Online	2.00
EQSI-2224	Equine Acupressure I	2.00
EQSI-2212	Equine Health Care II	3.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1152	Research Skills	1.00
<b>Totals</b>		<b>15.00</b>

Course No.	Fourth Semester	Credit Hours
EQSI-2267	Equine Reproduction & Foaling (capstone)	5.00
EQSI-2217	Equine Anatomy and Physiology	3.00
EQSI-2211	Equine Employment	2.00
EQSI-2232	Equine Acupressure II	2.00
EQSI-2229	Equine Business & Marketing	3.00
<b>Totals</b>		<b>15.00</b>

**Total Credit Hours** **66.00**

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# Farrier Science & Business

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Lance Booth, Coordinating Instructor

## Description

Hocking College offers one of the few farrier science associate degree programs in the United States. The Farrier Science and Business program offers a unique combination of farrier skills and business management. Students will learn the newest and safest techniques for shoeing horses as they develop skills on both gas and coal forges. Classes such as care and handling, gait analysis, and nutrition provides students with a solid background in horse care. The business portion of this program provides students with not only basic business skills, but also the development of a business plan to get started in establishing a successful farrier business.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Farrier Science and Business:

- Operate and maintain basic farrier equipment;
- Demonstrate a variety of forging techniques;
- Perform proper shoeing techniques;
- Develop a plan to establish a farrier business;
- Apply business skills as they pertain to the equine industry;
- Identify, maintain, and use safety procedures with horses, tack and related equipment;
- Perform safety inspection procedures in daily operations;
- Properly feed/water horses, groom/bathe horses, and clean stalls;
- Communicate professionally with coworkers and with the public;
- Provide basic horse health care including preventive health care; and,
- Properly identify feeds and feeding requirements of equine at all ages and levels of performance.

## Career Opportunities

The Farrier Science and Business program provides students with very specialized skills. Employment may be found in all areas of the equine industry, such as at a dude ranch, in the race horse industry or in private stables. Graduates are also prepared to establish their own farrier business.



## Associate of Technical Study in Farrier Science and Business

Course No.	First Semester	Credit Hours
EQSI-1103	Horse Handling and Management	4.00
EQSI-1110	Wilderness Riding I	3.00
EQSI-1118	Horseshoeing I	3.00
EQSI-1116	Equine Anatomy and Conformation	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>14.00</b>

Course No.	Second Semester	Credit Hours
EQSI-1215	Horseshoeing II	3.00
EQSI-1150	Leathercraft	2.00
EQSI-1112	Equine Health Care I	3.00
EQSI-1135	Forging I	3.00
ENGL-1122	English Composition I	3.00
MATH-1108	Intermediate Algebra	3.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
	<b>Totals</b>	<b>18.00</b>



Course No.	Summer Semester	Credit Hours
EQSI-2296	Equine Science Practicum & Seminar	2.00
	<b>Totals</b>	<b>2.00</b>

Course No.	Third Semester	Credit Hours
EQSI-2216	Horseshoeing III	3.00
EQSI-1113	Equine Nutrition and Supplements	2.00
ENGL-1152	Research Skills	1.00
BIOS-1103	General Biology	3.00
NET-1100	Web Page Design	3.00
ARCH-1102	World Prehistory	3.00
	<b>Totals</b>	<b>15.00</b>

Course No.	Fourth Semester	Credit Hours
EQSI-2258	Corrective Shoeing-Gait Analysis	
	Analysis-Capstone (SL/CR)	5.00
EQSI-2229	Equine Business & Marketing	3.00
EQSI-2211	Equine Employment	2.00
COMM-1130	Speech	3.00
ACC-1101	Accounting I	3.00
	<b>Totals</b>	<b>16.00</b>
	<b>Total Credit Hours</b>	<b>65.00</b>

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# Fish Management & Aquaculture Sciences

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Mike Miltner, Coordinating Instructor

## Description

The Fish Management and Aquaculture Sciences program prepares students for a career working with both game and non-game species for fish. The program prepares students for positions with county and state water management agencies, state and federal Divisions of Natural Resources, which require a two-year degree, and private enterprise aquaculture facilities.

## Program Outcomes

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

- Utilize current skills and techniques in fish and wildlife management to work effectively in a diversity of settings;
- Collect, analyze, interpret and apply fish population and habitat data;
- Apply ecological and scientific understanding of natural systems to fish issues or problems, and to evaluate and manage fish habitats and populations;
- Know environmental laws, regulations, and policy and understand their implications to fish and wildlife;
- Communicate professionally and effectively with diverse audiences orally and in written form;
- Work and behave ethically and appropriately as a fish professional; and,
- Culture fish species at our campus fish hatchery.

## Career Opportunities

The Fish Management and Aquaculture Sciences program prepares students for entry-level jobs such as fish technician, hatchery technician, aquaculturist, watershed coordinator, fish handler and fish research assistant.



## Associate of Applied Science in Fish Management and Aquaculture Sciences

Course No.	First Semester	Credit Hours
FMAQ-1110	Fish Culture I	4.00
FMAQ-1115	Hatchery Maintenance - Structure	2.00
ENGL-1122	English Composition I	3.00
BIOS-1120	Botany	3.00
NRM-1111	Natural Resources Equipment	1.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
GS-1000	HC Cornerstone	1.00
***	Sociology Elective	3.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Second Semester	Credit Hours
NRM-1125	Map Reading and Interpretation	1.00
BIOS-1132	Field Biology	2.00
BIOS-1170	Zoology	3.00
WLM-1156	Wildlife Ecology and ID	3.00
FMAQ-1119	Hatchery Maintenance - Welding	2.00
BIOS-2268	Ichthyology	3.00
MATH-1108	Intermediate Algebra	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Fourth Semester	Credit Hours
FMAQ-2220	Fish Culture II	4.00
FMAQ-2238	Fish Management (Capstone)	5.00
FMAQ-2239	Pond Nuisance Control	1.00
FMAQ-2239	Fish Health & Aquatic Nuisance Control	2.00
ENGL-2225	Technical Writing	3.00
NRLW-2214	Natural Resources Employment Seminar	1.00
	<b>Totals</b>	<b>16.00</b>

**Total Credit Hours 69.00**

Course No.	Summer Semester	Credit Hours
FMAQ-2296	Fish Management and Aqua Practicum & Seminar	2.00
	<b>Totals</b>	<b>2.00</b>

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Course No.	Third Semester	Credit Hours
NRM-2217	Aquatic Ecology	3.00
COMM-1130	Speech	3.00
MATH-1113	College Algebra	4.00
NRM-1113	Watercraft Operation and Maintenance	1.00
GENV-1100	Stream Water Quality Monitoring(SL/CR)	1.00
MICS-1123	Microsoft Office - Word Processing	1.00
CHEM-1131	Environmental Chemistry	3.00
	<b>Totals</b>	<b>16.00</b>

# Forest Management

School of Natural Resources

Ken Bowald, Dean

Kimberly Mullen, Associate Dean

Jim Downs, Coordinating Instructor

## Description

Forest technician responsibilities include collection and interpretation of forest data, documentation of environmental conditions, prescribing and implementing forest management practices, checking contract compliance, supervision of field crews and public relations. This program combines a solid academic background with extensive field training. Classroom work is followed by field experience in the safe use of tools and equipment as well as conducting forest inventories, planting trees, wildland fire fighting, and trips to area forestry institutions and businesses.

## Program Outcomes

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

- Identifies species of trees using individual characteristics, dichotomous keys and site information;
- Applies knowledge of forest ecology, including plant succession, soils, environmental protection, weather/climate influences, and relations of trees to other organisms;
- Practices sound silviculture and reforestation techniques;
- Protects and enhances wooded environments with fire control and use.
- Uses knowledge of the impact of, and methods for controlling insects, diseases and animals;
- Correctly uses equipment and techniques to perform forest and tree measurements;
- Correctly performs land surveys;
- Performs aerial photo and map interpretation;
- Uses effective harvesting techniques, including safe and environmentally sound operation of equipment;
- Collects and analyzes data toward the development and implementation of a project;
- Implements sound forest management plans with an understanding of multiple use principles and awareness of forest products utilization;
- Demonstrates proactive supervision and inspection skills for compliance and enforcement of forest management practices /projects;
- Demonstrates effective communication, math, computer and critical thinking skills;
- Demonstrates professionalism and a strong work ethic;
- Practices business management and marketing techniques to attain set targets/goals in a cost effective manner;
- Demonstrates safe working practices; and,
- Cultivates lifelong learning.

## Career Opportunities

Graduates of the Forest Management program are eligible for employment with public and private forestry organizations and operate forestry equipment ranging from a hand compass to the surveyor's transit to chainsaws and bulldozers. Students are qualified for positions such as forestry technician, nursery operator, timber cruiser, restoration and reforestation specialist, fire prevention and suppression worker, insect and disease control technician, and log grader.



## Associate of Applied Science in Forest Management

Course No.	First Semester	Credit Hours
FOR-1111	Forest Dendrology	3.00
FOR-1100	Focus on Forestry I	2.00
ENGL-1122	English Composition I	3.00
MATH-1113	College Algebra	4.00
FOR-1124	Forest Ecology	2.00
FOR-1132	Forest Products Utilization	1.00
FOR-1125	Forest Soils	2.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Second Semester	Credit Hours
FOR-1123	Forest Measurements	3.00
FOR-1112	Forestland Navigation and Mapping	3.00
MATH-1115	Trigonometry	4.00
FOR-1131	Forest Entomology and Pathology	2.00
GEO-1104	Introduction to GPS and GIS	3.00
FOR-1101	Focus on Forestry II	1.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
<b>Totals</b>		<b>18.00</b>

Course No.	Summer Semester	Credit Hours
FOR-2296	Forestry Practicum & Seminar	2.00
<b>Totals</b>		<b>2.00</b>

Course No.	Third Semester	Credit Hours
FOR-2220	Applied Silviculture	3.00
FOR-2221	Wildland and Prescribed Fire	3.00
NRM-1123	Surveying and Mapping	3.00
COMM-1130	Speech	3.00
FOR-2226	Forest Operations	2.00
WLM-2215	Wildlife Management	3.00
ENGL-1152	Research Skills	1.00
<b>Totals</b>		<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
FOR-2230	Forest Management	3.00
FOR-2219	Reforestation & Pesticide Applications	2.00
BIOS-1132	Field Biology	2.00
FOR-2205	Forest Issues and Policy	2.00
FOR-2210	Forest Mensuration	3.00
ARCH-2280	Cultural Anthropology	3.00
<b>Totals</b>		<b>15.00</b>
<b>Total Credit Hours</b>		<b>71.00</b>

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# GeoEnvironmental Science

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Mike Caudill, Coordinating Instructor

## Description

The GeoEnvironmental Science program prepares students to enter the ranks of the technicians, scientists, project managers, planners, and regulators who work daily to preserve and restore the quality of our natural environment. GeoEnvironmental Science is an interdisciplinary field that applies geoscience such as geology, hydrology, and soil science, knowledge and techniques to assessing, monitoring, and remediating environmental problems that result from the intersection of Earth's natural processes and human endeavors. GeoEnvironmental specialists apply their knowledge and skills to a broad array of environmental issues and problems.

## Program Outcomes

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

- Demonstrate knowledge of regional geology of Ohio and Midwest;
- Read and interpret project documents such as maps, specifications and scope of work;
- Review guidance documents and comply with procedures, policies and laws;
- Compile historic and field data to assist in development of reports;
- Collect representative surface water and groundwater samples and implement groundwater monitoring plans;
- Select, operate, calibrate, and maintain field and lab equipment;
- Conduct hydrogeological testing for quality and quantity;
- Collect, identify, and describe soil, rock and sediment samples;
- Perform geotechnical testing and evaluate parameters;
- Maintain quality control of field samples;
- Operate or assist with subsurface drilling and sampling equipment;
- Collect survey and/or Global Positioning System (GPS) data for Computer Aided Design (CAD) and/or Global Information Systems (GIS) applications; and,
- Utilize word processing, spreadsheet and mapping software.

## Career Opportunities

Potential Job Titles:

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



Importantly, employment in these technical specialties is traditionally full-time and permanent. Most of these positions are with environmental consulting firms, geotechnical engineering companies and government agencies. Several hundred prospective employers are across Ohio and the Midwest and many employers have offices in other regions and other countries.

## Associate of Applied Science in GeoEnvironmental Science

Course No.	First Semester	Credit Hours
ENGL-1122	English Composition I	3.00
GEOL-1110	Physical Geology	4.00
MATH-1108	Intermediate Algebra	3.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
GENV-1100	Stream Water Quality Monitoring (SL/CR)	1.00
GENV-1110	Environmental Laws and Policy	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours
ENGL-1152	Research Skills	1.00
GEOL-1120	Historical Geology	4.00
GENV-1140	GeoEnvironmental Site Assessment	4.00
GEOL-1105	Introduction to Soils	3.00
CHEM-1131	Environmental Chemistry	3.00
	<b>Totals</b>	<b>15.00</b>

Course No.	Summer Semester	Credit Hours
WLM-2204	Wetland Ecology and Management	2.00
GENV-2296	<b>OR</b> GeoEnvironmental Practicum & Seminar	2.00
	<b>Totals</b>	<b>2.00</b>

Course No.	Semester Three	Credit Hours
GENV-2230	GeoEnvironmental Sampling & Monitoring	4.00
GEOL-2220	Geology of Ohio	3.00
GEOL-2250	Introduction to Hydrogeology	3.00
GENV-2240	Mineral Resource Management	3.00
GEO-1104	Introduction to GPS and GIS	3.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Semester Four	Credit Hours
COMM-1130	Speech	3.00
ARCH-1102	World Prehistory	3.00
GEOL-2260	Introduction to Engineering Geology	3.00
GEOL-2270	Geomorphology	3.00
GENV-2280	GeoEnvironmental Subsurface Invest.	3.00
GENV-2225	OSHA HazWoper Health & Safety Training	1.00
GENV-2114	GeoEnvironmental Careers	1.00
	<b>Totals</b>	<b>17.00</b>

**Total Credit Hours** **66.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Landscape Management

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Frits Rizor, Coordinating Instructor

## Description

Major landscape companies across the country have an increasing need for qualified managers to join their staff. Hocking College's unique Landscape Management program teaches students the skills of landscape design, horticulture, supervision and leadership and project development. Students will be prepared to construct and maintain landscapes using the latest technology and sustainable resource management principles.

## Program Outcomes

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

- Identifies landscape plants, with and without keys/field guides, and knows basic life histories;
- Prepares beds properly for planting, including digging, tilling, fertilizing and mulching;
- Provides customer service and client education related to landscape ecology and sustainability;
- Maintains landscaped facilities and environments;
- Applies business management skills;
- Practices appropriate landscape industry safety standards (operates and maintains basic machinery safely);
- Obtains and maintains professional certifications and licensures related to the landscape industry;
- Communicates and works effectively with diverse groups and cultures;
- Creates and implements sustainable landscape design;
- Demonstrates technical skills that meet landscape industry standards.;
- Installs various landscape components following industry standards (hardscapes, carpentry, irrigation, turf, lighting); and,
- Maintains ethical standards.

## Career Opportunities

Endless opportunities exist for graduates of the Landscape Management program. Graduates find employment as landscape crew leader, arborist, nursery technician, irrigation foreman, hardscape estimator, climber, specialty gardener, lawn care technician, plant health care technician, tree farm manager and landscape sales.



## Associate of Applied Science in Landscape Management

Course No.	First Semester	Credit Hours
LAND-1110	Lowland Plant Communities Identification	3.00
LAND-1120	Landscape Design I	3.00
LAND-1000	Landscape Equipment Operations	1.00
BIOS-1120	Botany	3.00
GS-1000	HC Cornerstone	1.00
GEOL-1105	Introduction to Soils	3.00
LAND-2130	Landscape Construction/Appraisal/Bidding	3.00
	<b>Totals</b>	<b>18.00</b>

Course No.	Second Semester	Credit Hours
LAND-1205	Upland Plant Communities Identification	3.00
LAND-1125	Landscape Design II	3.00
ENGL-1122	English Composition I	3.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
NRM-1123	Surveying and Mapping	3.00
MATH-1108	Intermediate Algebra	3.00
	<b>Totals</b>	<b>17.00</b>



<b>Course No.</b>	<b>Summer Semester</b>	<b>Credit Hours</b>
LAND-2296	Landscape Practicum & Seminar	2.00
	<b>Totals</b>	<b>2.00</b>

<b>Course No.</b>	<b>Semester Three</b>	<b>Credit Hours</b>
LAND-2220	Integrated Plant Management	3.00
BIOS-1132	Field Biology	2.00
BIOS-1109	<b>OR</b> Dendrology	3.00
ERT-1111	Diesel, Gas, and Small Engine Repair	2.00
COMM-1130	Speech	3.00
LAND-2218	Grounds Maintenance & Operations	3.00
	<b>Totals</b>	<b>13.00-14.00</b>

<b>Course No.</b>	<b>Semester Four</b>	<b>Credit Hours</b>
LAND-2200	Landscape Project Management (Capstone: SL/CR)	4.00
LAND-2215	Landscape Business Management	3.00
ENGL-1152	Research Skills	1.00
SUPR-2235	Supervision and Leadership	3.00
***	Social Science/Psychology Elective	3.00
	<b>Totals</b>	<b>14.00</b>
<b>Total Credit Hours</b>		<b>64.00-65.00</b>

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# Natural & Historical Interpretation

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Julie Gee, Coordinating Instructor

## Description

Since its inception, the Natural and Historical Interpretation program at Hocking College has been renowned for training experienced, confident and talented educators. Interpreters are basically teachers whose classrooms are without walls. Students are trained to educate others about the environment, and our human connections to it. Classes use the backdrop of Southeastern Ohio to extract stories of interest in the natural world and the history of nearby areas. Emphasis will be placed on practical experience leading programs with groups of all kinds, as well as exhibit design, and development of interpretive sites.

## Program Outcomes

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

- Interprets accurate information in an interactive, entertaining, and educational fashion to the satisfaction of a variety of audiences;
- Demonstrates leadership abilities in group programming situations, both educational and recreational;
- Prepares programs and materials that strive to achieve the mission of the overseeing agency;
- Demonstrates ability and desire to research and gather information from a variety of sources, including computer usage related to library and Internet information;
- Exhibits ability to work cooperatively with other interpreters and professionals;
- Exhibits professional behaviors, such as promptness and preparation for programming assignments;
- Demonstrates effective written communication skills, including customer correspondence, interpretive publications and displays;
- Demonstrates effective use of technology, including web development and social networking opportunities;
- Demonstrates ability to assess and maintain clean, safe facilities and resources; and,
- Initiates and maintains professional contacts in the interpretation field.

## Career Opportunities

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



## Associate of Applied Science in Natural and Historical Interpretation

Course No.	First Semester	Credit Hours
ENGL-1122	English Composition I	3.00
BIOS-1109	Dendrology	3.00
INTP-1100	Introduction to Interpretation	2.00
BIOS-1120	Botany	3.00
GS-1000	HC Cornerstone	1.00
INTP-1114	Interpretive Employment Seminar	1.00
WLM-1156	Wildlife Ecology and ID	3.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
NRM-1111	<b>OR</b> Natural Resources Equipment	1.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Second Semester	Credit Hours	Course No.	Forth Semester	Credit Hours
PSYC-1115	Educational Psychology	3.00	GEOL-1130	Environmental Geology	3.00
EM-1108	CPR & First Aid for Community & Workplace	1.00	MATH-1108	Intermediate Algebra	3.00
INTP-1118	Outdoor/Environmental Education Techniques	3.00	INTP-2240	Interpretive Center Operations: Capstone	2.00
INTP-1121	Interpretive Guide Techniques	3.00	ENGL-2126	English Composition II: Nature Readings	3.00
BIOS-1170	Zoology	3.00	NRM-1125	Map Reading and Interpretation	1.00
BIOS-2271	Ornithology	3.00	COMM-1130	Speech	3.00
BIOS-1132	Field Biology	2.00	NRM-1113	Watercraft Operation and Maintenance	1.00
	<b>Totals</b>	<b>18.00</b>		<b>Totals</b>	<b>16.00</b>

Course No.	Summer Semester	Credit Hours	Total Credit Hours
INTP-2296	Interpretive Practicum & Seminar	2.00	<b>69.00</b>
	<b>Totals</b>	<b>2.00</b>	

Course No.	Third Semester	Credit Hours
INTP-2215	Historical Interpretation	3.00
INTP-2109	Night Interpretation	1.00
NRM-2217	Aquatic Ecology	3.00
INTP-2230	Interpretive Facilities & Displays	2.00
BIOS-1101	Environmental Science	3.00
INTP-2254	Nature Drawing I	1.00
WLM-2215	Wildlife Management	3.00
FOR-2222	<b>OR</b> Introduction to Forestry	3.00
	<b>Totals</b>	<b>16.00</b>

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# Natural Resources Law Enforcement

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Ken Temple, Coordinating Instructor

## Description

The Natural Resources Law Enforcement program prepares graduates for emergency service and visitor assistance careers in the natural resources field. The program is designed to teach the skills necessary to protect life and resources from harm in federal, state, local, and privately-held parklands, natural areas, recreational sites, and managed resource areas. Rangers frequently engage in law enforcement, search and rescue, emergency medicine, fire fighting, visitor and user assistance, resource management and education.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Natural Resources Law Enforcement program:

- Exhibits a professional, personal and ethical lifestyle consistent with law enforcement standards;
- Demonstrates knowledge of the laws of arrest, search and seizure;
- Meets or exceeds fitness standards at local, state and federal agencies;
- Demonstrates basic skills related to investigation and evidence processing;
- Listens and communicates effectively (written and oral) internally and externally;
- Demonstrates a working knowledge of natural resources technical skills; and,
- Applies administrative, leadership and management skills.

## Career Opportunities

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



## Associate of Applied Science in Natural Resources Law Enforcement

Course No.	First Semester	Credit Hours
BIOS-1109	Dendrology	3.00
NRLW-1107	Natural Resources Information Technology and Equipment Operation	3.00
NRLW-1100	Introduction to Natural Resources Law Enforcement	1.00
GS-1000	HC Cornerstone	1.00
NRLW-1101	Natural Resources Law Fitness	1.00
ENGL-1122	English Composition I	3.00
MATH-1108	Intermediate Algebra	3.00
NRM-1125	Map Reading and Interpretation	1.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
NRM-1111	OR Natural Resources Equipment	1.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Second Semester	Credit Hours
INTP-1121	Interpretive Guide Techniques	3.00
MICS-1123	Microsoft Office - Word Processing	1.00
NRLW-1103	Natural Resources Criminal Law	3.00
WLM-1156	Wildlife Ecology and ID	3.00
NRLW-1102	Natural Resources Law Fitness	1.00
NRTI-1123	Rappelling & Vertical Rope Rescue	1.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
ENGL-1152	Research Skills	1.00
GEOL-1100	Essentials of Geology	3.00
BIOS-1132	<b>OR</b> Field Biology	2.00
	<b>Totals</b>	<b>16.00-17.00</b>

Course No.	Fourth Semester	Credit Hours
NRLW-2212	Law Enforcemet Management & Operations	3.00
NRLW-2210	Forensic Science/Collection & Preservation (Capstone)	3.00
WLM-2215	Wildlife Management	3.00
BIOS-2269	Gamefish Identification	0.50
NRLW-2102	Natural Resources Law Fitness	1.00
BIOS-2271	Ornithology	3.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>16.50</b>
	<b>Total Credit Hours</b>	<b>69.50-70.50</b>

Course No.	Summer Semester	Credit Hours
NRLW-2296	Natural Resources Law Practicum & Seminar	2.00
	<b>Totals</b>	<b>2.00</b>

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Course No.	Third Semester	Credit Hours
NRLW-2209	Natural Resources Administration and Management	2.00
GEO-1102	Introduction to GPS	2.00
FOR-2222	Introduction to Forestry	3.00
WLM-2245	Wildlife Techniques	3.00
FOR-1149	Basic Wildland Firefighting	2.00
ARCH-1101	Principles of Archaeology	3.00
NRLW-2101	Natural Resources Law Fitness	1.00
NRLW-2214	Natural Resources Employment Seminar	1.00
NRM-1113	Watercraft Operation and Maintenance	1.00
	<b>Totals</b>	<b>18.00</b>

# Wilderness Horsemanship

School of Natural Resources

Ken Bowald, Dean

Kimberly Mullen, Associate Dean

Heath Harter, Coordinating Instructor

## Description

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

## Program Outcomes

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

- Identify, maintain, and use safety procedures with horses, tack and related equipment;
- Perform safety inspection procedures in daily operations;
- Properly feed/water horses, groom/bathe horses and clean stalls;
- Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating, and emergency shoeing and trimming;
- Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching catching, haltering, and ponying;
- Manage horses without assistance while mounting/dismounting;
- Tack and untack properly, to include fit and adjustment;
- Use wilderness riding skills, including packing care of stock, and use of packing equipment;
- Use a computer for word processing and storing of data;
- Communicate professionally with coworkers and with the public;
- Operate and maintain basic maintenance equipment, including chain saw, basic farm equipment, and primitive hand tools;
- Handle horses at walk, trot, canter, and in varying terrain;
- Provide basic horse health care including preventative health care;
- Properly identify feeds and feeding requirements of equine at all ages and levels of performance; and,
- Demonstrate competency in leathercraft and leather repair related to tack.

## Career Opportunities

Graduates will be eligible for the following positions:

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



## Associate of Applied Science in Wilderness Horsemanship

Course No.	First Semester	Credit Hours
EQSI-1103	Horse Handling and Management	4.00
EQSI-1110	Wilderness Riding I	3.00
EQSI-1118	Horseshoeing I	3.00
EQSI-1116	Equine Anatomy and Conformation	3.00
EQSI-1150	Leathercraft	2.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours
EQSI-1115	Wilderness Riding II	3.00
BIOS-1103	General Biology	3.00
EQSI-1130	Farm Equipment and Maintenance	2.00
EQSI-1112	Equine Health Care I	3.00
EQSI-2200	Horse Packing	3.00
ENGL-1122	English Composition I	3.00
	<b>Totals</b>	<b>17.00</b>

Course No.	Summer Semester	Credit Hours
EQSI-2296	Equine Science Practicum & Seminar	2.00
EQSI-2255	<b>OR</b> Advanced Packing and Wilderness Skills	4.00
<b>Totals</b>		<b>2.00-4.00</b>

Course No.	Third Semester	Credit Hours
MATH-1108	Intermediate Algebra	3.00
EQSI-2250	Teaching Horseback Riding	3.00
EQSI-1113	Equine Nutrition and Supplements	2.00
EQSI-2230	Team Driving	2.00
EQSI-2211	Equine Employment	2.00
EQSI-2220	Trail Maintenance & Primitive Tools	2.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
<b>Totals</b>		<b>15.00</b>

Course No.	Fourth Semester	Credit Hours
EQSI-2240	Colt Training (Capstone)	3.00
EQSI-2225	Campus Park Patrol (Capstone - SL/CR)	3.00
COMM-1130	Speech	3.00
ARCH-1102	World Prehistory	3.00
EQSI-2229	Equine Business & Marketing	3.00
ENGL-1152	Research Skills	1.00
<b>Totals</b>		<b>16.00</b>
<b>Total Credit Hours</b>		<b>66.00-68.00</b>

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# Wildlife Resources Management

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Dave Swanson, Coordinating Instructor

## Description

The Wildlife Resources Management program at Hocking College is a hands-on, experience-based curriculum. Students actively learn and practice field skills here that they will only hear about in other more traditional wildlife management programs. In addition, students leave the program with a strong conceptual understanding of wildlife management, ecology, and conservation, as well as botany and plant ecology and identification, and natural resources as a whole. Skills learned include wildlife, fish and plant field and lab identification; wildlife field data collection techniques such as survey, capture, radio telemetry, habitat and population sampling; and other general field skills such as map reading, watercraft operation and natural resources equipment operation.

The Wildlife Resources Management degree is designed for students interested in seeking employment in fish and wildlife careers after acquiring their two-year associate degree. Most positions with Ohio county and state parks, and the Ohio Division of Wildlife, require a two-year wildlife degree.

## Program Outcomes

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

- Demonstrates technical skills and techniques in wildlife management to work effectively in diverse settings;
- Applies biological knowledge and skills to manage wildlife habitat and populations;
- Collects, analyzes, interprets, and applies wildlife/fish population and habitat data;
- Communicates effectively in writing and speech with public and other natural resources professionals;
- Models ethical, leadership, and supervisory skills;
- Interprets, applies, and communicates natural resources law and policy; and,
- Demonstrates math skills for utilization in practical fields, and other wildlife applications.

## Career Opportunities

The Wildlife Resources Management degree will qualify graduates for entry-level jobs such as county wildlife officer, fish or wildlife technician, park naturalist, and county soil and water conservation district wildlife specialist positions in Ohio, plus some technician and assistant jobs with other state and federal agencies.



## Associate of Applied Science in Wildlife Resources Management

Course No.	First Semester	Credit Hours
WLM-1156	Wildlife Ecology and ID	3.00
BIOS-1120	Botany	3.00
GS-1000	HC Cornerstone	1.00
ENGL-1122	English Composition I	3.00
BIOS-1109	Dendrology	3.00
NRM-1125	Map Reading and Interpretation	1.00
WLM-1100	Fish and Wildlife Careers	0.50
MATH-1108	Intermediate Algebra	3.00
	<b>Totals</b>	<b>17.50</b>



<b>Course No.</b>	<b>Second Semester</b>	<b>Credit Hours</b>	<b>Course No.</b>	<b>Semester Three</b>	<b>Credit Hours</b>
WLM-2245	Wildlife Techniques	3.00	WLM-2215	Wildlife Management	3.00
BIOS-1170	Zoology	3.00	WLM-2210	Wildlife & Natural Resources Law and Policy	3.00
BIOS-2268	Ichthyology	3.00	NRM-2217	Aquatic Ecology	3.00
BIOS-2271	Ornithology	3.00	FMAQ-2221	Introduction to Fish Management	3.00
BIOS-1132	Field Biology	2.00	FOR-2222	Introduction to Forestry	3.00
GEO-1100	Introduction to GIS	2.00	INTP-1121	<b>OR</b> Interpretive Guide Techniques	3.00
FOR-1149	<b>OR</b> Basic Wildland Firefighting	2.00	CHEM-1131	<b>OR</b> Environmental Chemistry	3.00
NRM-1110	Chain Saw Operations and Maintenance	1.00	WLM-2220	Wildlife Radiotelemetry	2.00
NRM-1111	<b>OR</b> Natural Resources Equipment	1.00	WLM-2204	<b>OR</b> Wetland Ecology and Management	2.00
	<b>Totals</b>	<b>17.00</b>		<b>Totals</b>	<b>17.00</b>
<b>Course No.</b>	<b>Summer Semester</b>	<b>Credit Hours</b>	<b>Course No.</b>	<b>Semester Four</b>	<b>Credit Hours</b>
WLM-2296	Wildlife Practicum & Seminar	2.00	COMM-1130	Speech	3.00
	<b>Totals</b>	<b>2.00</b>	WLM-2251	Biostatistics for Wildlife Management	3.00
			ENGL-2225	Technical Writing	3.00
			NRM-1113	Watercraft Operation and Maintenance	1.00
			ARCH-1106	Biological Anthropology	3.00
			PSYC-1120	<b>OR</b> Organizational Behavior	3.00
			WLM-2203	<b>OR</b> Environmental Ethics	3.00
			SUPR-2235	<b>OR</b> Supervision and Leadership	3.00
			FMAQ-2238	Fish Management (Capstone)	5.00
			WLM-2239	<b>OR</b> Wildlife Capstone	4.00
				<b>Totals</b>	<b>17.00-18.00</b>
				<b>Total Credit Hours</b>	<b>70.50-71.50</b>

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# Nursing: Practical Nursing

School of Nursing  
Tammy Keith, Dean

## Description

Hocking College offers a three clinical/theory semester program which results in a Diploma in Practical Nursing. Courses include fundamentals, geriatrics, obstetrics and medical surgical nursing. Additional classes focus on basic psychology, anatomy and physiology, nutrition and pharmacology. Hands-on experience begins in the nursing skills lab before patient/client contact in extended care and assisted living facilities or hospitals.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Diploma in Practical Nursing:

- Participates collaboratively in the nursing process by contributing to assessment, planning, implementation and evaluation of individualized, holistic plans of care;
- Uses critical thinking skills in all areas of LPN practice;
- Provides empathetic and compassionate care;
- Practices basic principles of effective and therapeutic communication with clients, significant others and health team members;
- Provides basic information to meet the learning needs of clients;
- Uses nursing knowledge, skills and current technology to provide and promote safe nursing practice;
- Provides basic nursing care based on developmental, biological, psychological, socio-cultural and spiritual differences in clients;
- Safely performs basic clinical skills;
- Safely administers and contributes to the evaluation of the effectiveness of medications and treatments;
- Practices within the profession's ethical and legal framework and is accountable for own nursing practice and care delegate;
- Assumes responsibility for professional growth, self-development, and lifelong learning; and,
- Demonstrates understanding of the levels of authority and responsibility and uses basic leadership skills to delegate nursing care tasks.

## Career Opportunities

Licensed Practical Nurses (LPNs) are usually employed in medical-surgical units in hospitals, extended care facilities, home health agencies and clinics. Nursing graduates may be requested to work evening, night and weekend shifts.



## Diploma in Practical Nursing

Course No.	First Semester	Credit Hours
PSYC-1101	General Psychology	3.00
GS-1000	HC Cornerstone	1.00
BIOS-1113	Anatomy and Physiology I	4.00
NT-1000	PN Introduction to Holistic Care	6.00
NT-1123	Nutrition for Nurses	1.00
NT-1006	Basics of Medical Administration	1.00
	<b>Totals</b>	<b>16.00</b>

Course No.	Second Semester	Credit Hours
NT-1014	PN Introduction to Pharmacology	2.00
NT-1010	PN Care Across Lifespan	7.00
ENGL-1122	English Composition I	3.00
BIOS-1114	Anatomy and Physiology II	4.00
NT-1035	PN IV Therapy	1.00
	<b>Totals</b>	<b>17.00</b>

<b>Course No.</b>	<b>Third Semester</b>	<b>Credit Hours</b>
NT-1020	PN Care of Diverse Clients	7.00
NT-1030	PN Legal/Transition	1.00
NT-1034	PN Drug Classifications	2.00
NT-1031	PN Child Health	1.00
PSYC-2151	Developmental Psychology	3.00
	<b>Totals</b>	<b>14.00</b>
	<b>Total Credit Hours</b>	<b>47.00</b>

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# Nursing: PN2RN

School of Nursing  
Tammy Keith, Dean

## Description

The PN2RN track is a program with advanced placement designed for students who are Licensed Practical Nurses. After successful completion of the PN2RN course work within one semester, students are eligible to be placed on the RN semester three waiting list to complete the final two semesters of the RN program.

## Program Outcomes

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

- Uses the nursing process (assessment, analysis, development of nursing diagnoses, implementation and evaluation) as a basis for decision making in developing individualized, holistic plans of care;
- Uses the nursing process to collaboratively develop a plan of care with the client and other health team members;
- Provides empathetic and compassionate care;
- Applies and facilitates all levels of communication with a focus on therapeutic communication in the nurse-client relationship;
- Develops and implements teaching plans that are specific to the clients' level of development and understanding;
- Uses nursing knowledge, critical thinking, judgment, skills and current technology to provide and promote safe nursing practice;
- Adapts and provides specialized nursing care based on knowledge of developmental, biological, psychological, socio-cultural and spiritual differences in clients;
- Safely performs basic and complex clinical skills;
- Safely administers and evaluates the effectiveness of medications and treatments;
- Practices within the profession's ethical and legal framework and is accountable for own nursing practice and for those under supervision;
- Assumes responsibility for professional growth, self-development and the use of resources for life-long learning;
- Demonstrates leadership skills through use of assertive behaviors, appropriate delegation of tasks, and supervision of assistive and/or unlicensed personnel, and licensed practical nurses; and,
- Demonstrates an awareness of community and world health issues and their impact on individuals and health care.

## Career Opportunities

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



## Associate of Applied Science in Nursing

Course No.	PN2RN Co-Requisites	Credit Hours
PSYC-1101	General Psychology	3.00
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	<b>OR</b> College Algebra	4.00
	<b>Totals</b>	<b>10.00-11.00</b>

Course No.	PN2RN Transition Semester	Credit Hours
NT-1140	PN2RN Adult Health	4.00
NT-1147	PN2RN Maternal Newborn	1.00
NT-1142	PN2RN Holistic Care & RN Transition	2.00
NT-1144	PN2RN Pharmacology	2.00
BIOS-1140	PN2RN Anatomy & Physiology/ Pathology/Microbiology	3.00
	<b>Totals</b>	<b>12.00</b>

<b>Course No.</b>	<b>Third Semester</b>	<b>Credit Hours</b>
NT-2010	RN Adult Health III/Mental Health	8.00
NT-2014	RN Applied Pharmacology	1.00
PSYC-2151	Developmental Psychology	3.00
ENGL-1152	Research Skills	1.00
HLTH-1202	Community Health	1.00
	<b>Totals</b>	<b>14.00</b>

<b>Course No.</b>	<b>Fourth Semester</b>	<b>Credit Hours</b>
NT-2020	Nursing Care of Patients with Complex Health Alterations	9.00
NT-2024	Leadership in Nursing	2.00
NT-2015	RN Child Health	1.00
COMM-1130	Speech	3.00
	<b>Totals</b>	<b>15.00</b>

**Total Credit Hours** **51.00-52.00**

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Nursing: Registered Nursing

School of Nursing  
Tammy Keith, Dean

## Description

Hocking College offers a four-semester clinical program, which results in an associate's degree. Courses include fundamentals, geriatrics, obstetrics, mental health and medical surgical nursing. Additional courses include psychology, anatomy and physiology, nutrition, pharmacology and community health.

After successful completion of the Associate of Applied Science in Nursing, students are eligible to apply and take the National Council of Licensure Examination for Registered Nurses (NCLEX-RN) to become a Registered Nurse.

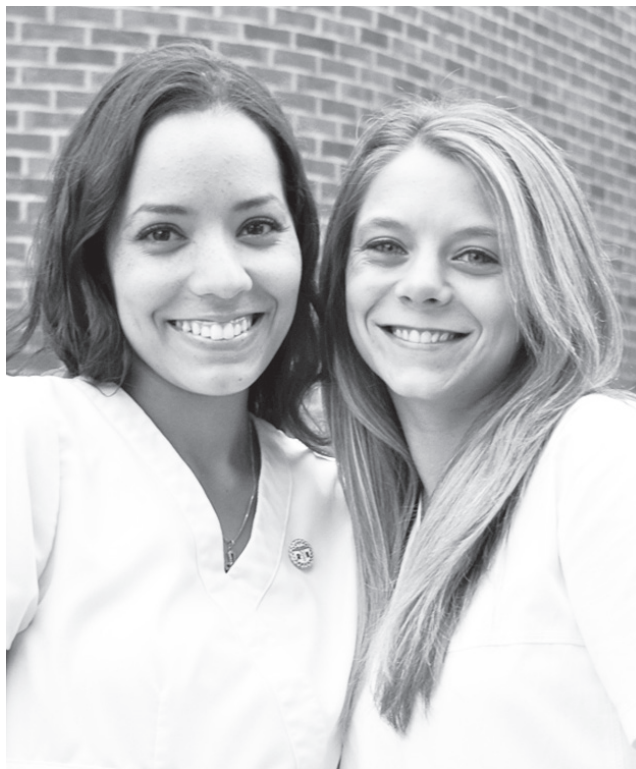
## Program Outcomes

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

- Uses the nursing process (assessment, analysis, development of nursing diagnoses, implementation and evaluation) as a basis for decision making in developing individualized, holistic plans of care;
- Uses the nursing process to collaboratively develop a plan of care with the client and other health team members;
- Provides empathetic and compassionate care;
- Applies and facilitates all levels of communication with a focus on therapeutic communication in the nurse-client relationship;
- Develops and implements teaching plans that are specific to the clients' level of development and understanding;
- Uses nursing knowledge, critical thinking, judgment, skills and current technology to provide and promote safe nursing practice;
- Adapts and provides specialized nursing care based on knowledge of developmental, biological, psychological, socio-cultural and spiritual differences in clients;
- Safely performs basic and complex clinical skills;
- Safely administers and evaluates the effectiveness of medications and treatments;
- Practices within the profession's ethical and legal framework and is accountable for own nursing practice and for those under supervision;
- Assumes responsibility for professional growth, self-development, and the use of resources for life-long learning;
- Demonstrates leadership skills through use of assertive behaviors, appropriate delegation of tasks, and supervision of assistive and/or unlicensed personnel, and licensed practical nurses; and,
- Demonstrates an awareness of community and world health issues and their impact on individuals and health care.

## Career Opportunities

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



## Associate of Applied Science in Nursing

Course No.	Pre-Clinical	Credit Hours
PSYC-1101	General Psychology	3.00
BIOS-1113	Anatomy and Physiology I	4.00
ENGL-1122	English Composition I	3.00
NT-1006	Basics of Medical Administration	1.00
GS-1000	HC Cornerstone	1.00
NT-1100	Introduction to Nursing-RN	1.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	OR College Algebra	4.00
<b>Totals</b>		<b>16.00-17.00</b>

Course No.	First Semester	Credit Hours
NT-1110	RN Basics Gerontology/Adult Health I	8.00
BIOS-1114	Anatomy and Physiology II	4.00
NT-1112	RN Holistic Care	2.00
NT-1121	RN Ethical/Legal Issues	1.00
NT-1123	Nutrition for Nurses	1.00
<b>Totals</b>		<b>16.00</b>

Course No.	Second Semester	Credit Hours	Course No.	Fourth Semester	Credit Hours
NT-1120	RN Adult Health II/Maternal Newborn	8.00	NT-2020	Nursing Care of Patients with Complex Health Alterations	9.00
NT-1114	RN Beginning Pharmacology	2.00	NT-2024	Leadership in Nursing	2.00
BIOS-1200	Microbiology/Pathology	2.00	NT-2015	RN Child Health	1.00
HLTH-1202	Community Health	1.00	COMM-1130	Speech	3.00
	<b>Totals</b>	<b>13.00</b>		<b>Totals</b>	<b>15.00</b>
			<b>Total Credit Hours</b>		<b>73.00-74.00</b>
Course No.	Third Semester	Credit Hours			
NT-2010	RN Adult Health III/Mental Health	8.00			
NT-2014	RN Applied Pharmacology	1.00			
PSYC-2151	Developmental Psychology	3.00			
ENGL-1152	Research Skills	1.00			
	<b>Totals</b>	<b>13.00</b>			

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Fire and Emergency Services

School of Public Safety Services

Scott Mong, Commander

Curtis Martin, Steve Campbell and Greg Keefe, Coordinating Instructors

## Description

The Fire and Emergency Services program prepares students to meet community needs for fire and emergency medical protection. Students may begin the program by scheduling fire courses the first year or may choose to begin with emergency medical courses. Students who begin with the emergency medical sequence must have an Ohio EMT (Emergency Medical Technician) Certificate. The Fire and Emergency Services program offers Firefighter I and II, EMT and Paramedic certification courses over five semesters. Fire classes follow standards established by National Fire Protection Association 1001, and the Ohio Department of Public Safety. Hocking College maintains an on-site fire training facility including fire apparatus, burn structure and related equipment. A fully equipped EMS vehicle serves as a training venue while Hocking College's medical lab classroom simulates an emergency room.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Fire and Emergency Services:

- Provide emergency fire services under the direct supervision of a fire officer;
- Provide emergency medical services, working within the confines of EMT and/or paramedic certification;
- Provide basic emergency rescue services;
- Provide emergency hazardous material services, working within the confines of First Responder Hazardous Materials Awareness and Operations level;
- Maintain readiness of emergency equipment;
- Maintain facilities;
- Demonstrate public relations skills;
- Communicate with coworkers, supervisors and the public;
- Write reports;
- Perform fire fighter math skills; and,
- Practice human relations skills and maintain a code of ethics.

## Career Opportunities

Graduates are employed as firefighters, EMTs and paramedics. Employment is available with municipal fire departments, governmental and privately-owned emergency services, industrial fire, health or emergency services, police, forest and recreational services.



## Associate of Technical Study in Fire and Emergency Services

Course No.	First Semester	Credit Hours
FS-1115	Fire Fighter II	10.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
PSS-1101	Public Safety Services Fitness & Health	1.00
FS-1102	Emergency Vehicle Defensive Driving	0.50
ENGL-1122	English Composition I	3.00
GS-1000	HC Cornerstone	1.00
	<b>Totals</b>	<b>16.50</b>

Course No.	Second Semester	Credit Hours
EM-1100	EMT-Basic Lecture	6.00
EM-1101	EMT-Skills Lab	1.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1152	Research Skills	1.00
PSS-1102	Public Safety Services Fitness & Health	1.00
	<b>Totals</b>	<b>12.00</b>
	<b>Course No.</b>	



Third Semester	Credit Hours	Course No.	Summer Semester	Credit Hours	
EM-2107	Paramedic I	6.00	EM-2140	Paramedic III	6.00
EM-2102	Paramedic Lab Skills I	1.00	EM-2141	Paramedic Lab Skills III	1.00
EM-2101	Paramedic Practicum I	1.00	EM-2113	Paramedic Field Practicum III	2.00
BIOS-1112	The Human Organism	4.00	COMM-1130	Speech	3.00
FS-1116	Fire Prevention and Investigation Technology	3.00	<b>Totals</b>		<b>12.00</b>
PSYC-1101	General Psychology	3.00			
PSS-2101	Public Safety Services Fitness & Health	1.00			
<b>Totals</b>		<b>19.00</b>	<b>Total Credit Hours</b>		<b>75.50</b>

Course No.	Fourth Semester	Credit Hours
EM-2110	Paramedic II	6.00
EM-2112	Paramedic Lab Skills II	1.00
EM-2111	Paramedic Practicum II	1.00
HUM-2203	Introduction to Ethics	3.00
ENGL-1104	Job Search Techniques	1.00
PSS-2102	Public Safety Services Fitness & Health	1.00
FS-2253	Fire Hydraulics	3.00
<b>Totals</b>		<b>16.00</b>

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# Police Science

School of Public Safety Services

Scott Mong, Commander

Larry Hatem and Tim Voris, Coordinating Instructors

## Description

The Police Science program prepares students to become a law enforcement professional in the State of Ohio. Program courses provide hand-on training in criminalistics, photography, interrogation techniques and dispatching practices. Students will also have the opportunity to become certified in firearms, unarmed self-defense techniques, armed private security officer and other areas of law enforcement specialty training. The program includes two police practicums with law enforcement agencies – the first with emergency communications in a 911 radio center, the second a student ride-along where the student experiences first-hand the daily responsibilities of a law enforcement professional

## Program Outcomes

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

- Demonstrate ethical behavior in all aspects of the profession including cultural diversity, racism, sexism, corruption and public trust;
- Identify crimes in accordance with Ohio Revised Code;
- Classify crimes in accordance with Ohio Revised Code;
- Determine that the elements of a crime have been committed;
- Determine the cause of a motor vehicle collision;
- Perform crime prevention activities with outside agencies;
- Recommend crime prevention techniques for specific needs;
- Use appropriate professional behavior;
- Communicate effectively in the writing of basic and investigative reports;
- Communicate effectively verbally in the presentation of speeches and demonstrations;
- Testify effectively in court and present evidence in accordance with Ohio and Federal Rules of Evidence;
- Perform crime scene photography and present it as evidence in a mock court;
- Perform accident scene photography and present it as evidence in court;
- Perform evidence photography and present it as evidence in court;
- Demonstrate competence in general crime scene processing;
- Demonstrate physically a document that maintains the chain of evidence while processing a mock crime scene;
- Maintain training/duty equipment and work area for safety while conducting academic pursuits;
- Demonstrate through academic exercise the utilization of applicable law enforcement math skills at mock crime scenes;
- Demonstrate through academic exercise the utilization of applicable law enforcement math skills at mock accident scenes;
- Demonstrate through academic exercise the ability to assess and respond to various situations quickly during mock experiential learning exercises;
- Work cooperatively with other public safety service agencies utilizing practicums and projects in the field;
- Meet or exceed Force Continuum competencies; and,



- Demonstrate improvement in physical fitness and wellness education through initial and summative physical assessments during the prescribed period of time.

## Career Opportunities

Upon graduation from the Police Science program, OPOTC Peace Officer Basic Academy or the OPOTC Private Security Academy, students become qualified for employment as a law enforcement or private security officer in the State of Ohio. Career opportunities for law enforcement officers are available at the state and local level in police departments, sheriff offices and state enforcement agencies. Career opportunities for private security include providing security for the medical, chemical, financial, commerce, housing, retail and entertainment industries.

**Associate of Applied Science in Police Science**

Course No.	First Semester	Credit Hours
CJ-1121	Constitutional, Criminal and Civil Law	2.00
PSCI-1132	Law Enforcement Photography	3.00
PSCI-1102	Ethics and Modern Day Policing	3.00
PSCI-1161	Police Computer Applications	3.00
ENGL-1122	English Composition I	3.00
PSS-1101	Public Safety Services Fitness & Health	1.00
GS-1000	HC Cornerstone	1.00
PSCI-1115	Introduction to Policing	2.00
<b>Totals</b>		<b>18.00</b>

Course No.	Second Semester	Credit Hours
CJ-1222	Criminal Rules and Procedures	2.00
ENGL-2225	Technical Writing	3.00
PSYC-1101	General Psychology	3.00
PSCI-1216	Police Firearms	3.00
PSCI-1180	Criminalistics	3.00
MATH-1108	Intermediate Algebra	3.00
PSS-1102	Public Safety Services Fitness & Health	1.00
PSCI-2270	Leadership, Supervision & Administration	2.00
ENGL-1104	Job Search Techniques	1.00
<b>Totals</b>		<b>21.00</b>

Course No.	Third Semester	Credit Hours
PSCI-2106	Radio Dispatch 911	2.00
PSCI-2260	Interviews, Interrogation and Arrest Procedures	2.00
PSCI-2298	PS Communications and Patrol Practicum	2.00
CHEM-1101	Fundamentals of Chemistry	4.00
COMM-1130	Speech	3.00
PSS-2101	Public Safety Services Fitness & Health	1.00
PSCI-2245	Traffic Laws and Crash Investigation	2.00
CJ-2209	Homeland Security & Terrorism	2.00
<b>Totals</b>		<b>18.00</b>

Course No.	Fourth Semester	Credit Hours
PSCI-2255	Peace Officer Basic Academy	18.00
<b>Totals</b>		<b>18.00</b>

**TOTAL CREDIT HOURS: 75.00**

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# Social Services, Corrections and Criminal Justice

School of Public Safety Services

Scott Mong, Commander

Tammy Monk, Coordinating Instructor

This program is offered at our Main Campus in Nelsonville and our Perry Campus in New Lexington.

## Description

The Social Services, Corrections and Criminal Justice program emphasizes the importance of serving and assisting adults and families. Course work balances theory and practice in preparing students to effectively help others. Practical experience includes interface with adult community-based residential facilities, prisons, multi-county jails, mental health agencies or social services/children's services agencies. Students will observe a variety of environments and apply classroom theory through practical experiences.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Social Services, Corrections and Criminal Justice:

- Recognize ethical dilemmas and appropriate resolutions;
- Access and learn the policies and procedures of the specific workplace;
- Demonstrate the ability to use the Ohio Revised Code as a professional resource;
- Demonstrate mastery of the terminology of the profession in speech and in documentation;
- Demonstrate an understanding of treatment interventions through hands-on learning and practical experiences;
- Successfully apply the professional protocol of assessment, planning, intervention and evaluation;
- Comply with the laws and acceptable practices of client confidentiality;
- Write reports with clarity, accuracy, and conciseness which will aid other professionals in making informed decisions about clients; and,
- Identify risks to public safety personnel.

## Career Opportunities

Graduates of the Social Services, Corrections and Criminal Justice program begin their careers in corrections or social service agencies as chemical abuse counselors, intake workers, caseworkers, social service case aids, social workers assistants, case managers, crisis intervention workers, mental retardation/developmental disabilities behavior management aids, correctional officers, probation officers, community, governmental and private agency employees.



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

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
CJ-1100	Criminal Justice Systems	3.00
SS-1100	Social Services Professions	3.00
CJ-1163	Crisis Recognition and Referral	3.00
CJ-1120	Thinking Errors	3.00
SS-1155	Disruptive Behavior Management	3.00
ENGL-1122	English Composition I	3.00
	<b>Totals</b>	<b>19.00</b>

Course No.	Second Semester	Credit Hours	Course No.	Fourth Semester	Credit Hours
SS-1110	Interviewing Techniques	3.00	CJ-2260	Correctional Administration	3.00
CJ-1190	Chemical Abuse and Dependency	4.00	SS-2265	Case Management	3.00
SSCJ-1198	Practicum Orientation	3.00	SSCJ-2297	Practicum B	3.00
MATH-1108	Intermediate Algebra	3.00	CJ-2227	Victim Awareness/Restorative Justice	3.00
ENGL-1152	Research Skills	1.00	***	Natural Science Elective	3.00
SS-2201	Family Dynamics	3.00	SS-2201	Family Dynamics	3.00
SS-2202	<b>OR</b> Protective Services	3.00	SS-2202	<b>OR</b> Protective Services	3.00
SS-2203	<b>OR</b> Special Needs Clients	3.00	SS-2203	<b>OR</b> Special Needs Clients	3.00
CJ-2204	<b>OR</b> The Sexual Offender	3.00	CJ-2204	<b>OR</b> The Sexual Offender	3.00
	<b>Totals</b>	<b>17.00</b>		<b>Totals</b>	<b>18.00</b>
			<b>Total Credit Hours</b>		<b>72.00</b>
Course No.	Third Semester	Credit Hours			
SS-2262	Counseling Techniques	3.00			
COMM-1130	Speech	3.00			
SSCJ-2296	Practicum A	3.00			
SS-2260	Group Work Techniques	3.00			
SS-2266	Diverse Populations	3.00			
SS-2201	Family Dynamics	3.00			
SS-2202	<b>OR</b> Protective Services	3.00			
SS-2203	<b>OR</b> Special Needs Clients	3.00			
CJ-2204	<b>OR</b> The Sexual Offender	3.00			
	<b>Totals</b>	<b>18.00</b>			

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# Dietary Manager Certificate

School of Allied Health  
Bonnie Smith, Dean  
Donna Wamsley, Coordinating Instructor

## Description

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

## Career Opportunities

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

## Program Outcomes

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

- Conduct routine client nutritional screening which includes food/fluid intake information;
- Calculate nutrient intake;
- Identify nutrition concerns and make appropriate referrals;
- Implement diet plans and physicians' diet orders using appropriate modifications;
- Utilize standard nutrition care procedures;
- Document nutritional screening data in the medical record;
- Review intake records, do visual meal rounds, and document food intake;
- Participate in client care conferences;
- Provide clients with basic nutrition education;
- Specify standards and procedures for food preparation;
- Continuously improve care and service using quality management techniques;
- Supervise preparation and serving of therapeutic diets and supplemental feedings;
- Manage a sanitary foodservice environment;
- Protect food in all phases of preparation, holding, service, cooling and transportation;
- Purchase, receive and store food following established sanitation and quality standards;
- Purchase, store and ensure safe use of chemicals and cleaning agents;
- Manage equipment use and maintenance;
- Develop work schedules, prepare work assignments;
- Prepare, plan and conduct departmental meetings and in-service programs;
- Interview, hire and train employees;
- Conduct employee performance evaluations;
- Recommend salary and wage adjustments for employees;
- Supervise, discipline and terminate employees;
- Supervise business operations of dietary department;
- Prepare purchase specifications and orders for food, supplies and equipment;
- Develop annual budget and operate within budget parameters; and,
- Develop and implement policies and procedures.



### Dietary Manager Certificate

Course No.	Semester Course Name	Credit Hours
DT-1102	Basic Nutrition	3.00
DT-1106	Food Systems Management	3.00
CULA-1109	Safety and Sanitation	2.00
GS-1000	HC Cornerstone	1.00
DT-1101	Dietetic Directed Practice I	2.00
MICS-1123	Microsoft Office – Word Processing	1.00
DT-1110	Applied Nutrition	2.00
DT-1103	Food Science	3.00
DT-1120	Nutrition for Dietary Manager	2.00
DT-1122	Human Resource Management	2.00
DT-1111	Dietetic Direct Practice II	2.00
ENGL-1122	English Composition I	3.00
	<b>Totals</b>	<b>26.00</b>

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# EMT Paramedic Certificate

School of Public Safety Services  
 Scott Mong, Commander  
 Curtis Martin, Coordinating Instructor

## Program

To prepare students for entry-level employment as an Emergency Medical Technician Paramedic (Advanced Life Support).

## Occupational Certificate in EMT - Paramedic

Course No.	First Semester	Credit Hours
EM-2107	Paramedic I	6.00
EM-2102	Paramedic Lab Skills I	1.00
EM-2101	Paramedic Practicum I	1.00
BIOS-1112	The Human Organism	4.00
HLTH-1101	Medical Terminology	3.00
	<b>Totals</b>	<b>15.00</b>

Course No.	Second Semester	Credit Hours
EM-2110	Paramedic II	6.00
EM-2111	Paramedic Practicum II	1.00
EM-2112	Paramedic Lab Skills II	1.00
FS-1102	Emergency Vehicle Defensive Driving	0.50
	<b>Totals</b>	<b>8.50</b>

Course No.	Third Semester	Credit Hours
EM-2140	Paramedic III	6.00
EM-2141	Paramedic Lab Skills III	1.00
EM-2113	Paramedic Field Practicum III	2.00
	<b>Totals</b>	<b>9.00</b>

**Total Credit Hours** **32.50**



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# Geographic Information & Global Positioning Systems

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Scott Dunfee, Coordinating Instructor

## Description

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

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Geographic Information and Global Positioning Technology Certificate:

- Collect, manipulate and manage data using geospatial equipment, techniques, and methods;
- Utilize basic geographic information systems (GIS), global positioning systems (GPS), surveying and cartographic skills;
- Ensure quality of data and product meets professional and industry standards;
- Create effective visual, tabular and analytical products i.e. maps, graphs, charts, statistics, databases, tables and models;
- Ability to think spatially and perform spatial analysis on geographically referenced data;
- Assist in development and implementation of a project plan while monitoring time and budget constraints;
- Use verbal and written communication skills;
- Use interpersonal skills to collaborate with others, establish relationships, network, market and advocate for projects and the profession;
- Develop professional skills and continue to update them; and,
- Exhibit versatility and the ability to change, problem solve and maintain balance.

## Career Opportunities

Geographic Information and Global Positioning is currently used at all levels of government, business and industry. Employment opportunities are available with auditors, city planners, engineers, fire and police departments, resource planners, service providers and utility companies.



## Occupational Certificate in GIS/GPS

Course No.	Semester Course Name	Credit Hours
GEO-1100	Introduction to GIS	2.00
GEO-1101	Intermediate GIS	2.00
GEO-1102	Introduction to GPS	2.00
MATH-1108	Intermediate Algebra	3.00
NRM-1125	Map Reading and Interpretation	1.00
NRM-1123	Surveying and Mapping	3.00
GEO-2135	GIS & GPS Applications	3.00
<b>Totals</b>		<b>16.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Massage Therapy Certificate

School of Allied Health  
Bonnie Smith, Dean  
Mark Cullen, Coordinating Instructor

Hocking College's Massage Therapy certificate program is a two academic year part-time evening program. Upon completion of this well-rounded program, students will possess a solid foundation in the understanding of human anatomy and physiology, utilize functional assessments of the musculo-skeletal system and perform a wide variety of massage therapy techniques. Students will be able to apply these skills for circulatory enhancement, pain management, stress reduction, general relaxation and to treat a broad array of musculo-skeletal conditions. Though it is not a degree program, this comprehensive certificate course of study meets all of the requirements necessary for graduates to qualify for the State Medical Board of Ohio licensing examination.

## Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Certificate in Massage Therapy:

- Assesses and performs appropriate massage therapy treatments;
- Develops client relationships;
- Maintains a safe environment;
- Demonstrates professionalism and maintains professional ethical behaviors;
- Documents patient care;
- Interacts with other health care providers and the community; and,
- Practice life-long learning in profession.

## Career Opportunities

Massage Therapy graduates who pass the State Medical Board of Ohio exam often work as self-employed practitioners, either in professional or home offices or operating house-call practices. Other employment opportunities include: working in medical or chiropractic offices, clinics, hospitals, health clubs, spas, resorts, corporate and factory work sites or working with athletic teams. The ever-growing awareness of the health benefits derived from Massage Therapy continues to create new venues of employment opportunities for well-trained and resourceful therapists.

## Occupational Certificate in Massage Therapy

Course No.	First Semester	Credit Hours
MT-1110	Massage Therapy I	3.00
BIOS-1151	Massage Anatomy and Physiology I	4.00
	<b>Totals</b>	<b>7.00</b>

Course No.	Second Semester	Credit Hours
MT-1120	Massage Therapy II	1.00
MT-1140	Ethics for Massage Therapists	2.00
MT-1135	Kinesiology/Myology - Massage Therapists	2.00
BIOS-1152	Massage Anatomy and Physiology II	4.00
MT-2150	Massage Therapy Business and Law	2.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
	<b>Totals</b>	<b>12.00</b>



Course No.	Third Semester (Summer)	Credit Hours
MT-2210	Advanced Clinical Therapies	3.00
MT-2200	Pathology for Massage Therapists	3.00
BIOS-2153	Massage Anatomy & Physiology III	3.00
	<b>Totals</b>	<b>9.00</b>

Course No.	Fourth Semester	Credit Hours
MT-2230	Massage Therapy III	3.00
MT-2250	Massage Therapy Clinical	2.00
BIOS-2154	Massage Anatomy & Physiology Integration	4.00
	<b>Totals</b>	<b>9.00</b>
	<b>Total Credit Hours</b>	<b>37.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# National Ranger Training Institute

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Bill DeWeese, Coordinating Instructor

## Description

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

## Program Outcomes

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

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

## Career Opportunities

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

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



## Occupational Certificate in Ranger Academy

Course No.	Semester Course Name	Credit Hours
NRTI-1238	Ranger Academy	18.00
	<b>Totals</b>	<b>18.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Timber Harvesting and Tree Care Certificate

School of Natural Resources  
 Ken Bowald, Dean  
 Kimberly Mullen, Associate Dean  
 Mike Kessler, Coordinating Instructor

## Description

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

Level One provides orientation to basic climbing equipment and its proper use in tree forestry. General and site-specific forest management planning, silviculture, soils, indicator plant identification, production and cost analysis, physical training and tree felling are parts of this course. Bulldozers, skidders, and knuckleboom loaders and log trucks are introduced.

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

## Career Opportunities

Students who complete the Timber Harvesting and Tree Care Certificate will be able to utilize their skills in the following positions:

- Logger/ Logging Contractor
- Truck Driver
- Arborist
- Urban Forester
- Equipment Operator
- Grounds/Maintenance



## Occupational Certificate in Timber Harvesting and Tree Care

Course No.	Semester Course Name	Credit Hours
THTC-1100	Timber Harvesting and Tree Care I	6.00
THTC-1102	Timber Harvesting and Tree Care II	6.00
ERT-1111	Diesel, Gas, and Small Engine Repair	2.00
ERT-1121	Welding	2.00
<b>Totals</b>		<b>16.00</b>

*Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.*

# Accounting

**ACC-1101 Accounting I (3.00 cr.)**

Introduction to the double-entry system of bookkeeping, the basic accounting cycle and general accounting procedures. Emphasis is on both service and merchandising businesses concluding with formal presentation of financial statements. Emphasizes individual effort through the use of a workbook and practice set.

*Class (2.00), Lab (3.00).*

**ACC-1102 Accounting II (4.00 cr.)**

Continuation of accounting with an emphasis on corporate organization and accounting procedures. Includes accounting for inventory, depreciation, bad debt and various topics such as corporation stocks, financial statement analysis and other corporate accounting procedures.

*Class (3.00), Lab (3.00).*

*Prerequisites: take ACC-1101 or ACC-101.*

**ACC-1105 Computerized Accounting (3.00 cr.)**

Introduction to software packages QuickBooks and Peachtree, used in accounting applications including managing revenue, expenses, payroll and creating financial statements.

*Class (2.00), Lab (3.00).*

*Prerequisites: take ACC-1101 or ACC-100.*

**ACC-1120 Payroll Accounting (3.00 cr.)**

A study of the principles and procedures of payroll record-keeping and accounting. Includes taxes, insurance programs optional deductions and the process of calculating and recording these items. The course concludes with a practical exercise in an entire payroll system.

*Class (2.00), Lab (3.00).*

*Equivalent to ACC-120.*

**ACC-1130 Desktop Machine Operations (2.00 cr.)**

Use of the electronic printing calculator, electronic display calculator, and computer keypad on the keyboard in the solution of common business and accounting problems.

*Class (1.00), Lab (3.00). Equivalent to ACC-130.*

**ACC-1175 Budgeting and Cost Containment (3.00 cr.)**

Introduction to budget design, preparation and implementation with an emphasis on the measurement and management of cost efficiency. Includes revenue maximization and preparation of pro-forma financial statements.

*Class (2.00), Lab (3.00). Equivalent to BUS-125.*

*Prerequisites: take ACC-1101 or ACC-101.*

**ACC-1220 Non-Profit Accounting (4.00 cr.)**

Fundamentals of accounting for the non-profit field. Covers all levels of government – local, state and federal. The principles and practices are related to financial planning and control.

*Class (3.00), Lab (3.00).*

*Prerequisites: take ACC-1101 or ACC-100.*

**ACC-2110 Accounting Simulation (2.00 cr.)**

Merchandising business simulation in which all aspects of day-to-day operations for a three month period must be recorded in various journals, ledgers and financial reports.

*Class (1.00), Lab (3.00).*

*Prerequisites: take ACC-1101 or ACC-101.*

**ACC-2140 Taxation (4.00 cr.)**

Study and application of federal income tax law. Includes the preparation of federal income tax returns for individuals and businesses. Business entities covered include proprietorships, partnerships and corporations.

*Class (3.00), Lab (3.00).*

*Prerequisites: take ACC-1101 or ACC-101.*

**ACC-2200 Cost Accounting (4.00 cr.)**

A study of manufacturing and other cost accounting activities, focusing on topics such as job order, process, standard and other cost systems. Includes internal control, production reporting and cost management.

*Class (3.00), Lab (3.00).*

*Prerequisites: take ACC-1101 or ACC-101.*

**ACC-2210 Cost Accounting Simulation (2.00 cr.)**

A manufacturing work-simulation covering the process cost system. Application of concepts covered in ACC-2200 Cost Accounting. Simulates a typical cost of production reporting and spreadsheet programming. Student will program spreadsheet applications for multi-departmental, sequential period reporting.

*Class (1.00), Lab (3.00). Equivalent to ACC-210.*

*Prerequisites: take ACC-2200 or ACC-200.*

**ACC-2230 Intermediate Accounting (4.00 cr.)**

Introduction to the objectives of financial accounting and the principles evolved from those objectives. Includes practical present day application to accounts and statements and accounting theory. Emphasizes in-depth comprehension of financial statements.

*Class (3.00), Lab (3.00).*

*Prerequisites: take ACC-1101, ACC-1102, ACC-101, ACC-102.*

**ACC-2250 Auditing (4.00 cr.)**

Introduces advanced accounting students to the duties and scope of operations of the auditing profession. Field trips and practice audits demonstrate the practical aspects of internal control and the function of an auditor. Auditing is utilized as the capstone course for the accounting program.

*Class (3.00), Lab (3.00). Equivalent to ACC-250.*

*Prerequisites: take ACC-1101, ACC-1102, ACC-101, ACC-102.*

**ACC-2296 Accounting Practicum (2.00 cr.)**

Introduction to actual field experience through placement in an accounting or related job setting. The student will be required to secure an approved position in an entry level situation and complete 125 hours of "hands on" practical experience utilizing previous classroom training.

*Class (1.00), Lab (8.00). Equivalent to ACC-296.*

*Prerequisites: take ACC-101 or ACC-1101.*

# Addiction Counseling

## **ADDC-1110 Principles of Addiction (4.00 cr.)**

An overview of the field of addictions. Includes the epidemiology of substance use disorders, models and theories of addiction, introduction to substance abuse treatment, the role of the professional counselor, and methods and approaches used in clinical evaluation.

*Class (3.00), Lab (2.00). Equivalent to ADDC-110.*

## **ADDC-1210 Theories of Addiction/Clinical Ethics (3.00 cr.)**

Examines contemporary and historical theories of addiction from cognitive-behavioral, disease-based, genetic and bio/psycho/social/spiritual approaches. Explores the application of theory to practice and best-practice approaches in the field of chemical dependency and addictions.

*Class (2.00), Lab (2.00).*

## **ADDC-1216 Assessment, Diagnosis and Treatment Planning (3.00 cr.)**

Screening, assessment and diagnostic processes form the basis for the development of effective treatment strategies for addiction. Explores the tools and methods used for determining client appropriateness and eligibility for treatment as well as identification of the problems, needs, strengths and weaknesses of the client. Includes training in the use of evidenced-based "best practice" assessment tools and instruments and interviewing techniques.

*Class (2.00), Lab (2.00).*

## **ADDC-1222 Neurobiology/Clinical Psychopharmacology (3.00 cr.)**

Develop a conceptual understanding of basic neurological processes and how they are altered through the use of specific psychoactive substances. Covers basic principles of psychopharmacology related to the treatment of addiction including drug administration, absorption, distribution, classes of drugs of abuse and current medication used in the treatment process.

*Class (2.00), Lab (2.00).*

## **ADDC-1245 Group Studies at the Addiction Study (2.00 cr.)**

The summer Institute of Addiction Studies exposes students to current trends and developments in the fields of chemical dependency treatment and prevention. Participants will have access to national and regional leaders actively engaged in research and clinical practice. The institute's goal is to equip participants with state of the art information in treatment planning, prevention, intervention, family work, wellness and recovery.

*Class (2.00)*

## **ADDC-1286 Chemical Dependency Lab Orientation (3.00 cr.)**

Students gain practical experience with residential, sentencing alternative and school-based prevention programs of Hocking College. Introduction to the 12 core functions of a substance abuse counselor and internship requirements. Course will also assist the student in self-assessment and development of personalized goals and objectives.

*Class (2.00), Lab (2.00). Equivalent to ADDC-286.*

## **ADDC-2212 Individual/Relational Counseling (4.00 cr.)**

Provides a framework for individual, marital and family counseling related to chemical dependency along with related historical, theoretical and legal-ethical issues. Focuses on how the novice counselor approaches situations, uses skills and develops a unique human-to-human relationship with clients. Includes spirituality, philosophy, diversity and post-modernism, and covers research and emerging trends.

*Class (2.00), Lab (2.00).*

## **ADDC-2214 Theory/Practice - Group Counseling (4.00 cr.)**

Provides information on counseling theories related to groups, group development, and methods and procedures related to the group treatment of chemical dependency and addictions. Introduces theories of group counseling, group methods and group procedures.

*Class (3.00), Lab (2.00). Equivalent to ADDC-214.*

## **ADDC-2224 Multicultural and Preventative Issues (3.00 cr.)**

Helps students understand the impact of social/cultural forces upon the development of chemical dependency and addiction. Explores various components of society and how oppressive systems can exclude and harm individuals. Includes change theory and advocacy principles.

*Class (2.00), Lab (2.00).*

*Prerequisites: take ADDC-1210, ADDC-1222, ADDC-1216, ADDC-1286,*

*ADDC-2214, ADDC-2212, ADDC-2287, ADDC-2224, ADDC-2250, ADDC-2288.*

## **ADDC-2232 Criminal Justice Treatment Methods (3.00 cr.)**

Strong empirical evidence over the past few decades has consistently shown substance abuse treatment reduces crime. It has also been found that active substance abuse is a major contributor to high recidivism rates in both adolescent and adult populations. Explores the unique aspects involved in providing treatment to incarcerated adolescents and adults and enhancing treatment continuity as inmates are released and return to the community.

*Class (2.00), Lab (2.00). Equivalent to ADDC-232.*

## **ADDC-2236 Adolescent Treatment Methods (3.00 cr.)**

Because children and adolescents are experiencing rapid physiological, soci-cultural, and psychological development, treatment strategies traditionally designed for adults must be adapted with developmental concerns in mind. Explores the critical legal, social, psychological and cultural systems to consider when treating children and adolescents for alcohol and drug problems.

*Class (2.00), Lab (2.00). Equivalent to ADDC-236.*

## **ADDC-2240 Choices (1.00 cr.)**

Assists individuals in making informed decisions regarding the role that alcohol and drug use will take in their lives. Examines the biological, social and psychological impact of drug use; legal and social consequences of drug use; develops decision making skills; and assists participants in formulating a personal choice regarding alcohol, tobacco and other drug use.

*Class (0.50), Lab (1.50).*

## **ADDC-2250 Clinical Case Management (5.00 cr.)**

Capstone course incorporates prior information in utilizing a team approach to providing services to clients. Mock case studies are used to utilize the APIE method of providing case management services to both adjudicated persons and clients seeking services in human services agencies.

*Class (3.00), Lab (6.00). Equivalent to ADDC-250.*

*Prerequisites: take ADDC-1110, ADDC-1210, ADDC-1222, ADDC-1216, ADDC-2214, ADDC-2212, ADDC-2224, ADDC-110, ADDC-210, ADDC-230, ADDC-222, ADDC-260, ADDC-216, ADDC-226, ADDC-214, ADDC-212, ADDC-220, ADDC-224, ADDC-234.*

**ADDC-2287 Chemical Dependency Practicum I (3.00 cr.)**

Students will meet the requirements of the Ohio Chemical Dependency Board for supervised practice in the 12 core functions of the substance abuse counselor by completing internships in a variety of correctional and social service agencies. No less than one hour per week of direct clinical observation and feedback will be provided by the course instructor and field supervisor. Students must be onsite a minimum of five hours weekly.

*Class (2.00), Lab (7.00). Equivalent to ADDC-287.*

*Prerequisites: take ADDC-286 or ADDC-1286.*

**ADDC-2288 Chemical Dependency Practicum II (3.00 cr.)**

Students will meet the requirements of the Ohio Chemical Dependency Board for supervised practice in the 12 core functions of the substance abuse counselor by completing internships in a variety of correctional and social service agencies. No less than one hour per week of direct clinical observation and feedback will be provided by the course instructor and field supervisor. Students must be onsite a minimum of five hours weekly.

*Class (2.00), Lab (7.00).*

*Equivalent to ADDC-288.*

*Prerequisites: take ADDC-1286, ADDC-2287 or ADDC-286.*

**ADDC-2289 Chemical Dependency Practicum III (3.00 cr.)**

Students will meet the requirements of the Ohio Chemical Dependency Board for supervised practice in the 12 core functions of the substance abuse counselor by completing internships in a variety of correctional and social service agencies.

*Class (2.00), Lab (7.00). Equivalent to ADDC-289.*

*Prerequisites: take ADDC-2288 or ADDC-288.*

# Advanced Energy

**AE-1000 Intro to Alternative Energy (2.00 cr.)**

Introduction to the renewable/advanced/green industries and energy sources.

*Class (2.00). Equivalent to AE-101, ISE-103.*

**AE-1101 Electricity & Wiring Practices I (5.00 cr.)**

Introduction to electricity, wiring codes and practices. Includes electrical safety practices, electrical circuit theory including Ohm's law, the National Electrical Code and an overview of electrical interconnection techniques.

*Class (4.00), Lab (3.00).*

*Prerequisites: take MATH-0044 or MATH-102.*

**AE-1102 Intro to Sustain. Buid. Tech. (1.00 cr.)**

Overview of sustainable building technology. Includes design elements, features and techniques which can be used in commercial or residential buildings to improve performance in energy savings, water conservation, carbon emissions reduction, improved environmental quality and overall environmental stewardship of commercial or residential buildings.

*Class (1.00).*

**AE-1201 Electricity & Wiring Practices II (5.00 cr.)**

Advanced study of electricity, wiring codes and practices. Includes alternating current electrical circuit theory, single and three phase wiring, over-current protections system, grounding and bonding and an overview of the electrical switching and control techniques. Also covers the application of the National Electrical Code to alternative energy generation systems.

*Class (4.00), Lab (3.00).*

*Prerequisites: take AE-1101 or ISE-104. Corequisite courses: MATH-1113.*

**AE-2101 Solar Photovoltaic Systems I (5.00 cr.)**

Introduction to solar photovoltaic systems and components. Includes an overview of solar energy theory, issues in selecting an installation site and a study of the components that make up a solar electricity generating system.

*Class (4.00), Lab (3.00).*

*Prerequisites: take AE-1201.*

**AE-2102 Solar Photovoltaic Systems II (5.00 cr.)**

A continuing study of solar photovoltaic systems and components. Includes the mechanical and electrical design concerns of installing a solar electricity generating system, permits and regulations concerning solar PV system installation and an analysis of the economics of solar projects. Solar certifications and career options are also covered.

*Class (4.00), Lab (3.00).*

*Prerequisites: take AE-2101 or ISE-214.*

**AE-2104 Electrochemical Energy & Fuel Cells (3.00 cr.)**

Overview of electrolysis, corrosion of dissimilar metals and the currents generated by this process, the operation of chemical batteries during charge and discharge cycles and of fuel cells turning chemical energy back into electrical energy. Also includes the practical application of these devices and processes in real world situations.

*Class (2.00), Lab (3.00).*

*Prerequisites: take AE-1201, CHEM-1101 or CHEM-130.*

**AE-2106 Wind & Hydroelectric Power Generation (3.00 cr.)**

Introduction to energy systems based on the movement of wind and water. Includes small and utility-scale wind turbines as used in home in addition to agricultural and industrial wind and hydroelectric applications.

*Class (2.00), Lab (3.00).*

*Prerequisites: take AE-1201.*

**AE-2108 Solar Thermal Energy Systems (3.00 cr.)**

Overview of the historic background, applied theory, principles and future of solar thermal systems.

*Class (2.00), Lab (3.00).*

*Prerequisites: take AE-1201, PHYS-1201 or PHYS-201.*

**AE-2200 Alternative Energy Capstone (3.00 cr.)**

Application of the testing and evaluation of alternative energy systems for their predicted vs. actual operational energy output, complimented by the analysis of their true economic viability. Includes career building and job search skills.

*Class (2.00), Lab (3.00).*

**AE-2296 Advanced Energy Practicum (2.00 cr.)**

The student is placed in a work environment for a minimum amount of time to gain experience before graduation. An on or off-campus unpaid work experience coordinated by a faculty member.

*Class (1.00), Lab (8.00). Equivalent to ISE-296A.*

*Prerequisites: take AE-1101, AE-1201, AE-2101, ISE-104, EE-126, ISE-130, ISE-214. Corequisite courses: AE-2102.*

# Architecture & Mechanical Design

**AMD-1101 Mechanical Design (5.00 cr.)**

Introduction to drafting fundamentals. Includes freehand sketching, geometric construction, orthographic projection, annotation, sectioning, auxiliary projections and working drawing.

*Class (3.00), Lab (6.00).*

**AMD-1102 Materials and Processes (4.00 cr.)**

Discussion and application of basic materials used in manufacturing of metals, plastics and ceramics. Includes threads, fasteners, sheet metal developments and assembly. Also introduces the aspects of manufacturing environment with casting, forming or shaping of materials, and how materials or processes impact product designs.

*Class (2.00), Lab (6.00).*

**AMD-1105 Architecture Design (4.00 cr.)**

Architectural drawing and design. Includes architectural terminology and symbology and details of architectural working drawings for both commercial and residential structures.

*Class (2.00), Lab (6.00). Equivalent to ARC-105, DD-200.*

**AMD-1106 Building Codes and Designing (3.00 cr.)**

Building codes and how the application of building codes and variances affect the design of buildings and architectural projects, and the awareness of the effect of a efficient design.

*Class (2.00), Lab (3.00).*

**AMD-2202 Advanced Mechanical Design (4.00 cr.)**

Concepts of complex design necessary in the production of mechanical parts and assemblies. Concepts include tolerance dimensions, geometric dimensions, appropriate material selection, design and assembly practices. Content areas: extended dimensioning practices, design drawing, detail drawing, advanced working drawings and welding drawings.

*Class (2.00), Lab (6.00).*

*Prerequisites: take AMD-1101, DD-101, DD-102, DD-103.*

**AMD-2203 Modeling (3.00 cr.)**

An inventory study of 3D presentations used in the field of architecture and mechanical. Includes CAD modeling, 2D artistic output representations of the models and traditional 3D creation of models and introduces the design using solid molding and parametric modeling in design.

*Class (1.00), Lab (6.00). Equivalent to DD-202.*

**AMD-2206 Advanced Architectural Design (4.00 cr.)**

*Class (2.00), Lab (6.00). Prerequisites: take AMD-1105 or ARC-105.*

**AMD-2207 Civil Engineering & Site Plan (2.00 cr.)**

Site planning and understanding of all civil engineering drawings, archival drawings, site plans, grading plans and cut and fill schematics. Includes sewage system detailing, parking layouts, terrain modeling with contour mapping, utility layouts, site development and details.

*Class (1.00), Lab (3.00).*

*Prerequisites: take AMD-1105 or ARC-105.*

**AMD-2296 Architecture & Mechanical Design Practicum (2.00 cr.)**

Hands-on experience in the field of Architecture and Mechanical Design to develop skills in the field and learn about the working environment. This practicum site could lead to full time employment or used to support the required need for experience before employment.

*Class (1.00), Lab (8.00). Equivalent to DD-296.*

# Archaeology

**ARCH-1101 Principles of Archaeology (3.00 cr.)**

Basic concepts of modern archaeology including techniques, methods, theories, laws and career options.

*Class (3.00). Equivalent to ARCH-101.*

**ARCH-1102 World Prehistory (3.00 cr.)**

Examines worldwide cultural evaluation from the first evidence of tool making to complex civilization.

*Class (3.00). Equivalent to ARCH-102.*

**ARCH-1104 Archaeology Lab Methods: Materials Analysis (3.00 cr.)**

Covers current methods for the analysis and interpretation of archaeological material culture with emphasis on prehistoric lithic and pottery data sets. Data recordation, management and use of primary reference sources are explored.

*Class (2.00), Lab (3.00).*

**ARCH-1106 Biological Anthropology (3.00 cr.)**

Introduces current and historical debates in the study of human origins. Primatology, genetics, the fossil record, and paleoecology are drawn upon to address such issues as the origins and nature of human cognition and modern human biological diversity.

*Class (3.00). Equivalent to ARCH-106.*

**ARCH-2103 North American Prehistory (4.00 cr.)**

Human migration into the new world, cultural history of North America with an emphasis on the Ohio valley up to 350 years before the present.

*Class (3.00), Lab (3.00). Equivalent to ARCH-103.*

**ARCH-2105 Geoarchaeology (4.00 cr.)**

Scope and purpose of geoarchaeology. Practical applications of geological principles to archaeological studies.

*Class (2.00), Lab (6.00). Equivalent to ARCH-105.*

*Prerequisites: take GEOL-1100, ARCH-1101, GEO-100, ARCH-101.*

**ARCH-2201 Archaeological Field Methods I (5.00 cr.)**

Introduction to archaeological field methods with emphasis on site discovery techniques, interpretation, mapping, land navigation and recordation.

*Class (1.00), Lab (12.00). Equivalent to ARCH-201.*



**ARCH-2210 Archaeology Field Methods II (5.00 cr.)**

Additional training in archaeological field methods including excavation, evaluation and interpretation of historic properties. Includes career exploration and preparation for the job market as an archaeological technician.

*Class (1.00), Lab (12.00).*

*Prerequisites: take ARCH-2201 or ARCH-201.*

**ARCH-2214 Archaeology Lab Method-Environmental Analysis (2.00 cr.)**

Exploration, analysis and interpretation of ecofacts with emphasis on zooarchaeological and paleoethnobotanical remains to explore paleo-environmental reconstruction, human dietary behaviors and culture change. Primary data sources are investigated.

*Class (1.00), Lab (3.00).*

**ARCH-2219 Laboratory Management & Curation-Capstone (4.00 cr.)**

Organization and technical skills to manage and curate archaeological specimens. This is a capstone course.

*Class (2.00), Lab (6.00). Equivalent to ARCH-219.*

**ARCH-2221 Historic Archaeology (4.00 cr.)**

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

*Class (3.00), Lab (3.00). Equivalent to ARCH-221.*

**ARCH-2280 Cultural Anthropology (3.00 cr.)**

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

*Class (3.00). Equivalent to REC-234, ARCH-280.*

# Art

**ART-1101 Design I (3.00 cr.)**

Investigation of design concepts and methods with emphasis on principles. Studio activities include creative problem solving and research involving line, shape, texture, value and color.

*Class (2.00), Lab (3.00). Equivalent to ART-101.*

**ART-1102 Design II (3.00 cr.)**

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

*Class (2.00), Lab (3.00). Equivalent to ART-102.*

*Prerequisites: take ART-1101 or ART-101.*

**ART-1105 Photoshop (3.00 cr.)**

Explores the fundamentals of Adobe Photoshop techniques for the Art Program. Through projects, students develop a thorough understanding of basic digital image manipulation.

*Class (2.00), Lab (3.00). Equivalent to ART-105.*

**ART-1107 Digital Darkroom (3.00 cr.)**

Fundamentals of Adobe Photoshop techniques for the digital photographer. Work flow basics and the processing of digital images from camera to printer.

*Class (2.00), Lab (3.00). Equivalent to ART-107.*

**ART-1108 Glass Studio I (3.00 cr.)**

Learn the basics of glass art and three-dimensional construction using stained, fused and slumped glass. Learn to incorporate many surface treatments such as painting on glass with enamels, etching and sand blasting/carving.

*Class (1.00), Lab (6.00). Equivalent to ART-108.*

**ART-1109 Flame Worked Glass I (3.00 cr.)**

Introduction to using a torch to melt and manipulate soft (soda lime) glass. Learn to use an array of tools to sculpt and produce various objects.

*Class (1.00), Lab (6.00).*

**ART-1110 Art Appreciation (3.00 cr.)**

The study of the elements and principles of art and a chance to explore forms of expression by various artists from a wide array of visual media. A broad survey course intended to develop understanding of the materials and techniques artists use plus critical thinking and visual interpretation skills.

*Class (3.00). Equivalent to ART-110.*

**ART-1111 Ceramic Studio I (3.00 cr.)**

Introduction to contemporary ceramic art, employing the elements and principles of design in the creation of vessels and sculptural forms. Includes basic hand building techniques including pinch, slab and coil construction methods, and the skills required to fashion the form by throwing on the wheel.

*Class (1.00), Lab (6.00).*

**ART-1113 Oil Painting (3.00 cr.)**

Explores the fundamentals of oil painting techniques, color theory application, and archival materials and their functions. Students develop a thorough understanding of basic oil painting materials and methods through painting exercises.

*Class (2.00), Lab (3.00). Equivalent to AART-113.*

**ART-1115 Drawing (3.00 cr.)**

The fundamentals of drawing techniques including line, shape, value, texture and composition. Through a variety of drawing exercises in visual construction, students develop a thorough understanding of basic drawing materials and methods.

*Class (2.00), Lab (3.00). Equivalent to AART-115, AART-115.*

**ART-1118 Photo Studio I, Black & White (3.00 cr.)**

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

*Class (2.00), Lab (3.00). Equivalent to ART-118.*

**ART-1119 Glassblowing I (3.00 cr.)**

The basics of the art of glassblowing. Learn how to work with molten glass in a team style effort. Tool technique, solid/blowing approach, safety and color usage will be covered.

*Class (1.00), Lab (6.00). Equivalent to AART-119.*

**ART-1121 Glass Studio II (3.00 cr.)**

Expands on skills learned in Glass Studio I. Beyond the basics of glass fusing and 3D construction, implement the major process that is kiln-casting and incorporate surface treatments such as painting on glass with enamels, etching and sand blasting/carving. By the end of this course, students should be able to develop templates, designs and outcomes for their work, and develop projects that incorporate these and other techniques.

*Class (1.00), Lab (6.00). Equivalent to ART-121.*

**ART-1126 Ceramic Dinnerware (3.00 cr.)**

Utilize a range of forming techniques, including wheel throwing and hand building to produce place settings and accessory pieces. Emphasis will be on well-designed forms, surface decoration and an extended glaze palette.

*Class (1.00), Lab (6.00).*

**ART-1130 Raku and Primitive Firing (3.00 cr.)**

Further understanding of the firing process. Participate in primitive firings, raku firings and horsehair raku. Includes traditional forming techniques of pinching and building with slabs to form functional ware and decorative sculpture.

*Class (1.00), Lab (6.00).*

**ART-1209 Flame Worked Glass II (3.00 cr.)**

Expands on the skills and knowledge learned in Flame Worked Glass I. Working with borosilicate glass, students will broaden their experience at the torch with more emphasis on design, structure and refinement of color usage.

*Class (1.00), Lab (6.00).*

**ART-1211 Ceramic Studio II-Sculpture (3.00 cr.)**

Students are encouraged to perfect their individual aesthetic expressions by defining and refining a signature style of sculpture. Students are challenged to respond, construct and align themselves with ideas and theories to make provocative, engaging work that communicates. Includes work in a variety of scales using advanced joining techniques and combined hand-building skills.

*Class (1.00), Lab (6.00).*

**ART-1219 Photo Studio II-Color/Concept (3.00 cr.)**

Introduction to principles of color photography, approaching color photographs as a means of expression and communication. Study and explore basic photographic concepts and participate in open critiques to develop a common vocabulary for discussing art.

*Class (2.00), Lab (3.00).*

*Equivalent to ART-119.*

**ART-2103 Design III (3.00 cr.)**

Design concepts applied to individual projects in either 2D or 3D media. Emphasis on the development of a personalized body of work.

*Class (2.00), Lab (3.00).*

*Equivalent to ART-103.*

*Prerequisites: take ART-102 or ART-1102.*

**ART-2111 Ceramic Studio III-Tile Mural (3.00 cr.)**

Introduction to mold-making processes while investigating the meaning of multiples and repeated forms. Design, construct, fire, glaze and install a small tile mural. Also explore the methods of production potter with repeated thrown forms.

*Class (1.00), Lab (6.00).*

**ART-2121 Glassblowing II (3.00 cr.)**

Advanced techniques in glassblowing, including new color techniques and surface treatments. Focus on proper blowing techniques, tool usage and historical reference.

*Class (1.00), Lab (6.00). Equivalent to AART-121.*

*Prerequisites: take AART-119 or ART-1108.*

**ART-2131 Glass Studio III (3.00 cr.)**

Further the understanding of glass as a medium for craft and art and start to use the medium as a voice for artistic expression. Special focus on generating good idea-making skills and following through with well made objects. Projects include sand casting multiple objects, blowing glass into molds and fused glass roll ups.

*Class (2.00), Lab (3.00). Equivalent to ART-131.*

*Prerequisites: take ART-1121.*

**ART-2139 Photo Studio III-Light/Narration (3.00 cr.)**

Introduction to studio lighting with technical and conceptual aspects of product photography. Emphasis on design, visual purpose and clarity. Includes photographing objects of art, the portrait and commercial applications. Requires a DSLR camera.

*Class (2.00), Lab (3.00).*

*Equivalent to ART-139.*

**ART-2141 Glass Studio IV (3.00 cr.)**

Continues the processes learned already to finish the final project. The capstone or final exhibit will be a culmination of all that has been learned and the student will finish with a body of work that should be cohesive, well thought out, with a high regard for craftsmanship.

*Class (1.00), Lab (6.00). Equivalent to ART-141.*

*Prerequisites: take ART-131 or ART-2131.*

**ART-2149 Photo Studio IV - Capstone (3.00 cr.)**

Student will work directly with the instructor to develop a final body of work that will be exhibited at the conclusion of spring semester.

*Class (2.00), Lab (3.00). Equivalent to ART-149.*

*Prerequisites: take ART-139 or ART-2139.*

**ART-2151 Ceramic Studio IV- Capstone (3.00 cr.)**

Using techniques developed in Ceramic Studios I-III, students will design and create a body of work for visual display and sale. Students will install their own final exhibition in the Hocking College Art Gallery, as a group show with other graduating seniors.

*Class (1.00), Lab (6.00).*

**ART-2259 Art Marketing/Business Planning (3.00 cr.)**

Art marketing class that prepares the working artist to search for business opportunities.

*Class (2.00), Lab (3.00). Equivalent to ART-296.*

**ART-2260 Portfolio Development (3.00 cr.)**

Students will build a portfolio of business tools and a promotional packet. The successful promotion and marketing of their art after graduation is the goal of this class.

*Class (2.00), Lab (3.00). Equivalent to ART-260.*

# Broadcasting

**BC-1101 Broadcasting I (7.00 cr.)**

Introduction to television production and electronic news gathering. Students will initially practice with the set-up and operation of all equipment found in the college's remote video productions vehicle and participate in live, remote field productions. Students will also practice with the set-up and operation of the equipment found in the television production studio and will produce a live weekly newscast. Includes introduction to broadcast engineering techniques and concepts such as proper camera set-up, system timing, basic troubleshooting and repair, audio, video and data cable construction.

*Class (6.00), Lab (3.00).*

**BC-1102 Broadcasting II (7.00 cr.)**

Advanced techniques in television studio production and electronic news gathering. Includes digital special effects, chroma key techniques and blending TV studio productions with live, remote feeds. Students will continue to participate in a live weekly newscast. This course will then switch to advanced concepts in television field production including advanced camera, lighting and microphone techniques.

*Class (6.00), Lab (3.00).*

*Prerequisites: take BC-1101 or BC-110.*

**BC-2210 Broadcasting III (7.00 cr.)**

A continuation of BC 1102 with advance techniques in television studio production and electronic news gathering. Building upon the skills learned in Broadcasting II, this course will introduce advance concepts. Students will continue to participate in a live weekly newscast.

*Class (6.00), Lab(3.00).*

*Prerequisites: take BC-1102 or BC-112.*

**BC-2220 Broadcasting IV (7.00 cr.)**

Introduction to computer and networking aspects of broadcasting, including the role computers, computer networks and the Internet play in the broadcasting industry. Explores the "New Media" aspects of broadcasting to include live Internet streaming services, mobile television, mobile devices and all-in-one broadcast appliances.

*Class (5.00), Lab (4.00).*

*Prerequisites: take BC-2210 or BC-113.*

**BC-2296 Broadcast Practicum I (2.00 cr.)**

On-the-job practical course where the student works at an approved practicum worksite. The worksite can be a radio station, television station, corporate or institutional broadcast or production facility.

*Class (1.00), Lab (8.00).*

*Prerequisites: take BC-2220, BC-124, BC-218.*

**BC-2297 Broadcast Practicum II Capstone (4.00 cr.)**

On-the-job practical course where the student works at an approved practicum worksite for a minimum amount of time. This worksite can be a radio station, television station, corporate or institutional broadcast or production facility.

*Class (1.00), Lab (24.00). Equivalent to BC-296B.*

*Prerequisites: take BC-2296 or BC-296.*

# Biological Sciences

**BIOS-1100 Human Machine (3.00 cr.)**

Scientific skills are integrated into a practical approach to the study of the human body. Basic biological concepts are covered while educating the student in science to make informed choices.

*Class (3.00). Equivalent to BIOS-100, NSC-100.*

**BIOS-1101 Environmental Science (3.00 cr.)**

Introduces environmental science and demonstrates how scientific principles and methods are applied nationally and globally in managing the earth's ecosystems, emphasizing concepts and principles that apply to both natural and built environments.

*Class (3.00). Equivalent to BIOS-101, NSC-101.*

**BIOS-1103 General Biology (3.00 cr.)**

Introductory biology with an emphasis on cellular organization and reproduction, energy transformations, and on structures and functions of selected representatives of the five major kingdoms of life.

*Class (3.00). Equivalent to BIOS-103.*

**BIOS-1104 Coastal & Marine Ecology-Bahamas (2.00 cr.)**

Sub-tropical terrestrial and marine ecosystems. Through hands-on analysis of the various biotic and abiotic factors, students gain understanding of the relationship between organisms and their roles within their respective ecosystems.

*Class (1.00), Lab (3.00). Equivalent to BIOS-104.*

*Corequisite courses: ECO-1145, ECO-1199.*

**BIOS-1109 Dendrology (3.00 cr.)**

Identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.

*Class (2.00), Lab (3.00). Equivalent to BIOS-109, REC-111.*

**BIOS-1112 The Human Organism (4.00 cr.)**

Introductory human anatomy emphasizing understanding structural levels of the body from molecules to organ systems. The organization of each body system is covered. Terminology necessary for explanation of critical concepts including metabolism, homeostasis and inheritance.

*Class (3.00), Lab (2.00). Equivalent to BIOS-112, HC-100.*

**BIOS-1113 Anatomy and Physiology I (4.00 cr.)**

Metric system, cell structure and function, the integumentary, reproductive, endocrine, circulatory and excretory systems with emphasis on their normal anatomy physiology. Includes a demonstration of physiological principles, dissection of appropriate specimens and microscopic examination of tissues.

*Class (3.00), Lab (2.00).*

**BIOS-1114 Anatomy and Physiology II (4.00 cr.)**

Nervous, special sensory, skeleto-articular, muscular, digestive and respiratory systems with emphasis upon their normal anatomy and physiology. Laboratory experience will offer the opportunity to further clarify learning through the use of audio-visual and microscopic and gross exercises illustrating anatomical and physiological properties.

*Class (3.00), Lab (2.00).*

*Prerequisites: take BIOS-1113 or BIOS-113.*

**BIOS-1115 Anatomy & Physiology of The Eye (2.00 cr.)**

Composition and physiology of the eye and the ocular adnexa. Common disease and pathology will be introduced. Ocular pharmacology along with visual field function will be covered.

*Class (2.00).*

*Prerequisites: take BIOS-1100 or BIOS-100.*

*Corequisite courses: OPT-1101, OPT-1131.*

**BIOS-1120 Botany (3.00 cr.)**

Introductory study of taxonomy as well as structural and functional adaptations of major plant phyla, protista and fungi.

*Class (2.00), Lab (3.00). Equivalent to BIOS-120.*

**BIOS-1121 Biology I (4.00 cr.)**

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

*Class (3.00), Lab (3.00). Equivalent to BIOS-121.*

**BIOS-1122 Biology II (4.00 cr.)**

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

*Class (3.00), Lab (3.00). Equivalent to BIOS-122.*

*Prerequisites: take BIOS-1121.*

**BIOS-1132 Field Biology (2.00 cr.)**

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

*Class (1.00), Lab (3.00). Equivalent to BIOS-132, REC-131.*

**BIOS-1140 PN2RN Pathology/Microbiology (3.00 cr.)**

Explores recurring pathological changes in body structure and function leading to alterations in health. Focuses on the study of common organisms causing diseases including nosocomial infections and precautions needed to avoid such infections. Hybrid course.

*Class (3.00). Equivalent to BIOS-200.*

**BIOS-1151 Massage Anatomy & Physiology I (4.00 cr.)**

Intensive study of the cellular and tissue levels of organization and of the integumentary system. Includes principles of support and movement as accomplished by the skeletal, articular and muscular body systems.

*Class (4.00). Equivalent to BIOS-151.*

**BIOS-1152 Massage Anatomy & Physiology II (4.00 cr.)**

Study of nervous tissue, the spinal cord and spinal nerves, the brain and cranial nerves, sensory, motor and integrative systems, the special senses, the autonomic nervous system, the endocrine system, blood, the heart and the cardiovascular system.

*Class (4.00).*

*Prerequisites: take MT-1110, BIOS-1151, MT-110, BIOS-151.*

**BIOS-1170 Zoology (3.00 cr.)**

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

*Class (2.00), Lab (3.00). Equivalent to BIOS-170.*

**BIOS-1200 Microbiology/Pathology (2.00 cr.)**

Recurring pathological changes in body structure and function leading to alterations in health. Correlation with the clinical setting is made with expected human responses, signs, symptoms and laboratory data. The microbiology content focuses on the study of common disease causing organisms and their effect on body tissue structure and function. The causes, effects and prevention of health care associate infections are explored. This course combines both online and classroom learning activities.

*Class (2.00)*

*Prerequisites: take BIOS-1114 or BIOS-114.*

**BIOS-1272 Herpetology (2.00 cr.)**

Introduction to reptiles and amphibians with emphasis on Ohio species. Techniques of capturing, handling and maintaining species in captivity and ecology, behavior and evolution of the major groups are discussed.

*Class (1.00), Lab (3.00).*

**BIOS-2135 Human Diseases (3.00 cr.)**

Explores the meaning of health and disease. Emphasis is placed on the mechanisms of homeostasis and the causes and effects of disease in the human body.

*Class (3.00).*

**BIOS-2153 Massage Anatomy & Physiology III (3.00 cr.)**

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

*Class (3.00).*

*Prerequisites: take MT-1120, MT-1140, MT-113,5 BIOS-1152, MT-130, MT-135, MT-140, BIOS-153. Corequisite courses: MT-2210, MT-2200.*

**BIOS-2154 Massage Anatomy & Physiology Integration (4.00 cr.)**

Designed to re-examine, organize, clarify, highlight and integrate the information acquired from all of the previous anatomy & physiology courses, including Kinesiology & Myology and Pathology.

*Class (4.00). Equivalent to MT-240.*

*Prerequisites: take MT-1120, MT-1140, MT-1135, MT-2210, BIOS-2153, MT-130, MT-135, MT-140 BIOS-154, BIOS-155, MT-210, MT-220.*

*Corequisite courses: MT-2230, MT-2250, MT-2150.*

**BIOS-2201 Advanced Anatomy (3.00 cr.)**

Study of the anatomy of the musculoskeletal, circulatory and nervous systems with primary focus on the musculoskeletal system, concentrating on muscle attachments, innervations and actions. The laboratory component includes the study of human cadavers.

*Class (2.50), Lab (1.50).*

**BIOS-2202 Kinesiology (2.00 cr.)**

An introduction to biomechanical principles of human movement with applications to physical therapy data collection and intervention.

*Prerequisite: Admission to PTA.*

*Class (1.00), Lab (3.00).*

*Corequisite courses: PTA-2206.*

**BIOS-2235 Entomology (3.00 cr.)**

Introduction to over 20 orders of insects covering taxonomy, ecology and behavior. Keying and identification of insects from order to species level. Collecting and preservation techniques are also covered. A collection is required of all students.

*Class(2.00), Lab (2.00).*

**BIOS-2239 Aquatic Entomology (0.50 cr.)**

Introductory course covering biology, ecology and taxonomy of freshwater aquatic insects. Heavy emphasis on identification reinforced by the students building a proper collection of locally collected aquatic insects.

*Lab (1.50). Equivalent to BIOS-239.*

**BIOS-2268 Ichthyology (3.00 cr.)**

Studies the identification, ecology and morphology of Ohio fish species, including field and laboratory identification, use of taxonomic keys, fish community sampling methods and community assessment indices.

*Class (2.00), Lab (3.00). Equivalent to BIOS-268.*

**BIOS-2269 Gamefish Identification (0.50 cr.)**

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

*Lab (1.50). Equivalent to BIOS-269.*

**BIOS-2271 Ornithology (3.00 cr.)**

Study of local birds including both migrants and residents. Includes: origin and evolution anatomical characteristics, mating and nesting habits, general behavioral patterns, habitat requirements and conservation.

*Class (2.00), Lab (3.00). Equivalent to BIOS-271.*

**BIOS-9135 Basics of Health and Disease (1.00 cr.)**

Introductory course that explores the meaning of health and disease. Emphasis is placed on the mechanisms of homeostasis, and the causes and effects of disease in the human body.

*Class (1.00), Lab (1.00).*

**BIOS-9153 Massage Anatomy & Physiology III (2.75 cr.)**

Study of the maintenance of the human body including how the body maintains homeostasis on a daily basis. Covers the interrelations among the cardiovascular, lymphatic, respiratory, digestive and urinary systems.

*Class (2.75). Equivalent to BIOS-114, HC-120, BIOS-153, HC-281.*

*Prerequisites: take BIOS-152. Corequisite courses: MT-140, MT-130, MT-135.*

**BIOS-9154 Massage Anatomy & Physiology IV (2.75 cr.)**

The endocrine systems, the cardiovascular system including the heart, blood, vessels and hemodynamics, and the lymphatic system as it pertains to massage therapy.

*Class (2.75). Equivalent to BIOS-154.*

*Prerequisites: take BIOS-153. Corequisite courses: MT-200, MT-210.*

# Business

**BUS-1100 Small Business Management I (3.00 cr.)**

Principles of operating a small business in the U.S. Topics include the business plan, basic business concepts and strategies and an introduction to the marketing, management, location, facilities, operational and financial functions of a small business.

*Class (2.00), Lab (3.00). Equivalent to BUS-100.*

**BUS-1101 Small Business Management II (3.00 cr.)**

Continuation of the principles of operating a small business focusing on daily operations. Includes advertising/promotion, marketing, accounting/record keeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities and handling problems.

*Class (2.00), Lab (3.00). Equivalent to BUS-101.*

*Prerequisites: take BUS-1100 or BUS-100.*

**BUS-1102 Principles & Practices of Management (3.00 cr.)**

Introduction to management theory and practice focusing on planning and organizing. Examines management theory and practice with an emphasis on current trends in management. Along with leadership and motivation, the course also discusses both the individual and interpersonal processes contributing to this part of management.

*Class (2.00), Lab (3.00).*

**BUS-1110 Marketing (3.00 cr.)**

Fundamentals of Marketing. Includes product, pricing and promotion, market research and distribution.

*Class (2.00), Lab (3.00). Equivalent to BUS-110.*

**BUS-1120 Personal Finance (3.00 cr.)**

Consumer information on coping with major financial decisions in life including taxes, consumer credit, insurance and savings plans.

*Class (2.00), Lab (3.00). Equivalent to BUS-120.*

**BUS-1200 Business Law (3.00 cr.)**

The legal environment within which business must operate. The study of U.S. Civil Law, the court systems, alternative dispute resolution methods, the U.S. Constitution and traditional business law topics. Topics are integrated with the environmental factors of ethics, social responsibilities, current legal issues, cultural diversity, international law and international issues.

*Class (2.00), Lab (3.00). Equivalent to BUS-200.*

**BUS-1201 Advanced Business Law (3.00 cr.)**

Introduction to legal limitations and concerns placed upon business and the consumer by various legal systems. Includes civil law of property, insurance, wills/trusts, credit/bankruptcy, agency, business organization(s) and employment law. Topics are integrated with the environmental factors of ethics, social responsibility, current legal issues, cultural diversity, international law and international issues.

*Class (2.00), Lab (3.00). Equivalent to BUS-201.*

*Prerequisites: take BUS-1200 or BUS-200.*

**BUS-2125 Principles of Finance (3.00 cr.)**

Financial operations of businesses and investors. This course describes the financial operations of small, medium and large businesses.

*Class (2.00), Lab (3.00). Equivalent to BUS-125.*

*Prerequisites: take ACC-1101 or ACC-101.*

**BUS-2130 Sales (3.00 cr.)**

Introduction to the sales function with emphasis on selling as a profession, preparation for relationship selling and the relationship selling process.

*Class (2.00), Lab (3.00). Equivalent to BUS-130.*

*Prerequisites: take BUS-1110 or BUS-110.*

**BUS-2165 Advertising (3.00 cr.)**

External advertising for a retail operation covering basic advertising areas including television, radio, newspaper, magazine, direct mail and outdoor. Concentration on practical matters of copy writing, layout and design, campaign construction and market segmentation.

*Class (2.00), Lab (3.00). Equivalent to BUS-165.*

*Prerequisites: take BUS-1110 or BUS-110.*

**BUS-2210 Human Resources Management (3.00 cr.)**

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

*Class (2.00), Lab (3.00). Equivalent to BUS-210.*

*Prerequisites: take BUS-1102, BUS-102, BUS-103.*

**BUS-2243 Business Security (3.00 cr.)**

Systems and control management in areas of areas of asset protection, system design and implementation, and performance type audits. This is a course for second year business majors

*Class (2.00), Lab (3.00). Equivalent to BUS-243.*

*Prerequisites: take ACC-1101, BUS-1100, BUS-100, ACC-101.*

**BUS-2247 MS Excel for Windows (3.00 cr.)**

Introduction to the use of Excel for business and accounting applications. Prepare spreadsheets, compile and manipulate databases and-develop graphs. Includes advanced formulas and functions, financial and what-if analyses, webpage creation and external data usage.

*Class (2.00), Lab (3.00).*

**BUS-2260 Business Planning (3.00 cr.)**

Functions necessary to develop and start a small business, culminating in the submission of a business prospectus by each student. Capstone course.

*Class (2.00), Lab (3.00). Equivalent to BUS-260.*

*Prerequisites: take BUS-1101, BUS-1102, BUS-1200, ACC-1101, BUS-2247, BUS-101, BUS-103, BUS-200, ACC-101, BUS-248.*

**BUS-2294 Business Management Cooperative Work (2.00-8.00 cr.)**

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

*Class (1.00), Lab (10.00).*

**BUS-2296 Business Practicum (2.00 cr.)**

Hands-on experience in a business of the student's choice with the approval of the practicum coordinator. The seminar includes discussion of job-related concerns and assistance with the practicum.

*Class (1.00), Lab (8.00). Equivalent to BUS-296.*

*Prerequisites: take BUS-1100, BUS-1102, BUS-1200, ACC-1101, BUS-2247, BUS-100, BUS-103, BUS-200, ACC-101, BUS-248.*

# Ceramics

**CER-1104 Combustion (3.00 cr.)**

Study of fuels, combustion chemical reactions, design and controls of fuel burning systems, kilns and other industrial heating equipment, combustion analysis, fundamentals of heat transfer and fluid flow, for efficient manufacturing of ceramic products.

*Class (3.00), Lab (3.00). Equivalent to CER-104.*

*Prerequisites: take MATH-1108, CHEM-1101, MATH-108, CHEM-130.*

**CER-1105 Clays & Clay Products (SL/CR) (5.00 cr.)**

Study of history, compositions, manufacturing processes, properties, test methods, standards and environmental issues related to structural clay products, whitewares, divisions of the ceramics industry. Includes geology, extraction and procurement of clay raw materials, and related technical areas such as masonry cements and art ceramics.

*Class (4.00), Lab (3.00). Equivalent to CER-105.*

**CER-1120 Refractories (2.00 cr.)**

Study of raw materials, compositions, manufacturing processes, properties, test methods, standards and environmental issues related to the refractories segment of the ceramics industry. Related topics such as high-temperature cements and abrasives are also addressed.

*Class (1.00), Lab (3.00). Equivalent to CER-120.*

*Prerequisites: take MATH-1108, CHEM-1101, MATH-108, CHEM-130.*

**CER-2203 Statistics, Quality & Process Control (4.00 cr.)**

Approaches to control of processes and quality for manufacturing products profitably. Includes the role of the technician in quality and process control, basic statistics, the implementation of basic quality control methods, gauge capability analyses, process capability studies, and using Statistical Process Control (SPC) software.

*Class (3.00), Lab (3.00). Equivalent to CER-203.*

*Prerequisites: take MATH-1108, CHEM-1101, ENGL-1122, MATH-108, CHEM-130, COMM-122, ENGL-151.*

**CER-2208 Technical Laboratory Capstone (3.00 cr.)**

Capstone technical course introduces precision equipment used for analysis, investigation and determination of properties of materials and products in the ceramics and other material industries.

*Class (2.00), Lab (3.00). Equivalent to CER-208.*

*Prerequisites: take CER-2203, CER-2210, CER-203, CER-210.*

**CER-2210 Vitreous Systems (SL/CR) (4.00 cr.)**

Study of raw materials, compositions and formulations, manufacturing processes, properties, test methods, standards and environmental issues related to glasses and other vitreous systems such as glazes, porcelain enamels and decorations used for glass and ceramic products. Includes historical development of art and technology for these products and techniques.

*Class (3.00), Lab (3.00). Equivalent to CER-210.*

*Prerequisites: take CER-1105, MATH-1108, CHEM-1101, ENGL-1122, CER-105, MATH-108, CHEM-130, COMM-122 or ENGL-151.*

**CER-2220 Engineered Ceramics (2.00 cr.)**

Study of raw materials, compositions, manufacturing processes, properties, test methods, standards and environmental issues related to the engineering ceramics division of the ceramics industry. Includes electronic ceramics, nuclear and environmental ceramics, and basic science, plus planning and environmental investigations and conducting experiments using Design of Experiments (DOE) principles and software.

*Class (1.00), Lab (3.00). Equivalent to CER-220.*

*Prerequisites: take CER-2203, CER-2210, MATH-1110, CER-203, CER-210, MATH-110.*

**CER-2294 Ceramic Cooperative Work Experience (2.00 cr.)**

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the semester. Each student must also be enrolled in an on-campus seminar.

*Class (1.00), Lab (20.00). Equivalent to CER-294.*

**CER-2296 Ceramic Practicum/Seminar (2.00 cr.)**

Hands-on placement in a work environment related to ceramics technology to gain experience before graduation. The seminar includes discussion of job-related experiences and concerns.

*Class (1.00), Lab (8.00). Equivalent to CER-296.*

*Prerequisites: take MATH-1113, MATH-113, MATH-111, MATH-112.*

*Corequisite courses: CER-2220, CER-2208.*

## Chemistry

**CHEM-1101 Fundamentals of Chemistry (4.00 cr.)**

Atomic and molecular structure, periodic table and states of matter.

*Class (3.00), Lab (3.00). Equivalent to CHEM-130.*

*Prerequisites: take MATH-1108 or MATH-108.*

**CHEM-1102 Chemistry II (4.00 cr.)**

Chemical calculations, properties of liquids, solids and gases, water solutions, chemical equilibrium and acid/base chemical reactions.

*Class (3.00), Lab (3.00). Equivalent to CHEM-102.*

*Prerequisites: take MATH-1108, CHEM-1101, MATH-108, CHEM-130.*

**CHEM-1131 Environmental Chemistry (3.00 cr.)**

A general course in fundamental chemical principles, including inorganic, organic and environmental aspects. Problem solving, experimentation measurements and application are explored.

*Class (2.00), Lab (3.00). Equivalent to CHEM-131.*

*Prerequisites: take BIOS-1132 or BIOS-132.*

## Criminal Justice

**CJ-1100 Criminal Justice Systems (3.00 cr.)**

Introduction to law enforcement, prosecution, courts and corrections components of the system of justice in the U.S. Considers the history, philosophy and functions of these components as well as current problems and issues.

*Class (2.00), Lab (3.00).*

**CJ-1120 Thinking Errors (3.00 cr.)**

An introduction to dysfunctional cognitive and behavioral patterns of adolescents involved with the juvenile justice system. Identification, assessment and intervention(s) related specifically to thinking errors are explored.

*Class (2.00), Lab (2.00). Equivalent to CJ-220, JUV-110.*

**CJ-1121 Constitutional, Criminal & Civil Law (2.00 cr.)**

Overview of the U.S. Constitution, the Bill of Rights, constitutional amendments and the Ohio Revised Code as they relate to law enforcement. Elements of offenses are identified and applied to hypothetical situations enabling the student to apply the law and determine appropriate charges. Also includes an examination of the differences between criminal and civil law.

*Class (2.00), Equivalent to CJ-121.*

**CJ-1132 Law Enforcement Photography (3.00 cr.)**

Traditional methods of crime scene photography to present day technological advancements in multiple aspects of photography related to law enforcement.

*Class (2.00), Lab (3.00). Equivalent to PSCI-1132, CJ-132.*

**CJ-1163 Crisis Recognition & Referral (3.00 cr.)**

Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur suddenly in the lives of people and identifies helping behaviors used until professional help is obtained or referral is completed. Various community resources are identified.

*Class (2.00), Lab (3.00). Equivalent to CJ-2263, CJ-263.*

**CJ-1190 Chemical Abuse and Dependency (4.00 cr.)**

Topics pertinent to drug and alcohol abuse in the U.S. Effects of stimulants, depressants and hallucinogens, identification of drugs and drug users, drug offenses, the history of drug laws, law enforcement strategies, alcoholism and treatment and prevention methods.

*Class (4.00). Equivalent to CJ-190.*

**CJ-1222 Criminal Rules and Procedures (2.00 cr.)**

Comprehensive examination of the Ohio Revised Code, major Supreme Court decisions, and the Ohio Rules of Criminal Procedure, generally addressing the laws of arrest, search and seizure.

*Class (2.00). Equivalent to CJ-222.*

*Prerequisites: take CJ-1121 or CJ-121.*

**CJ-2150 Juvenile Delinquency & Procedures (2.00 cr.)**

Juvenile procedures and delinquency. Causes and prevention of delinquency and the rules governing the disposition of juveniles from intake to the final adjudication.

*Class (2.00). Equivalent to CJ-150.*

**CJ-2204 The Sexual Offender (3.00 cr.)**

Modus operandi and cycle of the juvenile and adult sex offender. The causes and the results of that behavior will be compared with current treatment interventions.

*Class (2.00), Lab (3.00).*

*Prerequisites: take CJ-1100, CJ-1120, CJ-122, CJ-10,7 CJ-108, CJ-220.*

**CJ-2209 Homeland Security & Terrorism (2.00 cr.)**

In-depth look into the roles and responsibilities of local, state and national agencies and their involvement in Homeland Security and terrorism. Legislation focused on includes the patriot act and executive orders.

*Class (2.00).*

**CJ-2227 Victim Awareness/Restorative Justice (3.00 cr.)**

Impact of victimization and its relevance in the treatment of the offender. Impact of criminal behavior on the victim; how the offender convinces others that he is the victim; and criminal thinking and rehabilitation. Role playing as a technique and its use in victim awareness programs. Also focuses on addressing the needs of the victim, the offender and his/her family and the community.

*Class (2.00), Lab (3.00).*

*Prerequisites: take CJ-1120 CJ-1163 CJ-220 CJ-263.*

**CJ-2260 Correctional Administration (3.00 cr.)**

Problem-solving, planning and evaluation, time management, supervision, grantsmanship, research appreciation and external auditing procedures. Includes problems that confront human services and corrections administration.

*Class (2.00), Lab (1.00). Equivalent to CJ-260.*

*Prerequisites: take CJ-1100 CJ-122 CJ-107 CJ-108.*

**CJ-2263 Crisis Recognition & Referral (2.00 cr.)**

Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur suddenly in the lives of people and identifies helping behaviors used until professional help is obtained or referral is completed. Various community resources are identified.

*Class (2.00). Equivalent to CJ-263, CJ-1163.*

## Construction Management

**CM-1101 Basic Construction Safety (2.00 cr.)**

Comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, provides complete information on OSHA compliance issues.

*Class (2.00). Equivalent to ISE-202.*

**CM-1107 Forklift & Scissor Lift Certification (3.00 cr.)**

Forklift and Scissor lift operation. In-class testing and lab competency testing provides the student with a certification in Forklift and Scissor Lift Operation.

*Class (2.00), Lab (3.00). Equivalent to CM-107.*

**CM-2103 Construction Law (3.00 cr.)**

Application of legal principles in the areas of contracts and specifications. Discusses aspects of construction law dealing with contract interpretation, common dispute areas in construction, surety bonds, insurance and alternate dispute resolution methods.

*Class (3.00). Equivalent to CM-103.*

**CM-2104 Material Estimating - Carpentry (3.00 cr.)**

Examines the costs of labor, equipment and materials as well as bonds, insurance and quantity measurement for bidding packages related to carpentry.

*Class (3.00). Equivalent to CM-2106, CM-104, CM-2108.*

**CM-2105 Project Management (3.00 cr.)**

Examines the costs of labor, equipment and materials as well as bonds, insurance and quantity measurements for bidding electrical packages.

*Class (3.00). Equivalent to CM-105.*

**CM-2106 Material Estimating - Electricity (3.00 cr.)**

Examines the costs of labor, equipment, and materials as well as bonds, insurance, and quantity measurement for bidding electrical packages.

*Class (3.00). Equivalent to CM-2104, CM-104, CM-2108.*

**CM-2108 Electrical Project Management (3.00 cr.)**

Examines electrical pre-construction planning practices, early warning signs of project distress, tool and material control systems, safety practices, partnering strategies, total quality management, assurance and contract risk management.

*Class (3.00). Equivalent to CM-2104, CM-2106, CM-104, CM-104E.*

*Prerequisites: take CMEL-2300.*

## Construction Management - Carpentry

**CMCP-1100 NCCER Level 1 Basic Framing (6.00 cr.)**

Introduction to carpentry trade, wood building materials, fasteners, adhesives, hand and power tools. Includes wood and lumber terms, calculating lumber and wood product quantities, portable power tools.

*Class (5.00), Lab (3.00). Equivalent to CMCP-271A.*

**CMCP-1200 NCCER Level 2: Interior/Exterior Finishes (6.00 cr.)**

Stairs, metal stud framing and drywall installation techniques. Includes finish stairs, stringers, metal studs, gypsum drywall, fire and sound rated walls, drywall patching and finishing.

*Class (5.00), Lab (3.00). Equivalent to CMCP-273B.*

*Prerequisites: take CMCP-1100, CMCP-271A, CMCP-271B, CMCP-271C.*



**CMCP-2300 NCCER Level 3: Rig & Concrete (6.00 cr.)**

Introduction to basic rigging, including identification and inspection of common rigging hardware and equipment. Covers synthetic slings, wire rope, chains, shackles, eyebolts and hooks, as well as block and tackle, chain hoists, come-a-longs and jacks. Includes the properties, characteristics and uses of concrete, including estimated volumes, testing and curing methods.

*Class (5.00), Lab (3.00). Equivalent to CMCP-272B.*

*Prerequisites: take CMCP-1200, CMCP-273A, CMCP-273B, CMCP-273C.*

**CMCP-2400 NCCER Level 4: Commercial Construction (6.00 cr.)**

Principles, equipment and methods used to prepare, layout, design and build commercial level construction projects.

*Class (5.00), Lab (3.00). Equivalent to CMCP-272A.*

*Prerequisites: take CMCP-2300, CMCP-272B, CMCP-272C.*

# Construction Management - Electrical

**CMEL-1100 NCCER Level 1: Electrical Trades (6.00 cr.)**

Types and applications of conductors and proper wiring techniques common to commercial, industrial and residential construction and maintenance. Includes electrical blueprints.

*Class (4.00), Lab (6.00). Equivalent to CMEL-261A.*

**CMEL-1200 NCCER Level 2: Residential Wiring (6.00 cr.)**

Characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic, and electrical benders as well as continuation of the NEC.

*Class (4.00), Lab (6.00). Equivalent to CMEL-262A.*

*Prerequisites: take CMEL-1100, CMEL-261A, CMEL-261B, CMEL-261C.*

**CMEL-2300 NCCER Level 3: Commercial Wiring Applications (6.00 cr.)**

Characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic and electrical benders as well as continuation of the NEC.

*Class (4.00), Lab (6.00). Equivalent to CMEL-263A.*

*Prerequisites: take CMEL-1200, CMEL-262A, CMEL-262B, CMEL-262C.*

**CMEL-2400 NCCER Level 4: Advanced Electrical Topics (6.00 cr.)**

Load calculations for residential, commercial, farming applications, lighting applications, installation and wiring, NEC installation requirements for electric generators and storage batteries, function and operation of basic electronic devices and numerous other advanced electrical topics.

*Class (4.00), Lab (6.00). Equivalent to CMEL-264A.*

*Prerequisites: take CMEL-2300, CMEL-263A, CMEL-263B, CMEL-263C.*

# Construction Management - HVAC

**CMHV-1100 NCCER Level 1-Basic HVAC (6.00 cr.)**

Introduction to HVAC, trade mathematics, copper and plastic piping practices, soldering and brazing, ferrous metal piping practices, basic electricity, introduction to cooling, introduction to heating and air distribution systems.

*Class (5.00), Lab (3.00).*

**CMHV-1200 NCCER Level 2-HVAC Intermediate (6.00 cr.)**

Commercial airside systems, chimneys, vents and flues, plus introduction to hydronic systems, air quality equipment, leak detection - evacuation - recovery and charging, alternating current and basic electronics. Introduction to control circuit troubleshooting, gas heating and cooling troubleshooting, heat pumps, basic installation and maintenance practices, sheet metal duct systems, and fiberglass and flexible duct systems.

*Class (5.00), Lab (3.00).*

*Prerequisites: take CMHV-1100, CMHV-131A, CMHV-131B, CMHV-131C.*

**CMHV-2300 NCCER Level 3-HVAC Advanced I (6.00 cr.)**

Refrigerants and oils, compressors, metering devices, retail refrigeration systems, commercial hydronic systems, steam systems, planned maintenance, water treatment, troubleshooting electronic controls, troubleshooting oil heating, troubleshooting heat pumps and troubleshooting accessories.

*Class (5.00), Lab (3.00).*

*Prerequisites: take CMHV-1200, CMHV-132A, CMHV-132B, CMHV-132C.*

**CMHV-2400 NCCER Level 3-HVAC Advanced II (6.00 cr.)**

Construction drawings and specifications, indoor air quality, energy conservation equipment, building management systems, water treatment, system startup and shutdown, heating and cooling system design and commercial and industrial refrigeration.

*Class (5.00), Lab (3.00).*

*Prerequisites: take CMHV-2300, CMHV-233A, CMHV-233B, CMHV-233C.*

# Communications

**COMM-1130 Speech (3.00 cr.)**

Emphasizes communication process and extemporaneous speaking skills through informative, demonstrative and persuasive speeches. Learn to analyze audiences, choose and narrow topics, develop content through library and other resources, use presentation aids, clearly organize speech material and effectively deliver finished speeches to a class audience.

*Class (3.00). Equivalent to COMM-130.*

*Prerequisites: take ENGL-0121 or COMM-121.*

**COMM-1154 Interpersonal Communication (3.00 cr.)**

Designed to familiarize the student with interpersonal processes through lecture, discussion and experiential tasks. Information presented is aimed at personal growth and development leading to enhanced relationships in one's life.

*Class (3.00). Equivalent to PSYC-154.*

**COMM-1165 Cross Cultural Communication (3.00 cr.)**

Similarities and differences of people from various racial and cultural heritages. Includes discussion of people from diverse groups living in the United States, U.S. and other immigration policies affecting these groups, various responses between the groups, and consequential impact such responses have on the makeup of the "global community."

*Class (3.00). Equivalent to SOCI-165.*

## Computer Science

**CS-1100 Problem Solving and Analysis (3.00 cr.)**

Introduction to problem solving techniques and beginning programming concepts using object-oriented software with a drag-and-drop interface. Basic computer terminology and algorithm development are discussed. Learn about methods, events and logical structures by creating an event-driven program.

*Class (2.00), Lab (3.00). Equivalent to CS-100.*

**CS-1101 Programming Logic (3.00 cr.)**

Introduction to program logic using the flowchart as the primary tool to diagram problem solutions. Basic computer terminology and the hierarchy of evaluation for arithmetic assignment statements are discussed. Problems containing decision making, counters, accumulators, indicators, control breaks, and arrays are flowcharted and evaluated. Structured design concepts are also covered.

*Class (1.00), Lab (6.00). Equivalent to CS-101.*

**CS-1110 Programming in Visual Basic (3.00 cr.)**

Use the object oriented programming language, Visual Basic, to write Windows based programs. Concepts include writing organized statements and testing the program. Includes building multitier programs with classes, arrays, windows database applications working with database files, using web forms ASP.Net applications files, web forms with databases, and Crystal Reports.

*Class (1.00), Lab (6.00).*

**CS-1140 UNIX/Linux (3.00 cr.)**

Fundamentals of the UNIX and Linux operating systems. Includes basics of the UNIX and Linux systems in conjunction with programming concepts, by covering utilities, master files, manage and query data, create shell scripts.

*Class (2.00), Lab (3.00). Equivalent to CS-140.*

**CS-2210 Introduction to C++ (3.00 cr.)**

Basic elements of the C++ programming language. Includes input/output operations, arithmetic operators, control structures, user-defined functions, data types, strings and arrays.

*Class (1.00), Lab (6.00). Equivalent to CS-210.*

*Prerequisites: take CS-1101 or CS-101.*

**CS-2211 Advanced C++ (3.00 cr.)**

Advanced elements of the C++ programming language. Includes vector types, structs, classes and data abstraction, inheritance and composition, pointers, classes, virtual functions, abstract classes, overload and templates and exception handling.

*Class (1.00), Lab (6.00). Equivalent to CS-211.*

*Prerequisites: take CS-2210 or CS-210.*

**CS-2214 IT Project Management (Capstone) (2.00 cr.)**

First capstone course for the computer programming. Working individually or in groups, students design, produce and document one or more systems that involve current topics or can fulfill institutional requests in the area of information technology.

*Class (1.00), Lab (3.00). Equivalent to CS-214.*

*Prerequisites: take MICS-1142, NET-1100, CS-1110, ENGL-1122, MICS-142, NET-200, CS-110, COMM-122 or ENGL-151.*

**CS-2240 Database Management & Applications (4.00 cr.)**

The structure, function and use of database processing and management. Create and access typical business databases using current database management software, such as Microsoft Access, Microsoft SQL Server, MySQL and/or Oracle. Applications are developed using the Oracle database and current SQL, PL/SQL and web development tools.

*Class (2.00), Lab (6.00).*

*Prerequisites: take MICS-1142 or MICS-142.*

**CS-2250 Programming Capstone (3.00 cr.)**

Second capstone course for computer programming. Server side scripts are used to generate dynamic, database-driven websites. Includes the use of PHP and C++ to connect to databases and generate HTML code. Side-by-side case studies of PHP (Hypertext PreProcessor) and CSP (C++ Server Pages) are conducted. Both structured and object-oriented methods of design are covered. Emphasis is also placed on validation of user input and code security when working with databases. The basics of setting-up an Apache server with PHP, CSP, and MySQL are covered.

*Class (1.00), Lab (6.00).*

*Prerequisites: take MICS-1142, NET-1100, CS-2210, MICS-142, NET-200, CS-210. Corequisite courses: CS-2211, CS-2240.*

## Culinary Arts

**CULA-1002 Safety and Sanitation (1.00 cr.)**

Introductory principles of sanitation and safety in the food service industry. Develop a comprehensive sanitation and safety program that can be implemented in a food service establishment. Upon successfully passing a standard examination, students are certified by the Educational Foundation of the National Restaurant Association.

*Class (1.00).*

**CULA-1003 HACCP/Ohio (2.00 cr.)**

Examination of HACCP standards at the level of industry administration and execution. Develop and implement strict HACCP operations within the programs many production concepts as they would apply to the food service industry. In compliance with state of Ohio Health Department instruction on standards of sanitation as they would apply to Ohio Food Service Facilities. Student must have ServeSafe certification to take this course.

*Class (1.50), Lab (1.50).*

*Prerequisites: take CULA-1002.*

**CULA-1101 Introduction to Culinary Arts (3.00 cr.)**

Introduction to the field of culinary arts. Culinary history, role of the executive chef, kitchen organization, tools and equipment, cooking methods, work habits and controls. Examine the role of the various brigade levels, kitchen organization, tools and equipment, cooking methods, work habits and professionalism, and the various forms of production, labor and operational cost controls.

*Class (1.00), Lab (6.00).*

**CULA-1105 Class Pastries, Cakes & Desserts (4.00 cr.)**

Introduction to classical pastries and sugar work. Prepare puff pastry products, choux paste products, and classical desserts, plus advanced decorating techniques. Student will also concentrate on baking and decorating various types of cakes and tortes as well as the production of classical pastry pieces. Includes emphasis on the costs of pastry production.

*Class (2.00), Lab (6.00).*

**CULA-1109 Safety and Sanitation (3.00 cr.)**

Introductory principles of sanitation and safety in the food service industry. Develop a comprehensive sanitation and safety program that can be implemented in a food service establishment. Upon successfully passing a standard examination, students are certified by the Educational Foundation of the National Restaurant Association. Examination of HACCP standards at the level of industry administration and execution. Students will develop and implement strict HACCP operations within the programs many production concepts as they would apply to the food service industry.

*Class (2.00), Lab (3.00).*

**CULA-1111 Stocks, Soups, Sauces & Vegetable Cooking (3.00 cr.)**

Preparation of various foods utilized in commercial kitchens. Students will prepare stocks, soups, sauces, vegetables and farinaceous products.

*Class (1.00), Lab (6.00). Equivalent to CULA-111.*

**CULA-1113 Fundamentals of Cuisine (4.00 cr.)**

Fundamentals of meat, poultry and seafood cookery. Preparation of entrees cooked to order, accompaniments, garnishing, plate appearance and time management. Introduction to various levels of production from pantry through line production. Topics include: cooking techniques, course development, production standards and techniques for pantry and line production.

*Class (2.00), Lab (6.00).*

**CULA-1115 Baking Development: Breads & Pastries (4.00 cr.)**

Bakery products, tools and equipment, weights and measures and the baking process. Preparation of yeast dough products and quick breads. An introduction to pastries and sugar. Prepare puff pastry products, choux paste products and classical desserts. Introduction to pastry decoration, pastillage and pulled sugar. The role the pastry chef and bake shop management is reviewed.

*Class (2.00), Lab (6.00).*

**CULA-1116 Planning, Purchase & Table Service (6.00 cr.)**

An intensive study in the planning, utilization, pricing and integrating of a menu into a commercial food establishment. The menu concept as it relates to the entire operation is critically analyzed. Produce workable menus, and develop skills related to training the art of table service. Includes training in the areas of wine and beverage service, various food production techniques, marketing and promotion of food.

*Class (4.00), Lab (6.00).*

**CULA-1130 Introduction to the Baking Industry (3.00 cr.)**

Students examine baking history, the development and impact of baking on social development, terminology and organization. Explores heat transfer, baking lab procedures, tools and equipment. Baking careers and professional organizations are presented.

*Class (1.00), Lab (6.00).*

**CULA-1132 Baking Production Lab Experience I (3.00 cr.)**

Students are required to do 90 hours of production and a one hour weekly meeting with the instructor for orientation in the school-owned and operated Inn at Hocking College kitchen. Designed to introduce students to a commercial bakeshop and to provide valuable hands on experience for the beginning baker.

*Class (1.00), Lab (6.00). Equivalent to CULA-132.*

*Prerequisites: take CULA-1130, CULA-1109, CULA-1115, CULA-130, CULA-109, CULA-115, CULA-105.*

**CULA-1136 Yeast Dough Production (3.00 cr.)**

Concentration on this essential area of baking. Provides detailed information on yeast fermentation, retarding and gluten development. Produce a wide variety of yeast dough products.

*Class (1.00), Lab (6.00). Equivalent to CULA-136.*

*Prerequisites: take CULA-1130, CULA-1109, CULA-1115, CULA-130, CULA-109, CULA-115, CULA-105.*

**CULA-1201 Culinary Arts Lab I (3.00 cr.)**

Introduction to the kitchen environment through on-the-job training in various kitchen positions with the Inn at Hocking College. Hours include weekends, evenings and holidays.

*Class (1.00), Lab (6.00). Equivalent to CULA-201.*

**CULA-2106 Meat/Poultry/Seafood Production/Commissary (3.00 cr.)**

In-depth study of various meats, poultry, and seafood used by the food service industry including identification, grading, yield and portion control. Students cut various products; work with production holding and HACCP standards for holding, issuing inventory and cost controls.

*Class (1.00), Lab (6.00). Equivalent to CULA-106.*

*Prerequisites: take CULA-1109, CULA-1111, CULA-1113, CULA-109, CULA-111, CULA-113.*

**CULA-2107 Garde Manger (3.00 cr.)**

Studies the creation of buffet table arrangements with an emphasis on the use of tools for non-edible center pieces and fresh fruit and vegetable carvings in the preparation of decorative table, platter and plate arrangements.

*Class (1.00), Lab (6.00). Equivalent to CULA-107.*

*Prerequisites: take CULA-1109, CULA-1111, CULA-1113, CULA-109, CULA-111, CULA-113.*

**CULA-2133 Baking Production Lab Experience II (3.00 cr.)**

Supervision, production, organization and advanced baking techniques. Students will log a total of 90 hours in a baking facility and one hour weekly with the instructor for orientation.

*Class (1.00), Lab (6.00). Equivalent to CULA-133.*

*Prerequisites: take CULA-1109, CULA-1115, CULA-1130, CULA-105, CULA-109, CULA-115, CULA-130.*

**CULA-2134 Baking Production Lab Experience III (3.00 cr.)**

Students will log a total of 90 hours of high volume production baking in a baking facility. Students will meet weekly with instructor for one hour of orientation.

*Class (1.00), Lab (6.00). Equivalent to CULA-134.*

*Prerequisites: take CULA-1105, CULA-1136, CULA-2133, CULA-133, CULA-136, CULA-138.*

**CULA-2135 Petit Fours and Miniatures (3.00 cr.)**

Learn to prepare an assortment of traditional petit fours, meticulously prepared in the five categories based upon preparation methods, texture or principle ingredients - dry, fresh, iced, almond, glazed fruits, chocolates and truffles.

*Class (1.00), Lab (6.00). Equivalent to CULA-135.*

*Prerequisites: take CULA-1105, CULA-1109, CULA-1136, CULA-109, CULA-136, CULA-138.*

**CULA-2150 Nutrition in Commercial Food Service (3.00 cr.)**

An overview of the function of nutrients needed by humans to maintain health; sources of these nutrients and ways dietary habits affect health. Recommended changes in dietary patterns, food preparation, and menu planning principles will incorporate these recommendations.

*Class (2.00), Lab (3.00). Equivalent to CULA-150.*

*Prerequisites: take CULA-1109 or CULA-109.*

**CULA-2212 Culinary Arts Lab II (3.00 cr.)**

Assignment of specific work duties at the Rhapsody for an average of six hours per week. Learn and perform basic tasks associated with kitchen and dining room operations. Work days include mornings, afternoons, evenings, weekends and holidays.

*Class (1.00), Lab (6.00). Equivalent to CULA-212.*

*Prerequisites: take CULA-1109, CULA-1111, CULA-1201, CULA-109, CULA-111, CULA-201.*

**CULA-2218 American & International Cuisine (4.00 cr.)**

Introduction to American and world cuisines. Volume food production of American regional cuisines. Study the concept of volume food production, plan, prepare and serve menus with emphasis placed on plating, garnishing and time management.

*Class (2.00), Lab (4.00).*

*Prerequisites: take CULA-1109, CULA-1111, CULA-1113, CULA-109, CULA-111, CULA-113.*

**CULA-2250 Culinary Capstone Experience (3.00 cr.)**

A final synthesis and evaluation course for the culinary student. Students practice and prepare for the culinary program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examination designed by the American Culinary Federation and intended to determine the student's ability to enter the hospitality industry in culinary arts.

*Class (1.00), Lab (6.00). Equivalent to CULA-250.*

*Prerequisites: take CULA-1109, CULA-1111, CULA-1113, CULA-2106, CULA-106, CULA-109, CULA-111, CULA-113.*

**CULA-2251 Dietary and Culinary Capstone (2.00 cr.)**

*Class (1.00), Lab (3.00).*

**CULA-2253 Capstone Experience in Baking (3.00 cr.)**

A final synthesis and evaluation course for the baking student. Students practice and prepare for the Baking program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examinations designed by the American Culinary Federation and intended to determine the student's ability to enter the hospitality industry within the baking industry.

*Class (1.00), Lab (6.00).*

*Prerequisites: take CULA-2133, CULA-2135, CULA-2262, CULA-133, CULA-135, CULA-262.*

**CULA-2262 Candy and Confections (3.00 cr.)**

A comprehensive study of candy making techniques with an emphasis on chocolate molding, dipping and enrobing, hard candies, marzipan work and specialty desserts.

*Class (1.00), Lab (6.00). Equivalent to CULA-262.*

*Prerequisites: take CULA-1105, CULA-1109, CULA-1136, CULA-109, CULA-136, CULA-138.*

**CULA-2263 Bakeshop Operations (2.00 cr.)**

Development, management and organization of wholesale, retail and in-house bake and pastry shops.

*Class (1.00), Lab (3.00). Equivalent to CULA-263.*

*Prerequisites: take CULA-2133, CULA-2135, CULA-2262, CULA-133, CULA-135, CULA-262.*

**CULA-2270 Catering and Banquet Management (3.00 cr.)**

A complete look at the expanding catering industry. This course defines sound catering and banquet management principles along with practical exercises designed to give the student solid hands-on catering and banquet experience.

*Class (1.00), Lab (6.00). Equivalent to CULA-270.*

*Prerequisites: take CULA-1109, CULA-1111, CULA-1113, CULA-109, CULA-111, CULA-113.*

**CULA-2294 Culinary Field Experience (3.00 cr.)**

An off-campus paid culinary work experience coordinated by a faculty member.

*Lab (36.00). Equivalent to CULA-294.*

*Prerequisites: take CULA-1201, CULA-1132, CULA-132, CULA-201.*

**CULA-2297 Culinary Field Experience I (1.00 cr.)**

An off-campus paid culinary field experience coordinated by a faculty member.

*Lab (12.00).*

**CULA-2298 Culinary Field Experience II (2.00 cr.)**

An off-campus paid culinary field experience coordinated by a faculty member.

*Lab (24.00).*

*Prerequisites: take CULA-2297.*

**CULA-9116 Menu Planning (2.00 cr.)**

An intensive study in the planning, utilization, pricing and integrating a menu into a commercial food service establishment. The menu concept as it relates to the entire operation is analyzed. Students will produce workable menus.

*Class (2.00), Lab (1.00).*

**CULA-9125 Basic Table Service (3.00 cr.)**

Training in the art of table service. American, French and Russian service will be presented and practiced. Includes training in the areas of wine, beverage service and various food production techniques common to service functions.

*Class (2.00), Lab (3.00). Equivalent to CULA-125, HRC-125.*

**CULA-9137 Cake Production (2.00 Cr.)**

Baking and decorating various types of cakes and tortes. Provides hands-on baking and advanced decorating techniques for all occasions.

*Class (1.00), Lab (3.00).*

**CULA-9217 Classical & International Cuisine (2.00 cr.)**

Introduction to the various world cuisines prepared in the classical manner. Study the concept of volume food production in the classical manner. Menus will be planned, prepared and served with emphasis placed on plating, garnishing and time management.

*Class (1.00), Lab (3.00).*

*Prerequisites: take CULA-109, CULA-111, CULA-113, CULA-1109, CULA-1111, CULA-1113.*

**CULA-9218 American Regional Cuisine (2.00 cr.)**

Introduction to American cuisines with an emphasis on volume food production of American regional cuisines through plating, garnishing and time management. Cuisines are studied, and menus are planned, prepared and served.

*Class (1.00), Lab (3.00).*

*Prerequisites: take CULA-109, CULA-111, CULA-112, CULA-113, CULA-1109, CULA-1111, CULA-1113.*

**CULA-9232 Restaurant Inventory Control (2.00 cr.)**

Using a hands-on approach, students study restaurant inventory control as a vital component to restaurant profitability. Includes experience and knowledge about controlling inventory, the relation of inventory to the profit and loss statement, receiving and verifying food and supply deliveries, and communication with the food suppliers.

*Class (1.00), Lab (3.00).*

## Drafting & Design

**DD-1114 CAD/Blueprint Reading (3.00 cr.)**

Introduces the various CAD commands and blueprint reading concepts. When possible content will be directed toward individual student technologies.

*Class (1.00), Lab (6.00). Equivalent to DD-114, DD-113, DD-111, DD-105, DD-104, DD-203, DD-1117, DD-117, DD-114.*

**DD-1117 Blueprint Reading / Advanced Energy (3.00 cr.)**

Introduction to basic blueprint reading, wiring schematics and basic AutoCAD commands for the Advanced Energy programs.

*Class (2.00), Lab (3.00). Equivalent to DD-1114, DD-117, DD-114.*

## Dietetic

**DT-1101 Dietetic Directed Practice I (2.00 cr.)**

Provides opportunities for the student to practice material taught in previous course work. Faculty permission is required for enrollment.

*Class (1.00), Lab (7.00). Equivalent to DT-101.*

*Corequisite courses: DT-1102, DT-1106.*

**DT-1102 Basic Nutrition (3.00 cr.)**

Effect of nutritional status on health, detailing specific nutrient requirements of human adults to maintain good health. Topics include nutrient sources and functions, energy needs, digestion and metabolism, basic food groups, dietary guidelines, cultural dietary habits, food and nutrition in the community and food additives.

*Class (3.00). Equivalent to DT-102.*

**DT-1103 Food Science (3.00 cr.)**

Food products are compared and evaluated in relation to expected characteristics of the product. Emphasis is placed on proper techniques to prepare palatable foods while retaining their nutritive values.

*Class (2.00), Lab (3.00). Equivalent to DT-103.*

**DT-1106 Food Systems Management (3.00 cr.)**

Addresses food delivery systems and detailed management information. Topics include customer satisfaction, forecasting, purchasing, inventory management, food production, budgets, cost control, quality management, employee safety and facility sanitation.

*Class (3.00).*

**DT-1110 Applied Nutrition (2.00 cr.)**

Description of the particular nutritional concerns of people throughout the lifespan: pregnancy, childhood, adolescence, maturity, dental health, physical exercise, weight maintenance and the interpretation of nutrition information and diet fads.

*Class (2.00). Equivalent to DT-110.*

*Prerequisites: take DT-1102 or DT-102.*

**DT-1111 Dietetic Direct Practice II (2.00 cr.)**

An opportunity to practice material taught in the course work offered during the previous term.

*Class (1.00), Lab (7.00). Equivalent to DT-121.*

*Prerequisites: take DT-1101 or DT-101.*

*Corequisite courses: DT-1122, DT-1103, DT-1110.*

**DT-1120 Nutrition for Dietary Manager (2.00 cr.)**

Individual and institutional menu planning using principles of menu planning. Practice in using the diet manual to plan basic modified diets for persons in health care facilities including modifications of sodium, diabetic, fiber, bland, protein, fat and liquid diets.

*Class (2.00). Equivalent to DT-120.*

**DT-1122 Human Resource Management (2.00 cr.)**

Classic functions of management and their use by an effective supervisor. Topics include: employee needs, leadership characteristics and styles, motivation, direction and control, dealing with personnel problems, interviewing, training, counseling and evaluating employees, and effective communications at work.

*Class (2.00). Equivalent to DT-122.*

# E-Commerce

## **EC-1100 Webmaster I (4.00 cr.)**

Introduction to e-business including e-commerce, Internet infrastructure, client software, HTML tags, search engines, network topologies, network hardware devices, network protocols, web design concepts and web design software including Microsoft and Adobe products. Also includes domain management and web hosting concepts.  
*Class (3.00), Lab (3.00). Equivalent to EC-100.*

## **EC-1101 Business Needs Analysis (3.00 cr.)**

Apply emerging business needs analysis models focusing on what companies must do today if they are to be competitive in the future. Includes SWOT, (Strengths, Weakness, Opportunities, Threats) Analysis, BPM (Business Process Management) Analysis, JAD (Joint Application Development), MBM (Market Based Management) Analysis, TOC (Theory of Constraints) Analysis and Competency-based Analysis.  
*Class (2.00), Lab (3.00). Equivalent to EC-101.*

## **EC-1102 Introduction to E-Business (3.00 cr.)**

Introduction to e-commerce servers, network topologies, payment transactions, security issues, development strategies, storefront options, design issues, development software and collecting customer information.  
*Class (2.00), Lab (3.00). Equivalent to EC-102.*

## **EC-1150 E-Business Networking & Security (3.00 cr.)**

Focuses on issues surrounding doing business over the Internet. Topics include: advanced networking concepts, authentication, TCP/IP, firewalls, secure socket layers, encryption, certificates and digital signatures.  
*Class (2.00), Lab (3.00). Equivalent to EC-150.*

## **EC-2200 Webmaster II (4.00 cr.)**

Create and manage websites with tools such as Macromedia Dreamweaver and Flash, FrontPage, Dynamic HTML, and various multimedia and CSS standards. Implement the latest strategies to develop third-generation websites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. Focuses on theory, design and web construction, with information architecture concepts, Web project management, scenario development and performance evaluations.  
*Class (3.00), Lab (3.00). Equivalent to EC-200.*

## **EC-2210 E-Supply Chain Management (3.00 cr.)**

Supply Chain Management and the infrastructure, benefits verses costs, payment issues, customer service, global logistics, reverse logistics, database standards and outsourcing. Learn about global logistics, electronic data interchange and certificate validation.  
*Class (2.00), Lab (3.00). Equivalent to EC-210.*

## **EC-2212 E-Marketing, Branding Management & Search Engine (4.00 cr.)**

Use Internet and traditional marketing tools to build a brand name online. Includes target email marketing, viral marketing, banner advertising, pay per click, opt in email marketing and search engine optimization. Learn to research and develop an e-marketing plan with situational analysis, objectives, marketing tasks, budget development and performance metrics.  
*Class (3.00), Lab (3.00).*

## **EC-2250 E-Commerce Law and Regulations (4.00 cr.)**

Legal issues surrounding information security, online transactions, right in electronic commerce, regulating information content and online content. The regulation aspect includes international issues, payment conversion, shipping issues, custom and tariffs.  
*Class (3.00), Lab (3.00).*

## **EC-2260 Current Topics (Capstone) (3.00 cr.)**

Develop an online portfolio. This course will be a review of all major topics included in the e-business curriculum. Topics include web design, e-marketing, supply chain, networking, e-law regulations, e-business models and ethics.  
*Class (2.00), Lab (3.00).*  
*Prerequisites: take EC-1100, EC-2212, EC-100, EC-212.*

## **EC-2267 E-Project Management (3.00 cr.)**

Information technology for project management skills to prepare for the Project Management Certification test. Includes human resource management, communication management, time and cost management, scope and integration management, quality control, risk and procurement management.  
*Class(2.00), Lab (3.00).*

## **EC-2296 E-Commerce Practicum (2.00 cr.)**

Take on a community project for a local company or non-profit organization. Students will be expected to work eight hours a week throughout the semester.  
*Class (1.00), Lab(8.00). Equivalent to EC-296.*  
*Prerequisites: take EC-1100, EC-2200, EC-100, EC-200.*

# Ecotourism

## **ECO-1100 Intro to Ecotourism & Adventure Travel (2.00 cr.)**

Overview of ecotourism, the meaning of environmentally responsible travel and visitation, and the complexities of meshing tourists with protected cultural and natural resources areas. Detail components such as visitors, resource conservation, interpretive services, impacts on local communities, sustainable development, hospitality and eco-ethics. An immersion-based learning experience takes place in this course currently to either Haliburton Forest in Ontario, Canada or to the Nantahala Outdoor Center in Wesser, North Carolina.  
*Class (0.50), Lab (4.00). Equivalent to ECO-100.*

## **ECO-1106 Principles of Ecotourism & Sustainability (3.00 cr.)**

Study in developing ventures that are environmentally, economically and socially sustainable. The focus is on environmental impact, economic feasibility and maintaining regional cultural integrity. Ecotourism, tourism paying for conservation, local economic development, education and business development regionally are addressed.  
*Class (1.50), Lab (4.50). Equivalent to ECO-108.*

## **ECO-1107 Geography for Ecotourism (2.00 cr.)**

An examination of the economic and geographic factors that determine natural resource distribution, availability and utilization. Also examines the earth's surface region by region in order to determine resource availability, transportation concerns and environmental compatibility of resource use.  
*Class (2.00).*

**ECO-1117 Sustainable Business Management (3.00 cr.)**

Examination of steps taken to build a private business in ecotourism and adventure travel. Skills include developing a business plan, financial management, accounting, customer service, human resource management, analysis of business risk and meeting industry standards.

*Class (2.00), Lab (3.00). Equivalent to ECO-117.*

**ECO-1135 Event Management (1.00 cr.)**

Basic skills necessary to plan and orchestrate an organized event, conference, or festival along with “hands on” experience running an actual festival.

*Class (0.50), Lab (1.50). Equivalent to ECO-135.*

**ECO-1144 Canoeing Fundamentals (1.00 cr.)**

Fundamentals of canoeing as prescribed by the American Red Cross including choice of canoes for particular activities, strokes necessary for flatwater paddling and simple rescue techniques.

*Class (0.50), Lab (1.50). Equivalent to ECO-144.*

**ECO-1145 Wind & Self Propelled Watercraft (2.00 cr.)**

Basic navigational skills, terminology and safety issues related to non motorized watercraft, including deep-water sailing (may include wind surfing, sea kayaking, and dinghy operation). Emphasis is placed on supervision of these activities in an educational or recreational setting, as well as maintenance of the associated equipment.

*Class (0.50), Lab (4.50). Equivalent to ECO-145.*

**ECO-1148 Sport Rock Climbing (0.50 cr.)**

Introduction to the basics of indoor sport climbing on fixed-gear and outdoor traditional climbing in the field. Develop a wide range of climbing skills, as well as the ability to select, use, care for and store equipment in a safety oriented environment.

*Class (0.25), Lab (0.75). Equivalent to ECO-148, NRTT-1148.*

**ECO-1149 Environmental Service (1.00 cr.)**

A project-based Service Learning experience focused on environmental improvement in the local area. Develop skills and gain an appreciation for the environment and the community. Reflect on future involvement in volunteer work.

*Class (0.50), Lab (1.50). Equivalent to ECO-149.*

**ECO-1155 Whitewater Rescue (1.00 cr.)**

Designed for recreational paddlers or those teaching recreational paddlers. Practice skills on mock river accidents such as pinning and entrapment, concentration on self rescue, proper use of throw bags, stabilization, snag line techniques and two drag systems on moving water.

*Class (0.50), Lab (1.50). Equivalent to ECO-155.*

**ECO-1188 Camping Equipment & Backpack (2.00 cr.)**

A survey of equipment and techniques necessary for low impact camping. Includes a three-day backpacking trip.

*Class (1.00), Lab (3.00). Equivalent to ECO-188.*

**ECO-1199 Open/Adventure Open Water Scuba-Bahamas (2.00 cr.)**

Skin Diving and SCUBA diving, leading to Open Water Diver and Advanced Open Water Diver certifications.

*Class (1.00), Lab (3.00). Equivalent to ECO-199.*

*Corequisite courses: BIOS-1104, ECO-1145.*

**ECO-2105 Ecotourism & Adventure Careers (1.00 cr.)**

Speakers concerned with Ecotourism and Adventure Travel participate in this course, covering educational requirements of prospective employers, projection of job opportunities and methods of applying for specific jobs. Resume creation, online postings and networking are covered.

*Class (1.00). Equivalent to ECO-105.*

**ECO-2122 Ecotourism Guiding (3.00 cr.)**

Planning and orchestrating eco, adventure, culture or nature based tours. Includes key methods of working with and developing customer relation skills. Students lead an actual tour of the region for the public and/or student peers.

*Class (1.50), Lab (4.50). Equivalent to ECO-122.*

**ECO-2185 Sustainable Resource Area Management (3.00 cr.)**

The process of master planning for natural/cultural resource management areas. Includes land acquisition, boundaries, resource inventories, planning of access ways, day use facilities, concessions, and interpretive systems, plus resource maintenance and management strategies. Lab portion consists of planning exercises in the field at a resource management area. Completion of a master management plan for the assigned resource area is required.

*Class (1.00), Lab (6.00). Equivalent to ECO-185.*

*Prerequisites: take BIOS-1109, BIOS-1132, BIOS-109, BIOS-132.*

*Corequisite courses: NRM-1110.*

**ECO-2229 Wilderness First Responder (2.00 cr.)**

Immediate care for an injured or suddenly ill person in remote areas is covered.

*Class (1.00), Lab (3.00). Equivalent to ECO-229.*

**ECO-2289 Adventure Leadership (3.00 cr.)**

Develops the ability to manage an expedition, focusing experiential training through the vehicle of an extended trip in the wilderness.

*Class (1.00), Lab (6.00). Equivalent to ECO-289.*

**ECO-2296 Ecotourism Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, which allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

*Class (1.00), Lab (7.00). Equivalent to ECO-296, INTP-2296.*

## Economics

**ECON-1140 Principles of Microeconomics (3.00 cr.)**

Introduction to the branch of economics that deals with human behavior and choices as they relate to relatively small units (an individual, a firm, an industry, or a single market), from both a conceptual and practical point of view.

*Class (2.00), Lab (3.00). Equivalent to ECON-140.*

**ECON-2240 Principles of Macroeconomics (3.00 cr.)**

Study of economics in terms of whole systems and the interrelationship among sectors of the economy.

*Class (2.00), Lab (3.00).*

# Education

## **ED-1100 Introduction to Education (3.00 cr.)**

Overview of the profession of education and the role of the teacher. Engage in a variety of experiences that broadly explore the purposes of schools in society and the knowledge, dispositions, and performances required to be an effective teacher today. Includes the historical foundations of education in American schools and major philosophies of education. *Class (3.00). Equivalent to ED-100.*

## **ED-1105 Social Studies for Early Child (3.00 cr.)**

Knowledge and tools needed to be effective early childhood social studies teachers. Learn strategies to integrate social studies with all other subject areas, allow for diverse learners to experience social studies in their everyday classroom activities and meet the State of Ohio Standards. *Class (3.00). Equivalent to ED-205.*  
*Prerequisites: take ED-1100 or ED-100.*

## **ED-1115 Community Health/Safety & Nutrition (3.00 cr.)**

Introduction to major issues affecting the health and safety of young children in early childhood settings. Includes policy considerations about pediatric medications, infectious disease control, sick child care, universal precautions and liability, and health record keeping. *Class (3.00).*

## **ED-1116 Creative Experience/Early Childhood (4.00 cr.)**

The selection, preparation, presentation and evaluation of activities and materials in art, music, language and physical development in early childhood. Through active participation, students work with the concepts of age and developmental appropriateness when designing experiences in these areas. *Class (3.00), Lab (2.00). Equivalent to ED-116.*  
*Prerequisites: take ED-1100 or ED-100.*

## **ED-1121 Emergent Reading & Child's Literature (3.00 cr.)**

Emphasizes the development of reading and literacy from a global view of language, thinking and learning, and explores a wide variety of children's literature and its application to curriculum. Includes methods and materials with emphasis on the use of literacy within the framework of age and individual appropriateness. *Class (3.00). Equivalent to ED-121.*  
*Prerequisites: take ED-1100 or ED-100.*

## **ED-1125 Early Childhood Practicum I (2.00 cr.)**

Student lab experience: assisting with the planning, guiding, supervising, and evaluating of children's development and behavior in early childhood education. *Class (1.00), Lab (7.00). Equivalent to ED-125.*  
*Corequisite courses: ED-1100.*

## **ED-1135 Educational Technology (3.00 cr.)**

A required course for all pre-service teachers. Encompasses effectively identifying, locating, evaluating, designing, preparing and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences and completion of a comprehensive project. *Class (2.00), Lab (3.00). Equivalent to ED-135.*  
*Prerequisites: take ED-1100 or ED-100.*

## **ED-2141 Observing & Recording Behavior (3.00 cr.)**

Documenting children's cognitive and academic learning and their social, emotional, and physical development by using a variety of observational strategies such as running records, anecdotal records, checklists, rating scales, time sampling, event sampling and formal observational instruments. *Class (2.00), Lab (7.00). Equivalent to ED-141.*  
*Prerequisites: take ED-1100, ED-1125, ED-100, ED-125.*

## **ED-2200 Guidance and Classroom Management (3.00 cr.)**

Application of theories and principles of guidance and classroom management as it applies to the early childhood setting. Documenting children's cognitive and academic learning and their social, emotional, and physical development by using a variety of observational strategies. *Class (3.00). Equivalent to ED-200.*  
*Prerequisites: take ED-1100, ED-1125, ED-100, ED-125.*

## **ED-2201 Math & Science with Young Children (3.00 cr.)**

Encompasses the selection, preparation, presentation and evaluation of math and science activities and materials. *Class (3.00). Equivalent to ED-201.*  
*Prerequisites: take ED-1100, ED-1116, ED-100, ED-116.*

## **ED-2210 Diversity in Early Child Education (3.00 cr.)**

Focuses on increasing awareness, sensitivity and understanding of the diverse cultural, ethnic, linguistic, religious and family backgrounds of children in early childhood education. Clinical experience in an early childhood setting that provides an opportunity to interact with children who share diverse background experiences. *Class (3.00). Equivalent to ED-210.*  
*Prerequisites: take ED-1100, ED-1105, ED-100, ED-205.*

## **ED-2216 Communities, Families and School (3.00 cr.)**

Emphasizes the importance of effective communication between parents, communities and educators and factors affecting the home/school relationship. Includes the history of education and the impact on families both past and present, the examination of models of healthy families, diverse families, and the effect of drugs, alcohol, and disabilities on the family unit. Also includes creating written communications with families and any requirements designated by the state and/or school system. *Class (3.00).*  
*Prerequisites: take ED-1100 or ED-100.*

## **ED-2220 Education of Exceptional Child (3.00 cr.)**

A survey course covering the identification, developmental characteristics and intervention strategies for exceptional children and youth across educational and community settings. *Class (3.00). Equivalent to ED-220.*  
*Prerequisites: take ED-1100 or ED-100.*

## **ED-2225 Introduction to Integrated Curriculum (3.00 cr.)**

The relationship between how young children learn, what they find in their environment and the integration of their curricula is examined. *Class (3.00). Equivalent to ED-225.*  
*Prerequisites: take ED-1100 or ED-100.*  
*Corequisite courses: ED-2296, ED-2216, ED-2201.*

## **ED-2290 Special Topics - Education (0.25-5.00 cr.)**

Structured exploration of a certain topic(s) by participants in a group. *Class (0.25).*



**ED-2296 Early Child Education Practicum II (4.00 cr.)**

Practicum experience in assisting with planning, guiding, supervising, and evaluating children's growth and behavior in early childhood education. *Class (2.00), Lab (14.00). Equivalent to ED-296. Prerequisites: take ED-1125 or ED-125. Corequisite courses: ED-2225, ED-2201, ED-2216.*

# Electronics

**EE-1126 Introduction to Electricity (3.00 cr.)**

Fundamentals of electricity and the function and operation of electrical test equipment. Includes multimeters, oscilloscopes, and AC and DC signal generators. The function of basic electrical components is studied and used in the analysis of AC and DC series and parallel circuits. Voltage, current, resistance and power are analyzed mathematically and through practical application in the laboratory. *Class (2.00), Lab (3.00). Equivalent to EE-126. Prerequisites: take MATH-1108 or MATH-108.*

# Emergency Medical

**EM-1100 EMT-Basic Lecture (6.00 cr.)**

Follows the DOT National Standards Curriculum pertaining to EMT-Basics. Includes medical injuries and illness encountered in emergency situations. Learn to recognize symptoms and apply treatment for stabilization of the patient at the emergency scene, while moving the patient to and from the emergency vehicle and while en route to definitive care. *Class (6.00). Equivalent to EM-1101, EM-100. Prerequisites: take EM-1134, ENGL-1122, MATH-0054, EM-134, MATH-102, ENGL-151 or COMM-122. Corequisite courses: EM-1101.*

**EM-1101 EMT-Skills Lab (1.00 cr.)**

The laboratory component teaches procedures necessary for the care of sick and injured patients, including patient assessment, airway management, medical and traumatic patient emergency treatment, obstetrics and ambulance operations. Includes 10 hours of clinical experience that coordinates with the level of course work taught in the classroom and lab. *Lab (3.00). Equivalent to EM-100, EM-1100. Prerequisites: take EM-1134, ENGL-1122, MATH-0054, EM-134, MATH-102, COMM-122 or ENGL-151. Corequisite courses: EM-1100.*

**EM-1102 Emergency Vehicle Defensive Driving (1.00 cr.)**

Instruction and practice towards the principles and practices of defensive driving particularly as it relates to emergency vehicles operating under emergency conditions. *Class (1.00), Lab (2.00). Equivalent to EM-102.*

**EM-1105 CPR for the Community (0.50 cr.)**

Practical course for lay persons in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. An American Safety and Health Institute CPR card will be issued upon successful completion of the course. *Lab (1.50). Equivalent to EM-108.*

**EM-1106 Standard First Aid (0.50 cr.)**

A practical course for laypersons in recognition of emergency care procedures for standards First Aid principles and practices. An American Safety and Health Institute First Aid card will be issued upon successful completion of the course. *Lab (1.50). Equivalent to EM-134, HC-114.*

**EM-1108 CPR/First Aid (1.00 cr.)**

A practical course for laypersons in recognition of emergency care procedures for victims of cardiac arrest and respiratory emergencies as well as First Aid principles and practices. An American Safety and Health Institute CPR and First Aid Card will be issued upon successful completion of the course. *Lab (3.00).*

**EM-1109 Advanced EMT (7.00 cr.)**

Includes medical injuries and illness encountered in emergency situations. Learn to recognize symptoms and apply treatment for stabilization of patient at the emergency scene, while moving the patient to and from the emergency vehicle and while en route to definitive care. Understand the pathophysiology of intravenous fluid administration and the skill required to initiate venipuncture techniques. The course includes 10 hours of clinical experience. The laboratory component teaches procedures necessary for the care of sick and injured patients, including patient assessment, airway management, medical and traumatic patient emergency treatment, obstetrics and ambulance operations. *Class (5.00), Lab (4.00). Equivalent to EM-119. Prerequisites: take EM-1134 or EM-134.*

**EM-1134 CPR Professional/First Aid for Health Care Professionals (1.00 cr.)**

A practical course for health care professionals in recognition of emergency care procedures for victims of cardiac arrest and respiratory emergencies as well as first aid principles and practices. An American Safety & Health Institute Professional CPR and First Aid card will be issued upon successful completion of the course. *Lab (3.00).*

**EM-1276 EMT-Basic Test Preparation (2.00 cr.)**

Develops student study skills, test taking skills and a review of medical injuries and illness. The student will review symptoms and treatments for stabilizing the patient at an emergency scene. *Class (1.00), Lab (3.00). Equivalent to EM-276. Prerequisites: take EM-1100, EM-1101 or EM-100.*

**EM-2101 Paramedic Practicum I (1.00 cr.)**

Hospital clinical experience coordinated with the course work taught in the classroom. Define the field of emergency medicine and the technical skills needed to function in a professional manner, explore personal skills and develop them in the work arena, and become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement. *Lab (7.00). Equivalent to EM-101. Prerequisites: take EM-1100, EM-1101, MATH-1113, ENGL-1122, EM-100, MATH-113, MATH-111, MATH-112, COMM-122 or ENGL-151. Corequisite courses: EM-2102, EM-2107.*

**EM-2102 Paramedic Lab Skills I (1.00 cr.)**

Begins with the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis on transition from EMT to EMT-Paramedic skills.

*Lab (3.00). Equivalent to EM-107, EM-2107.*

*Prerequisites: take EM-1100, ENGL-1122, MATH-1113, EM-100, COMM-122, ENGL-151, MATH-113, MATH-111, MATH-112.*

*Corequisite courses: EM-2101, EM-2107.*

**EM-2107 Paramedic I (6.00 cr.)**

Begins with the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis on transition from EMT to EMT-Paramedic skills.

*Class (6.00). Equivalent to EM-2102, EM-107.*

*Prerequisites: take EM-1100, EM-1101, MATH-1113, ENGL-1122, EM-100, COMM-122, ENGL-151, MATH-113, MATH-111, MATH-112.*

*Corequisite courses: EM-2101, EM-2102.*

**EM-2110 Paramedic II (6.00 cr.)**

Study of the DOT National Standards Curriculum pertaining to the Paramedic level. This includes the study of pathophysiology, symptomatology, and treatment of select medical/surgical conditions. Major emphasis on EMT-Paramedic Theory.

*Class (6.00). Equivalent to EM-110, EM-2112.*

*Prerequisites: take EM-2101, EM-2102, EM-2107, EM-101, EM-107.*

*Corequisite courses: EM-2111, EM-2112.*

**EM-2111 Paramedic Practicum II (1.00 cr.)**

Hospital clinical experience coordinated with the level of course work taught in the classroom. Define the field of emergency medicine and the technical skills needed to function in a professional manner, explore personal skills and develop them in the work arena, and become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement.

*Lab (7.00). Equivalent to EM-111.*

*Prerequisites: take EM-2101, EM-2102, EM-2107, EM-101, EM-107.*

*Corequisite courses: EM-2110, EM-2112.*

**EM-2112 Paramedic Lab Skills II (1.00 cr.)**

Continues the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis on transition from EMT to EMT-Paramedic skills.

*Lab (3.00). Equivalent to EM-2110, EM-110.*

*Prerequisites: take EM-2101, EM-2102, EM-2107, EM-101, EM-107.*

*Corequisite courses: EM-2111, EM-2110.*

**EM-2113 Paramedic Field Practicum III (2.00 cr.)**

Squad experience including assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor.

*Lab (16.00). Equivalent to EM-113.*

*Prerequisites: take EM-2110, EM-2111, EM-2112, EM-110, EM-111.*

*Corequisite courses: EM-2140, EM-2141.*

**EM-2140 Paramedic III (6.00 cr.)**

Continuation of the DOT National Standards Curriculum pertaining to the Paramedic level. This includes the study of pathophysiology, symptomatology, and treatment of select medical/surgical conditions. Major emphasis is on EMT-Paramedic Theory and preparation for the National Registry Examination.

*Class (6.00). Equivalent to EM-140, EM-2141.*

*Prerequisites: take EM-2110, EM-2111, EM-2112, EM-110, EM-111.*

*Corequisite courses: EM-2113, EM-2141.*

**EM-2141 Paramedic Lab Skills III (1.00 cr.)**

Continues the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.

*Lab (3.00). Equivalent to EM-2140, EM-140.*

*Prerequisites: take EM-2110, EM-2111, EM-2112, EM-110, EM-111.*

*Corequisite courses: EM-2113, EM-2140.*

**EM-2202 Advanced Adult and Pediatric Care (1.00 cr.)**

The first portion of this course is designed to meet the needs of practicing coronary care nurses, paramedics or doctors who wish to advance or assess their skills in cardiac life support. Taught by American Safety and Health Institute ACLS instructors. The pediatric portion of this course was developed by the American Academy of Pediatrics to meet the US Department of Transportation National Standards Curriculum for Pediatric Education for the Advanced EMS Provider.

*Class (1.00). Equivalent to EM-202.*

*Prerequisites: take EM-202. Corequisite courses: EM-2140, EM-2141.*

**EM-2277 National Registry Preparation (2.00 cr.)**

Medical injuries and illness encountered in emergency situation and techniques utilized during test taking. Review symptoms and treatments for stabilizing the patient at the emergency scene, moving a victim to or from the emergency vehicle and definitive care to treating facilities.

*Class (2.00). Equivalent to EM-277.*

*Corequisite courses: EM-2140, EM-2141, EM-2113.*

## English

**ENGL-0034 ABLE English Reading & Writing**

Developmental writing and reading course designed to prepare students for college-level English courses.

*Prerequisites: take ABLE-WRITE.*

**ENGL-0044 Fundamental Composition With Reading (4.00 cr.)**

Designed to prepare students to be successful in English Composition I. Develop critical reading skills and increase comprehension and vocabulary skills. Basic writing skills are developed. An integrated approach is used to enable students to transfer knowledge and skills to college, professional, and personal reading and writing tasks. The course does not apply toward graduation requirements but is designed to provide necessary tools for success in college.

*Class (4.00). Equivalent to COMM-044.*

**ENGL-0054 Beginning Composition With Reading (4.00 cr.)**

A developmental course meant to prepare students to be successful in English Composition I. Instructors use an integrated instructional approach that encourages students to practice and develop both reading and writing skills. Through reading, writing and discussion, students will further hone skills that will enable them to both successfully complete all coursework and write a final college-level test essay.

*Class (4.00). Equivalent to COMM-054.*

**ENGL-0121 Beginning Composition (3.00 cr.)**

A developmental course meant to prepare students to be successful in English Composition I. Instructors use instructional approaches that encourage students to practice and develop writing and thinking skills. Through reading, writing, and discussion, students will develop and refine skills that will enable them to both successfully complete all coursework and write a final college-level test essay.

*Class (3.00). Equivalent to COMM-121.*

**ENGL-1104 Job Search Techniques (1.00 cr.)**

Designed to prepare students to take charge of their own career planning. Through self-analysis of talents, preferences and skills, students begin to develop a career plan. Practice the various marketing techniques (job market research, resume and letter writing and interviewing) necessary to obtain the right job.

*Class (1.00). Equivalent to COMM-104, GS-102, COMM-104.*

*Prerequisites: take ENGL-0121 or COMM-12.*

**ENGL-1122 English Composition I (3.00 cr.)**

Focuses on employing rhetorical strategies to craft essays that support and defend ideas in writing; study various methods of development and writing genres for different communications purposes; and organize and unify essay components. Writing as a process will be stressed with emphasis on prewriting and revision. Students will build a portfolio of work throughout the semester then review with the instructor to assess growth as a writer.

*Class (3.00). Equivalent to COMM-122, ENGL-151.*

*Prerequisites: take ENGL-0121 or COMM-121.*

**ENGL-1150 Punctuation and Grammar (2.00 cr.)**

Rules governing English grammar, punctuation and mechanics. Focuses on troublesome areas of grammar and mechanics.

*Class (2.00). Equivalent to COMM-150.*

**ENGL-1152 Research Skills (1.00 cr.)**

Designed to provide more intensive practice in essay writing. Focus on: supporting and defending ideas in writing; analyzing and debating the arguments of others; selecting source material to use in your own argumentative essay; and the presentation of academic articles. The course consists of two essays and the reading and response of academic articles.

*Class (1.00). Equivalent to ENGL-152.*

*Prerequisites: take ENGL-1122, COMM-122.*

**ENGL-2123 English Composition II: Contemporary Issues (3.00 cr.)**

Continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. Emphasis on academic and scholarly research as opposed to information widely available through Internet search engines or commercial publications.

*Class (3.00). Prerequisites: take ENGL-1122, COMM-122.*

**ENGL-2124 English Composition II: Creative Writing (3.00 cr.)**

Continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. Emphasis on academic and scholarly research as opposed to information widely available through Internet search engines or commercial publications.

*Class (3.00). Prerequisites: take ENGL-1122, COMM-122.*

**ENGL-2125 English Composition II: Music and Culture (3.00 cr.)**

Continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. Emphasis on academic and scholarly research as opposed to information widely available through Internet search engines or commercial publications.

*Class (3.00). Prerequisites: take ENGL-1122, COMM-122.*

**ENGL-2126 English Composition II: Nature Readings (3.00 cr.)**

Continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. Emphasis on academic and scholarly research as opposed to information widely available through Internet search engines or commercial publications.

*Class (3.00). Prerequisites: take ENGL-1122, COMM-122.*

**ENGL-2223 Business Writing (3.00 cr.)**

Emphasizes skills necessary to write effectively in an office, in industry, business, government and/or services. Includes basic principles and formats used in writing letters, memos, and research reports and library methods and documentation style. Job search skills will also be reviewed and evaluated such as resumes and cover letters.

*Class (3.00). Equivalent to COMM-123A, COMM-124A.*

*Prerequisites: take ENGL-1122, COMM-122.*

**ENGL-2225 Technical Writing (3.00 cr.)**

Organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written documents. Assignments will include audience analysis, purpose, and format appropriate for letters, memos, reports and other documents used in technical areas.

*Class (3.00). Equivalent to COMM-225.*

*Prerequisites: take ENGL-1122, COMM-122.*

**ENGL-2253 American Literature I (3.00 cr.)**

Introduction to American literary history from a recognized period of commencement (1624) to the close of the antebellum era of the mid-nineteenth century (1860). Students will consider historical events in light of their general impact on writers of the time and look at how those writers influenced political, social, and cultural developments. Important literary movements and a range of genres will be discussed and analyzed through a series of close readings and critical discussions.

*Class (3.00). Equivalent to ENGL-253.*

*Prerequisites: take ENGL-1122 or COMM-122.*

**ENGL-2255 American Literature II (3.00 cr.)**

A selection of important work is examined as students explore relationships between mid-nineteenth and twentieth century American literature to other related aspects of American life, specifically with regard to the subjects of philosophy, race, and modern culture. New England's Transcendentalist movement, existentialism, the Harlem Renaissance, the Beats and post modern writing are discussed in detail.

*Class (3.00). Equivalent to ENGL-255.*

*Prerequisites: take ENGL-1122 or COMM-122.*

# Equine Science

## **EQSI-1103 Horse Handling and Management (4.00 cr.)**

Introduces the basics of stable management including feeding, grooming, leading and handling of horses, as well as the identification and care of tack related equipment. Management practices used in hours operations and facilities is covered as well as buying horses, cost of health care, feeding, worming, buildings, fencing and equipment used, and cost saving decisions.

*Class (2.00), Lab (6.00).*

## **EQSI-1110 Wilderness Riding I (3.00 cr.)**

Development of confidence and skills needed in the basics of proper horse care and horsemanship to include: how to safely handle, groom, saddle and bridle and care for before and after riding the working trail horse. Riding instruction focuses on proper mounting, center balance and skills needed to ride in a wilderness trail setting.

*Class (2.00), Lab (3.00).*

*Prerequisites: take EQSI-1103, EQSI-103, EQSI-201.*

## **EQSI-1112 Equine Health Care I (3.00 cr.)**

Basic health care for horses including vaccinations, parasite control and preventative health care. Common diseases and lameness will also be covered.

*Class (2.00), Lab (2.00). Equivalent to EQSI-112.*

*Prerequisites: take EQSI-1103, EQSI-103, EQSI-201.*

## **EQSI-1113 Equine Nutrition & Supplements (2.00 cr.)**

Covers feeds and feeding of the equine at all ages and levels of performance.

*Class (2.00). Equivalent to EQSI-113.*

## **EQSI-1115 Wilderness Riding II (3.00 cr.)**

Designed to advance previously learned skills in Wilderness I and to polish riding skills needed to safely handle the horse in more difficult trail situations.

*Class (2.00), Lab (3.00). Equivalent to EQSI-115.*

*Prerequisites: take EQSI-1110, EQSI-110, EQSI-115.*

## **EQSI-1116 Equine Anatomy & Conformation (3.00 cr.)**

Covers the structure and function of the anatomical systems of the horse. Covers equine conformation relative to function and soundness.

*Class (2.00), Lab (2.00).*

## **EQSI-1118 Horseshoeing I (3.00 cr.)**

Skills necessary to replace a lost shoe on the back country trail. Lecture covers basic horse leg anatomy, horseshoes, nails and lameness problems and the history of horseshoeing. Laboratory practice in shaping horseshoes cold and shoeing horses.

*Class (2.00), Lab (3.00). Equivalent to EQSI-210.*

*Prerequisites: take EQSI-1103, EQSI-103, EQSI-201.*

## **EQSI-1130 Farm Equipment & Maintenance (2.00 cr.)**

Safety maintenance and operation of tractors, light trucks, horse trailers, and many types of farm implements used in horse barn facilities.

*Class (1.00), Lab (3.00). Equivalent to EQSI-130.*

## **EQSI-1135 Forging I (3.00 cr.)**

Skills necessary to use a gas forge. Includes heating process of steel and heat treatments. Laboratory practice in tool making, metallurgy, shoe making and different types of hammer blows.

*Class (2.00), Lab (3.00). Equivalent to EQSI-135.*

*Prerequisites: take EQSI-1118 or EQSI-210. Corequisite courses: EQSI-1215.*

## **EQSI-1150 Leathercraft (2.00 cr.)**

Covers basic leather working skills including cutting, sewing, color alteration, repair, tooling and stamping through the design and construction of leather projects.

*Lab (6.00).*

## **EQSI-1160 Equine Massage I (3.00 cr.)**

Origin and philosophy of equine massage with major emphasis on the physiological benefits of equine massage and the proper approach, assessment and application of massage techniques.

*Class (2.00), Lab (3.00). Equivalent to EQSI-160.*

*Prerequisites: take EQSI-1103, EQSI-1116, EQSI-103, EQSI-201, EQSI-116, ESS1-262.*

## **EQSI-1201 Horse Management (1.00 cr.)**

Management practices used in hours operations and facilities is covered as well as buying horses, cost of health care, feeding, worming, buildings, fencing and equipment used, and cost saving decisions.

*Class (0.50), Lab (1.50).*

*Prerequisites: take EQSI-1118 or EQSI-210.*

## **EQSI-1215 Horseshoeing II (3.00 cr.)**

Studies cold keg-shoeing techniques, barefoot trimming and using the X,Y,Z of balancing. Lecture covers business plan, financial and horse record-keeping aspects of operating a shoeing business. Shoeing with pads and shoeing with toe and quarter clips.

*Class (2.00), Lab (3.00). Equivalent to EQSI-215.*

*Prerequisites: take EQSI-1118. Corequisite courses: EQSI-1135.*

## **EQSI-2161 Equine Massage II (3.00 cr.)**

Enhances previously learned equine massage skills acquired from Equine Massage I. Additional training provided to better prepare the student for a professional massage business.

*Class (2.00), Lab (3.00). Equivalent to EQSI-161.*

*Prerequisites: take EQSI-1103, EQSI-1116, EQSI-1160, EQSI-103, EQSI-201, ESS1-116, EQSI-262, EQSI-160.*

## **EQSI-2200 Horse Packing (3.00 cr.)**

Basic skills in packing horses and mules and basic repair of harness and tack.

*Class (2.00), Lab (3.00). Equivalent to EQSI-200.*

*Prerequisites: take EQSI-1110, EQSI-110, EQSI-115.*

## **EQSI-2211 Equine Employment (2.00 cr.)**

Helps the student to make career choices in the equine industry and have an understanding of related education and training requirements. Develops the student's job search techniques, writing resumes, references, cover letters, thank you letters and interviewing practices.

*Class (2.00). Equivalent to EQSI-111.*

**EQSI-2212 Equine Health Care II (3.00 cr.)**

Advanced studies of horse related diseases, parasites, identification methods, vaccination, treatment and medications. Acupressure and alternative therapies will be covered.

*Class (2.00), Lab (3.00). Equivalent to EQSI-123.*

*Prerequisites: take EQSI-1112 or EQSI-112.*

**EQSI-2216 Horseshoeing III (3.00 cr.)**

Developing advanced hot shoeing techniques (hot-fitting, hot seating and shoeing with toe and quarter clips), using the dynamic PBM (Proper Balance & Movement) techniques of trimming. We will also be studying the many types of shoes for the performance horse.

*Class (2.00), Lab (3.00). Equivalent to EQSI-216.*

*Prerequisites: take EQSI-1215 or EQSI-215.*

**EQSI-2217 Equine Anatomy & Physiology (3.00 cr.)**

The skeleton, muscular, respiratory, cardiovascular, digestive, urinary, nervous, endocrine and reproductive systems are studied and cross referenced to determine soundness and conformation.

*Class (2.00), Lab (3.00). Equivalent to EQSI-117.*

*Prerequisites: take EQSI-1116, BIOS-1103, EQSI-116, EQSI-262, EQSI-103.*

**EQSI-2220 Trail Maintenance & Primitive Tools (2.00 cr.)**

Proper care, maintenance and safe operation of non-powered tools in the backcountry. Additionally, basic skills needed to develop and maintain multiple-use trails will be applied. New forest service guidelines will be used to cover design, construction and maintenance of high-use, low-impact trail systems.

*Class (1.00), Lab (3.00).*

**EQSI-2223 Animal Acupressure Online (2.00 cr.)**

Overview of the theoretical foundations of Traditional Chinese Medicine (TCM) including the fundamental components of TCM as applied to Animal Acupressure, including Meridian Theory, Acupoint Theory, and 5 Element Theory.

*Class (2.00). Corequisite courses: EQSI-2224.*

**EQSI-2224 Equine Acupressure I (2.00 cr.)**

Equine acupressure concepts and theory; methods of observation; acupoint and meridian systems hands-on experience. Upon completion of all required course work, the participant will receive a Certificate of Completion, Introduction to Equine Acupressure & Traditional Chinese Medicine Level 1 from "Tallgrass Animal Acupressure Institute."

*Class (1.00), Lab (3.00). Equivalent to EQSI-124.*

*Prerequisites: take EQSI-1103, EQSI-1116, EQSI-103, EQSI-201, EQSI-116, EQSI-262.*

**EQSI-2225 Campus Park Patrol - Capstone - SL/CR (3.00 cr.)**

Emphasizes safely handling horses in traffic, around crowds, children and exhibiting professional skills while interacting with horses and the public in a variety of situations. This is one of three possible capstone courses for the Wilderness Horse degree.

*Class (1.00), Lab (6.00). Equivalent to EQSI-225.*

*Prerequisites: take EQSI-1115 or EQSI-115.*

**EQSI-2229 Equine Business & Marketing (3.00 cr.)**

Effective marketing techniques for the equine industry, including news releases and brochures. Explore how to build a private business in the equine industry including the developing of a business plan, financial management, accounting, customer service, human resource management, analysis of business risks and meeting industry standards.

*Class (2.00), Lab (2.00).*

*Prerequisites: take EQSI-1103, EQSI-103, EQSI-201.*

**EQSI-2230 Team Driving (2.00 cr.)**

Introduces the basics of using horses and mules in harness, singularly and as a team. Training, handling and hitching of horses are included.

*Class (1.00), Lab (3.00). Equivalent to EQSI-230.*

*Prerequisites: take EQSI-1103, EQSI-103, EQSI-201.*

**EQSI-2232 Equine Acupressure II (2.00 cr.)**

Equine acupressure concepts and meridian system review, hands-on point work for specific conditions, case studies required. Upon completion of all required work, the participant will receive a Certificate of Completion, Equine Acupressure Level II from "Tallgrass Animal Acupressure Institute."

*Class (1.00), Lab (3.00). Equivalent to EQSI-132.*

*Prerequisites: take EQSI-2224 or EQSI-124.*

**EQSI-2236 Forging II (3.00 cr.)**

Skills necessary to build handmade creased shoes with many different alterations (clips, heel caulks, square toes) and properly apply them to the horse. Laboratory practice in different types of shoe making.

*Class (2.00), Lab (3.00). Equivalent to EQSI-136.*

*Prerequisites: take EQSI-1215, EQSI-1135, EQSI-215, EQSI-135.*

*Corequisite courses: EQSI-2216.*

**EQSI-2240 Colt Training (Capstone) (3.00 cr.)**

Methods used to train trail and pack horses. Covers halter breaking to round pen training. Teach horses how to load into trailers, how to accept bits and saddles and how to perform as mountain trail horses. Emphasis is placed on completing training for a started colt and working with a problem horse. This is one of three possible capstone classes for the Wilderness Horse Degree.

*Class (1.00), Lab (6.00). Equivalent to EQSI-240.*

*Prerequisites: take EQSI-1103, EQSI-103, EQSI-201.*

**EQSI-2250 Teaching Horseback Riding (3.00 cr.)**

The major objective of the course is safety. Good horse management, effective programming, and creative teaching methods, which are appropriate for wilderness riding as well as ring work, are stressed without sacrificing safety, skills or fun.

*Class (1.00), Lab (6.00). Equivalent to EQSI-250.*

*Prerequisites: take EQSI-1115 or EQSI-115.*

**EQSI-2251 Therapeutic Ridings (1.00 cr.)**

Introduces different methods of communication to persons with developmental disabilities. By using the horse it will help increase physical, mental, and emotional well-being.

*Class (1.00)*

*Prerequisites: take EQSI-2250. Corequisite courses: EQSI-2250.*

**EQSI-2255 Advanced Packing & Wilderness Skill (4.00 cr.)**

Nine days of intensive training as a wilderness trail maintenance crew member for the U.S. Forest Service. Students transport their horse and pack mules to a western wilderness area and spend six days packing into the wilderness where they practice skills required of wilderness rangers. The course is designed as a cooperative practicum with the National Park Service and the U.S. Forest Service.

*Class (1.00), Lab (9.00). Equivalent to EQSI-255.*

*Prerequisites: take EQSI-1110, EQSI-1118, EQSI-2200, EQSI-110, EQSI-115, EQSI-210, EQSI-200.*

**EQSI-2258 Corrective Shoeing-Gait Analyses (5.00 cr.)**

Provides the student with the knowledge, skills and techniques of trimming and shoeing horses with common foot problems, including: founder, Navicular Syndrome, abscesses, and many other lameness's. Also includes the gait and stance of the lame horse.

*Class (6.00), Lab (6.00). Equivalent to EQSI-258.*

*Prerequisites: take EQSI-1135, EQSI-2216, EQSI-216, EQSI-135.*

**EQSI-2267 Equine Reproduction & Foaling (Capstone) (5.00 cr.)**

Covers the breeding soundness exam through pregnancy & foaling, including stallion management, collection and evaluation of semen and artificial insemination. Includes hands-on experience with the broodmare before during and after the birth of the foal.

*Class (3.00), Lab (6.00).*

*Prerequisites: take EQSI-1103, EQSI-1112, EQSI-2217, EQSI-103, EQSI-201, EQSI-112, EQSI-117. Corequisite courses: EQSI-2212.*

**EQSI-2291 Equine Aromatherapy (2.00 cr.)**

Introduction to aromatherapy, and how to safely use essential oils. Covers different application techniques to include equine acupressure with essential oils. Upon completion of all required coursework, the participant will receive a Certificate of Completion, Equine Aromatherapy from "Tallgrass Animal Acupressure Institute."

*Class (1.00), Lab (3.00). Equivalent to EQSI-133.*

*Prerequisites: take EQSI-1103, EQSI-1116, EQSI-2224, EQSI-103, EQSI-201, EQSI-116, EQSI-262, EQSI-124.*

**EQSI-2296 Equine Science Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

*Class (1.00), Lab (7.00). Equivalent to EQSI-296.*

# Equipment Operations

**ERT-1100 Survey Concepts/Blueprint Reading (2.00 cr.)**

How maps and surveys are made and used, including how to plot traverses from field notes using heading and distances; how to gather surveying information; how to read and comprehend blueprints.

*Class (1.00), Lab (3.00). Equivalent to ERT-100.*

**ERT-1101 Equipment Operations I (6.00 cr.)**

Beginning level knowledge and skills with an emphasis on communication and safety in heavy equipment operation. Includes pre-start maintenance and service on each piece of equipment and various dozer and excavator operations techniques. The functions and importance of the gauges, indicator lights, and safety warning devices will be explained and tested in the field.

*Class (2.00), Lab (12.00).*

**ERT-1102 Equipment Operations II (6.00 cr.)**

Recognition and assessment of overhead and underground hazards and the purpose of the Ohio Utilities Protection Service will be addressed. Instruction and demonstration in proper transmission use and safe sloping and benching of excavations using OSHA standard guidelines will be covered in class and in the field. Practical benefits of team effort and cooperation will be explained and encouraged.

*Class (2.00), Lab (12.00).*

*Prerequisites: take ERT-1101 or ERT-101.*

**ERT-1107 Heavy Equipment Maintenance & Repair I (2.00 cr.)**

Basic concepts of preventive maintenance, and minor repair procedures for heavy equipment are introduced. Provides hands-on experience in performing equipment repair in the field, including how to troubleshoot problems systematically. Inspection procedures of cooling and fuel systems are conducted.

*Class (1.00), Lab (3.00). Equivalent to ERT-107.*

**ERT-1108 Heavy Equipment Maintenance & Repair II (2.00 cr.)**

Intermediate procedures for troubleshooting heavy equipment problems in the field. Changing and disposal of fluids and filters. Identification and diagnosis of electrical components and use of wiring diagrams. Inspection of lubrication systems.

*Class (1.00), Lab (3.00). Equivalent to ERT-108.*

*Prerequisites: take ERT-1107 or ERT-107.*

**ERT-1110 Construction Basics (2.00 cr.)**

Formulas and calculations needed most when working on site construction including calculations associated with moving equipment such as figuring grades, slopes, resistant and material weights.

*Class (0.50), Lab (4.50). Equivalent to ERT-110.*

**ERT-1111 Diesel/Gas/Small Engine Repair (2.00 cr.)**

Covers routine maintenance and light repair of two and four cycle internal combustion engines.

*Class (1.00), Lab (3.00). Equivalent to ERT-111.*

**ERT-1121 Welding (2.00 cr.)**

Covers general methods of welding, oxyacetylene, brazing, soldering, ARC, TIG, MIG and Heliarc. Typical operations such as butt, lap, filler and vee welds are demonstrated.

*Class (1.00), Lab (3.00). Equivalent to ERT-121.*

**ERT-1125 Heavy Equipment Safety (2.00 cr.)**

The essentials of safety standards and practices for employees and employers, using heavy equipment and other tools of the trade within the construction industry. The Occupational Safety and Health Administration's published regulations are used as the basis for teaching hazard recognition, hazard elimination and/or prevention in the workplace.  
*Class (2.00). Equivalent to ISE-203.*

**ERT-1175 CDL Preparation (1.00 cr.)**

Prepares the student to sit for both the written and in-vehicle portions of the State of Ohio Commercial Drivers License examination. Teaches various techniques and safe driving practices for commercial vehicles and includes hands-on experience in proper service, maintenance, operation and safety of a commercial vehicle.  
*Class (1.00). Equivalent to ERT-175.*

**ERT-1177 Commercial Driver's License 200 Hour (5.00 cr.)**

Prepares the student to sit for both the written and in-vehicle portions of the Commercial Drivers License examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes hands-on experience in proper service, maintenance, operation and safety of a commercial vehicle.  
*Lab (12.00), Class (1.00).*

**ERT-2201 Construction Business Management (2.00 cr.)**

Review and examination of steps that are needed to start and build a private business in the construction industry. Skills include developing a business plan, financial plan and marketing plan. Students also learn skills related to customer service and human resource management and work with S.B.D.C. and other start up agencies.  
*Class (1.00), Lab (3.00). Equivalent to ERT-201.*

**ERT-2203 Equipment Operations III (6.00 cr.)**

The safe loading and unloading of equipment from equipment hauling trailers will be detailed and practiced on site. The setup and use of grade checking equipment will be covered in classroom and field situations and continued emphasis on safe equipment operation and more opportunities to observe and practice leadership in field operation and maintenance situations. Procedures for increased productivity and environmental responsibilities in all phases of earth moving and safe, efficient practices for retrieving disabled equipment.  
*Class (2.00), Lab (12.00). Prerequisites: take ERT-1102, ERT-102, ERT-103.*

**ERT-2204 Equipment Operations IV (6.00 cr.)**

Troubleshooting skills in mechanical and production problems in field situations with opportunities for supervised leadership scenarios in safety and operational tasks. Contribute observations of onsite safety and performance during daily post work discussions. The student will be expected to complete a capstone project that combines and showcases the various skills and acquired techniques throughout the previous levels and other classes in the Heavy Equipment Management Program.  
*Class (2.00), Lab (12.00). Prerequisites: take ERT-2203 or ERT-204.*

**ERT-2209 Heavy Equipment Maintenance & Repair III (2.00 cr.)**

Advanced use of heavy equipment field and shop tools and diagnostic equipment. Inspection of drive train components and brake systems. Replacement of hydraulic hoses and lines.  
*Class (1.00), Lab (3.00). Equivalent to ERT-109. Prerequisites: take ERT-1108 or ERT-108.*

**ERT-2215 Job Appraisal and Bidding (2.00 cr.)**

Site analysis to determine job costs, work with code enforcement officials and retailers to determine material prices, and preparation of bids which will generate a profit on the project.  
*Class (1.00), Lab (3.00). Equivalent to ERT-215.*

**ERT-2294 Equipment Operations Cooperative/Apprentice (6.00 cr.)**

Cooperative work experience provides students with an opportunity to apply previously learned concepts and practices in a work situation. It also allows participants to acquire on the job training, and become familiar with the cooperating agency and its operations.  
*Class (2.00), Lab (40.00). Equivalent to ERT-294A. Prerequisites: take ERT-1101, ERT-1102, ERT-102, ERT-103.*

## English Support

**ESL-1107R ESL Special Topics Reading - Level 1 (1.00-5.00 cr.)**

Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.  
*Class (1.00).*

**ESL-1108G ESL Special Topics: Grammar (1.00-5.00 cr.)**

Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.  
*Class (1.00).*

**ESL-1109W ESL Special Topics: Writing (1.00-5.00 cr.)**

Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.  
*Class (1.00).*

**ESL-1110C ESL Special Topics: Conversation (1.00-5.00 cr.)**

Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.  
*Class (4.00).*

**ESL-1111R ESL Reading-Level 1 Introduction (5.00 cr.)**

An introductory course for students for whom English is a second language. Strongly emphasizes survival recognition and understanding of textual material by study and practice of common and emergency vocabulary as well as the introduction of basic reading comprehension through the use of selected beginning reading materials.  
*Class (5.00).*

**ESL-1112G ESL Grammar - Level 1 Introduction (4.00 cr.)**

An introductory course for students for whom English is a second language. Strongly emphasizes survival recognition, understanding and use of the most basic grammatical structures as well as the introduction of beginning English grammatical structures.

*Class (4.00).*

**ESL-1113W ESL Writing - Level 1 Introduction (4.00 cr.)**

Introductory course for the student for whom English is a second language. Strongly emphasizes survival recognition, understanding and use of the most basic writing skills as well as the introduction of basic English grammatical structures through structured writing practice.

*Class (4.00).*

**ESL-1114C ESL Conversation - Level 1 Introduction (5.00 cr.)**

Introductory course for the student for whom English is a second language. Strongly emphasizes survival recognition, understanding and use of the most basic oral/aural conversation skills and listening comprehension through the study and structured practice of common and emergency vocabulary, basic pronunciation of spoken American English, listening exercises, conversations and dialogues.

*Class (5.00).*

**ESL-1117R ESL Special Topics Reading Level 2 Beginning (1.00-5.00 cr.)**

Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1118G ESL Special Topics Grammar Level 2 Beginning (1.00-5.00 cr.)**

Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1119W ESL Special Topics Writing Level 2 Beginning (1.00-5.00 cr.)**

Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1120C ESL Special Topics Conversation 2 (1.00-5.00 cr.)**

Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1121R ESL Reading - Level 2 Beginning (5.00 cr.)**

A beginning course for students for whom English is a second language. Strongly emphasizes recognition and understanding of textual material by study and practice of common and emergency vocabulary as well as development and strengthening of basic reading comprehension through the use of selected beginning-level reading materials.

*Class (5.00).*

**ESL-1122G ESL Grammar - Level 2 Beginning (4.00 cr.)**

A beginning course for the student for whom English is a second language. Strongly emphasizes recognition and understanding of the most basic grammatical structures as well as development and strengthening of the beginning English grammatical structures.

*Class (4.00).*

**ESL-1123W ESL Writing - Level 2 Beginning (4.00 cr.)**

A beginning course for students for whom English is a second language. Strongly emphasizes recognition, understanding and use of the most basic writing skills as well as the development and strengthening of beginning English grammatical structures through structured writing practice.

*Class (4.00).*

**ESL-1124C ESL Conversation Level 2 Beginning (5.00 cr.)**

A beginning course for students for whom English is a second language. Strongly emphasizes recognition, understanding and use of the most basic oral/aural conversation skills and listening comprehension through the study and structured practice of common vocabulary, conversational forms and the pronunciation of spoken American English. This practice may also include listening for academic purposes.

*Class (5.00).*

**ESL-1127R ESL Special Topics Reading Level 3 Low (1.00-5.00 cr.)**

Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (4.00).*

**ESL-1128G ESL Special Topics Grammar Level 3 Low (1.00-5.00 cr.)**

Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (4.00).*

**ESL-1129W ESL Special Topics Writing Level 3 Low (1.00-5.00 cr.)**

Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (4.00).*

**ESL-1130C ESL Special Topics Conversation Level 3 (1.00-5.00 cr.)**

Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (4.00).*

**ESL-1131R ESL Reading - L3 Low Intermediate (5.00 cr.)**

A low-intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of reading comprehension and critical analysis and understanding of textual material and vocabulary word families through the use of selected reading text that introduces an increasing focus on academic content.

*Class (5.00).*



**ESL-1132G ESL Grammar - Level 3 Low Intermediate (4.00 cr.)**

A low-intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of intermediate English grammatical structures that begins to focus on academic grammar use.

*Class (4.00).*

**ESL-1133W ESL Writing - Level 3 Low Intermediate (4.00 cr.)**

A low-intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills using intermediate English grammatical structures. Includes an increasing focus on critical analysis in basic academic types of writing.

*Class (4.00).*

**ESL-1134C ESL Conversation Level 3 Low Intermediate (5.00 cr.)**

A low- intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of listening and speaking skills (includes conversation and listening comprehension for academic purposes) using intermediate English grammar structures, common and specific academic vocabulary, conversational forms and the pronunciation of spoken American English.

*Class (1.00).*

**ESL-1137R ESL Special Topics Reading Level 4 High (1.00-5.00 cr.)**

High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1138G ESL Special Topics Grammar Level 4 High (1.00-5.00 cr.)**

High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1139W ESL Special Topics Writing Level 4 High (1.00-5.00 cr.)**

High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1140C ESL Special Topics Conversation 4 (1.00-5.00 cr.)**

High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1141R ESL Reading - Level 4 High Intermediate (5.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes the strengthening of reading comprehension and critical analysis through the use of selected reading text(s) that focus on reading with academic content, learning through reading, and an academic study-reading approach.

*Class (5.00).*

**ESL-1142G ESL Grammar - Level 4 High Intermediate (4.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes strengthening of intermediate English grammatical structures that focus on academic grammar use.

*Class (4.00).*

**ESL-1143W ESL Writing - Level 4 High Intermediate (4.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes strengthening of academic writing skills, editing, and critical analysis.

*Class (4.00).*

**ESL-1144C ESL Conversation Level 4 High Intermediate (5.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes strengthening of spoken American English pronunciation skills through developing accurate listening and speaking skills that incorporate English grammatical structures, common and specific academic vocabulary and conversational forms.

*Class (1.00).*

**ESL-1147R ESL Special Topics Reading Level 5/Advanced (1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1148G ESL Special Topics Grammar Level 5/Advanced (1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required

*Class (1.00).*

**ESL-1149W ESL Special Topics Writing Level 5/Advanced (1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1150C ESL Special Topics Conversation 5 (1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.

*Class (1.00).*

**ESL-1151R ESL Reading - Level 5 (5.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of reading comprehension and critical analysis through the use of selected reading text(s) that focus on learning and using an academic study-reading approach.

*Class (5.00).*

**ESL-1152G ESL Grammar - Level 5 (4.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of English grammatical structures in academic writing and reading.

*Class (4.00).*

**ESL-1153W ESL Writing - Level 5 (4.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of academic writing skills and critical analysis.

*Class (4.00).*

**ESL-1154C ESL Conversation/Pronunciation Level 5 (5.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of spoken American English pronunciation skills through developing accurate listening and speaking skills that incorporate English grammatical structures, common and specific academic vocabulary and conversational forms.

*Class (5.00).*

**ESL-1155TR TOEFL Preparation Reading - Level 5 (5.00 cr.)**

This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their reading and vocabulary skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic reading and strongly emphasizes the expansion and strengthening of reading and vocabulary skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.

*Class (5.00).*

**ESL-1156TS TOEFL Preparation Speaking - Level 5 (4.00 cr.)**

This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their speaking skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic speaking emphasizes the expansion and strengthening of speaking skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.

*Class (4.00).*

**ESL-1157TW TOEFL Preparation Writing - Level 5 (6.00 cr.)**

This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their writing skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic writing and emphasizes the expansion and strengthening of timed writing skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.

*Class (6.00).*

**ESL-1158TL TOEFL Prep Listening - Level 5 (3.00 cr.)**

This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their listening skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic listening and strongly emphasizes the expansion and strengthening of academic listening skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.

*Class (3.00).*

# Fish Management and Aquaculture

**FMAQ-1110 Fish Culture I (4.00 cr.)**

Basic extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculation systems; fish handling procedures; feeding and inventory practices; water quality parameters, record keeping and applied math. Basic requirements for limnological and water quality and testing for aquaculture, gonadal development, artificial propagation and spawning techniques, egg-taking and hatchery, methods of larval and fry rearing, prophylactic measures pond preparation.

*Class (2.00), Lab (6.00).*

**FMAQ-1115 Hatchery Maintenance-Structure (2.00 cr.)**

Basic concepts of surface maintenance, carpentry, electricity, plumbing and masonry as it applies to fisheries and aquaculture; including use of wood tools. Includes electrical systems and basic wiring, block and brick laying and mixing and pouring concrete. Plus water transport, pipe types, installation and repair.

*Class (1.00), Lab (3.00). Equivalent to FMAQ-115.*

**FMAQ-1119 Hatchery Maintenance-Welding (2.00 cr.)**

Principles and calculations and basic concepts of electric arc and gas welding, brazing and soldering.

*Class (1.00), Lab (3.00). Equivalent to FMAQ-119.*

**FMAQ-2220 Fish Culture II (4.00 cr.)**

Basic extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculation systems; fish handling procedures, feeding and inventory practices; water quality parameters, record keeping and applied math.

*Class (2.00), Lab (6.00).*

*Prerequisites: take FMAQ-1110, FMAQ-110.*

**FMAQ-2221 Introduction to Fish Management (3.00 cr.)**

Covers physical, chemical, biological and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing these factors and techniques of fish sampling are practiced in the laboratory.

*Class (2.00), Lab (3.00). Equivalent to FMAQ-221.*

*Prerequisites: take NRM-2217, BIOS-2268, NRM-217 or BIOS-268.*

**FMAQ-2238 Fish Management (Capstone) (5.00 cr.)**

Methods and techniques used in sampling fish populations and aquatic environments, evaluation and application of fish management techniques. Covers physical, chemical, biological and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing these factors are practiced.

*Class (3.00), Lab (5.00).*

*Prerequisites: take NRM-2217, BIOS-2268, NRM-217 or BIOS-268.*

**FMAQ-2239 Pond Nuisance Control (1.00 cr.)**

Sidcusses, demonstrate and practice methods and techniques used identification, prevention, and management of common aquatic nuisance problems associated with recreational and commercial fish production ponds.

*Class (0.50), Lab (1.50).*

**FMAQ-2240 Fish Health & Aquatic Nuisance Control (4.00 cr.)**

Discuss, demonstrate and practice methods and techniques used in sampling fish populations and aquatic environments. Includes evaluation and application of fish management techniques.

*Class (3.00), Lab (3.00).*

**FMAQ-2296 Fish Management & Aquaculture Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. Allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

*Class (1.00), Lab (7.00). Equivalent to FMAQ-296.*

**FMAQ-2390 Fish Sampling & Assessment (3.00 cr.)**

Discusses, demonstrates and practices methods and techniques used in sampling fish populations and aquatic environments, evaluation and application of fish management techniques.

*Class (1.00), Lab (6.00). Corequisite courses: FMAQ-2221.*

# Forestry

**FOR-1100 Focus on Forestry I (2.00 cr.)**

Introduction to forestry and natural resources career choices, focusing on methods to improve student success including career exploration, networking and personal and professional development.

*Class (2.00). Equivalent to FOR-100.*

**FOR-1101 Focus on Forestry II (1.00 cr.)**

Forestry technical skills enhancement in tree identification, silvics, use of map and compass, and basic tree measurements. Includes writing an effective resume and cover letter and searching for summer employment in Forestry.

*Lab (3.00). Equivalent to FOR-101.*

**FOR-1111 Forest Dendrology (3.00 cr.)**

Identification of woody plants found in the Central Hardwoods region. Use of dichotomous keys. Silvical characteristics, distribution, soil and site requirements, economic uses and other benefits to man are explored. Major forest types and species from other regions of the U.S. are investigated.

*Class (1.00), Lab (6.00). Equivalent to FOR-111.*

**FOR-1112 Forestland Navigation and Mapp (3.00 cr.)**

Tools used in the navigation, mapping, planning, and management of forests and other natural resources. Class (1.00), Lab (5.00). Equivalent to FOR-120.

*Prerequisites: take MATH-1113 or MATH-113.*

**FOR-1123 Forest Measurements (3.00 cr.)**

Accurate quantification of forest resources utilizing tools, mathematical equations and sampling techniques.

*Class (1.00), Lab (6.00). Equivalent to FOR-123.*

*Prerequisites: take MATH-1113, MATH-113.*

**FOR-1124 Forest Ecology (2.00 cr.)**

Covers forest community relationships, synecology and autecology which can be applied to the technical aspects of forestry such as silviculture, mensuration, forest management and timber harvesting.

*Class (1.00), Lab (3.00). Equivalent to FOR-124.*

*Prerequisites: take NRM-1110 or NRM-110.*

**FOR-1125 Forest Soils (2.00 cr.)**

The development, interpretation and mapping of forest soils. Techniques in analyzing physical and chemical properties of soil including problem soils and the impact of forestry practices on soil conditions.

*Class (1.00), Lab (3.00). Equivalent to FOR-125.*

**FOR-1131 Forest Entomology & Pathology (2.00 cr.)**

Insects, diseases and their economic impact on forest, ornamental and street trees, stressing identification and potential control.

*Class (1.00), Lab (3.00). Equivalent to FOR-131.*

**FOR-1132 Forest Products Utilization (1.00 cr.)**

The utilization of products and services of the central hardwood region, including traditional and non-involved flow of goods and services from the forest to the final product. Emphasizes the conversion of hardwood saw logs and pulpwood into finished goods while minimizing waste.

*Lab (3.00). Equivalent to FOR-231.*

**FOR-1149 Basic Wildland Firefighting (2.00 cr.)**

Includes the Basic Fire Fighter S-130 course and the Introduction to Fire Behavior S-190 course developed by the National Wildfire Coordinating Group. The successful participant is eligible for the National Inter-agency Qualifications System Red Card. Includes basic skills required by wildfire fighters, fire organization, use of safety equipment, size up, line construction, use and maintenance of tools. Course S-190 is a prerequisite for all wildfire fighters.

*Class (1.00), Lab (3.00). Equivalent to FOR-149.*

**FOR-2205 Forest Issues and Policy (2.00 cr.)**

Examines environmental issues, policy and law from a scientific viewpoint, with emphasis on the ecological, social and economic factors of a working forest.

*Class (1.00), Lab (3.00). Equivalent to FOR-205.*

**FOR-2210 Forest Mensuration (3.00 cr.)**

Develop the skills necessary for effective field assessment of the forest resource. Accumulated skills developed in previous forestry courses are blended with new skills to produce overall abilities in the art and science of "cruising," an important base skill required of all forest technicians.

*Class (1.00), Lab (6.00). Equivalent to FOR-210.*

*Prerequisites: take MATH-1115, FOR-1112, FOR-1123, FOR-123, FOR-120.*

**FOR-2219 Reforestation & Pesticide App (2.00 cr.)**

Study, planning and application of practices used for controlling woody vegetation with pesticides.

*Class (1.00), Lab (3.00).*

**FOR-2220 Applied Silviculture (3.00 cr.)**

Cultural techniques applied to growing, harvesting and regenerating forest crops in North America.

*Class (1.00), Lab (6.00). Equivalent to FOR-220.*

*Prerequisites: take FOR-1111, FOR-1123, ENGL-1122, FOR-111, FOR-123.*

**FOR-2221 Wildland and Prescribed Fire (3.00 cr.)**

Includes the following National Wildlife Coordinating Group courses which are prerequisite for Wildland Fire Fighters: Basic Firefighter S-130 course; Introduction to Fire Behavior S-190 course; Human Factors on the Fire Line L-180 course and Introduction to the Incident Command I-100. The successful participant is eligible for the National Interagency Qualifications System Red Card. Includes: basic skills required by wildland fire fighters and prescribed burning as a tool in natural resources to achieve forest management objectives.

*Class (2.00), Lab (3.00).*

**FOR-2222 Introduction to Forestry (3.00 cr.)**

Introduction to the field of forestry including the historical, social and economic factors involved with the management of public and private forest lands in the United States.

*Class (2.00), Lab (3.00). Equivalent to FOR-222.*

**FOR-2226 Forest Operations (2.00 cr.)**

Principles of operating a forestry business and basic time study and cost analysis techniques used in a variety of forestry operations.

*Class (1.00), Lab (3.00). Equivalent to FOR-226.*

*Prerequisites: take MATH-1108 or MATH-108.*

**FOR-2230 Forest Management (3.00 cr.)**

Management of upland central and Appalachian hardwood forests. Forest regulation problems are applied to various properties under different economic, social and biological circumstances.

*Class (1.00), Lab (6.00). Equivalent to FOR-230.*

*Prerequisites: take FOR-2210, FOR-2220, FOR-210, FOR-220.*

**FOR-2235 Silviculture Harvesting Applications (2.00 cr.)**

Examines various harvesting systems used to achieve a variety of silviculture objectives. The pros and cons of each are discussed in a classroom setting and during on-site field trips. Proper layout and design of a harvesting operation are included.

*Class (1.00), Lab (3.00). Equivalent to FOR-235.*

*Prerequisites: take FOR-1112 or FOR-120. Corequisite courses: FOR-2220.*

**FOR-2296 Forestry Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

*Class (1.00), Lab (7.00). Equivalent to FOR-296.*

**FOR-2297 Technology Assistant-Forest Management (2.00 cr.)**

Technology/instructor assistance with classroom and lab preparations (before, during and following), special projects, marketing, and field trips.

*Class (1.00), Lab (7.00).*

**FOR-9150 Natural Resources Prescribed Burns (1.50 cr.)**

Prescribed burning as a tool in natural resources to achieve the following forest management objectives: natural regeneration, competition control, hazard reduction and habitat manipulation.

*Class (1.00), Lab (1.50). Equivalent to FOR-150.*

*Prerequisites: take FOR-149.*

# Fire Science

**FS-1102 Emergency Vehicle Defensive Driving (0.50 cr.)**

Instruction and practice revolved around principles and practices of defensive driving particularly as it relates to emergency vehicles operating under emergency conditions.

*Lab (1.50).*

**FS-1110 Firefighter I (5.00 cr.)**

Provides the first phase of training in the fire fighting profession for individuals to work under direct supervision. Includes use of tools and equipment, chemistry of fire, extinguishments and search and rescue techniques. Following successful completion of the course, the student is eligible to test for fire fighting certification through the Ohio Department of Public Safety. This course meets National Fire Protection Association Inc. (NFPA-1001) standards for Fire Fighter I and Ohio Standards for part-time fire fighting.

*Class (6.00), Lab (8.00).*

*Prerequisites: take COMM-121, COMM-054, ENGL-0121, ENGL-0054 or COMM2-COMM.*

**FS-1115 Fire Fighter II (10.00 cr.)**

Provides first phase of training in the fire fighting profession for individuals to work under direct supervision. Includes use of tools and equipment, chemistry of fire, extinguishments, search and rescue techniques. This class prepares individuals to work under minimal direct supervision. Topics include, the introduction of advanced skills in arson detection, investigation, hydrants, standpipes, sprinkler systems, inspections and public education. This course meets National Fire Protection Association, Inc. (NFPA-1001) standards for fire fighting I and II. Additionally, to test for Ohio certification as FFII, the Ohio revised Code 4765-11-13 also requires successful completion of a sixteen-hour emergency vehicle operation course that meets the requirements of NFPA standards 1451 and 1002 as well as documentation of completion of national Incident Management System courses IS-100 and IS-700.

*Class (6.00), Lab (13.00). Equivalent to FS-115.*

**FS-1116 Fire Prevention & Investigation Techniques (3.00 cr.)**

Fundamentals necessary to conduct basic fire and life safety inspections and to recognize basic fire and life safety hazards associated with various occupancies. Meets selected objectives of NFPA Standard 1031, (Professional Qualifications Standard for Fire Inspector, Level 1). Does not replace the Public Safety Services Training Inspector 1 certification. Includes an overview of the fire fighter's responsibilities for determining cause of fire and fire scene procedures.

*Class (2.00), Lab (2.00). Equivalent to FS-116.*

**FS-1131 Ice Rescue (0.25 cr.)**

Ohio Department of Natural Resources Division of Watercraft approved course teaches techniques used in ice rescue. Includes judging ice strengths, how ice is formed, identifying types of ice and the multiple factors which affect ice strength, the study of rescue techniques and hands-on training in the use of recommended equipment.

*Lab (0.25). Equivalent to FS-131.*

**FS-1225 Basic River Rescue (2.00 cr.)**

Theory and practical applications of moving water rescue techniques. Emphasizes laboratory activities. Active participation in organized teams which perform mock river rescues of trapped people in hazardous water situations.

*Class (1.00), Lab (3.00). Equivalent to FS-225.*

**FS-1299 Rope Rescue Techniques (2.00 cr.)**

Recommended for rescue personnel who will be sent down to the injured party. Emphasis on rappelling techniques, safely reaching, securing, stabilizing and packaging the patient for extraction. It is also recommended for rescue personnel who need basic knowledge of all facets of the rescue operation. Intended to build a strong, safe foundation for the student's participation on a high angle rope rescue team.

*Class (1.00), Lab (3.00). Equivalent to EM-128.*

**FS-2253 Fire Hydraulics (3.00 cr.)**

Fireground hydraulics and water supply used to properly calculate pump discharge pressure, fire attack, hose layouts, friction loss, elevation and pressure problems in hose lays. Meets some of the requirements of NFPA 1002, Fire Apparatus Driver/Operator 2003 Edition. The text addresses the objectives listed in the Fire Protection Hydraulics and Water Supply curriculum at the National Fire Academy.

*Class (3.00). Equivalent to FS-253.*

*Prerequisites: take MATH-1108 or MATH-108.*

**FS-2290 Fire/EMT Special Topics (0.25-5.00 cr.)**

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

*Class (5.00).*

# Fitness Training

**FT-1110 Introduction to Fitness (3.00 cr.)**

Components of fitness, major fitness organizations and development of a safe and diverse personal fitness plan.

*Class (2.00), Lab (3.00). Equivalent to FT-110.*

**FT-1120 Yoga for Fitness Management (1.00 cr.)**

Provides students with instruction in Hatha Yoga. Students learn how to identify musculoskeletal imbalances and create an Asana Yogo practice for clients.

*Class (0.50), Lab (1.50).*

**FT-1125 Fitness Testing (SL/CR) (3.00 cr.)**

Covers the five components of fitness: strength, cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Hands-on testing and evaluation by scientific means in accordance with the American College of Sports Medicine (ACSM) guidelines are utilized.

*Class (2.00), Lab (3.00). Equivalent to FT-125.*

*Prerequisites: take FT-1110 or FT-110.*

**FT-1130 Aerobic and Group Exercise (3.00 cr.)**

Advanced program prescriptions designed to enhance aerobic/cardio-respiratory endurance (VO2 max). Includes periodization, cross training, circuits, FITTE and PROVRBS. Students learn how to safety and correctly use and incorporate various aerobic machines, non-machine techniques and group exercise classes.

*Class (2.00), Lab (3.00). Equivalent to FT-130. Prerequisites: take FT-1110 or FT-110.*

**FT-1160 Resistance Training (3.00 cr.)**

Advanced training systems and program prescriptions designed to enhance strength, power endurance and speed. Includes periodization, biomechanics, designing training programs, proper spotting, safety, speed, agility, flexibility, demographic/equipment differences and historical and current theories and principles.

*Class (2.00), Lab (3.00). Equivalent to FT-160.*

*Prerequisites: take FT-1110 or FT-110. Corequisite courses: FT-1110.*

**FT-1500 Officiating Sports (2.00 cr.)**

Introduction to officiating that covers objectives, conduct, communication skills, decision making skills, conflict management, fitness, time management, legal rights and responsibilities, business aspects and career development.

*Class (1.00), Lab (3.00).*

**FT-1501 Officiating Football (1.00 cr.)**

Based on the mechanics devised and endorsed by the national Federation of State High School Association (FSHA) indentifying guidelines, expectations, procedures and responsibilities and pre-post game responsibilities for refereeing football.

*Lab (3.00).*

*Prerequisites: take FT-1500. Corequisite courses: FT-1500.*

**FT-1503 Officiating Basketball (1.00 cr.)**

Based on the mechanics devised and endorsed by the national Federation of State High School Association (FSHA) indentifying guidelines, expectations, procedures and responsibilities and pre-post game responsibilities for refereeing basketball.

*Lab (3.00). Prerequisites: take FT-1500.*

**FT-1504 Officiating Softball (1.00 cr.)**

Based on the mechanics devised and endorsed by the national Federation of State High School Association (FSHA) indentifying guidelines, expectations, procedures and responsibilities and pre-post game responsibilities for refereeing baseball/softball.

*Lab (3.00). Prerequisites: take FT-1500.*

**FT-2201 Group Aerobic Practicum (2.00 cr.)**

Students immerse themselves in the operations and requirements to run, organize and operate a successful group aerobics program. Instructor permission required.

*Class (1.00), Lab (7.00).*

*Prerequisites: take EM-1134, FT-1130, FT-2296, FT-130, EM-134, FT-296C.*

**FT-2210 The Personal Fitness Trainer (3.00 cr.)**

Develops a business and fitness plan required to become a personal fitness trainer. Serves as a template to establish a professional portfolio of required legal, business, equipment and human relations forms and competencies required to succeed as a professional personal trainer.

*Class (2.00), Lab (3.00). Equivalent to FT-210. Prerequisites: take FT-1110 or FT-110.*

**FT-2211 Periodization Programming (3.00 cr.)**

A practical application course in which students will identify traditional and non-traditional Periodization plans, then design a year-long Macrocycle that includes a seven-step needs analysis and all Mesocycles and Microcycles and then formally present the plan to peers and the instructor via PowerPoint presentation.

*Class (2.00), Lab (3.00).*

*Prerequisites: take FT-1130, FT-1160, FT-130, FT-160.*

**FT-2220 Fitness Management (3.00 cr.)**

Applies the business and management principles required for a successful modern fitness facility. Emphasis on customer safety, satisfaction, and retention through prudent operation principles.

*Class (2.00), Lab (3.00). Equivalent to FT-220.*

*Prerequisites: take FT-1130, FT-1160, FT-2210, FT-130, FT-160, FT-210.*

**FT-2230 Certification Preparation (3.00 cr.)**

An intense certification preparation course for the American College of Sports Medicine's (ACSM) Health Fitness Instructor (HFI) and National Strength and Conditioning Association's (NSCA) Certified Personal Trainer (CPT) exams by reviewing knowledge and practical skills and abilities.

*Class (2.00), Lab (3.00). Equivalent to FT-230.*

*Prerequisites: take FT-1125, FT-1130, FT-1160, FT-2210, DT-1102, BIOS-1113, FT-125, FT-130, FT-160, FT-210, DT-102, BIOS-113.*

**FT-2231 Certification Preparation (Part 2) (3.00 cr.)**

National certification preparation course that includes lecture and lab preparation for national certification exams and meets the American Council on Exercise (ACE).

*Class (2.00), Lab (3.00).*

*Prerequisites: take FT-2230 or FT-230.*

**FT-2290 Fitness Management Special Topics (0.25-5.00 cr.)**

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

*Class (5.00). Equivalent to FT-2291, FT-290.*

**FT-2291 Professional Development Field Trip (2.00 cr.)**

Exposes student to fitness jobs/internship opportunities in professional world-class environments while also improving group cohesion, morale, and community and culture awareness while participating in various physical fitness activities and fitness evaluations. (three-four day trip)

*Class (1.00), Lab (3.00). Equivalent to FT-290, FT-2290.*

**FT-2296 Group Exercise & Testing Practicum (3.00 cr.)**

A practical course that integrates previously acquired fitness assessment skills and personal training knowledge to provide a thorough evaluation for establishing a safe and effective exercise program. Nutritional guidance and weight management techniques are included in addition to a two-year periodization plan that safely and successfully progresses each trainee to exceed the minimum fitness standards and improve their overall health and wellness.

*Class (2.00), Lab (7.00). Equivalent to FT-296C.*

*Prerequisites: take FT-1125, FT-1130, FT-1160, FT-2210, FT-125, FT-130, FT-160, FT-210.*

**FT-2298 Directed Practice (3.00 cr.)**

Capstone experience that includes on-site training at a pre-approved site.

*Class (1.00), Lab (30.00). Equivalent to FT-296B.*

*Prerequisites: take FT-1125, FT-1130, FT-2220, FT-2296, FT-2211, FT-2230, BIOS-1114, DT-1102, FT-125, FT-130, FT-220, FT-230, FT-296C, BIOS-114, DT-102.*

**FT-2402 Aqua Specialist Practicum (2.00 cr.)**

Students serve as assistant or works as a lifeguard or pool manager for the duration of one aquatic season or semester immersing themselves in the operations and requirements to run organize and operate a successful aquatics program.

*Class (1.00), Lab (7.00).*

*Prerequisites: take PED-1403, EM-1134, PESS-218, EM-134.*

**FT-2501 Coaching/Organizing Sports Practicum (2.00 cr.)**

An off-campus practicum consisting of a 'sport season' of no less than 12-weeks that is supervised by an approved coach, athletic director or league administrator. Provides student firsthand experience at planning, training and executing a successful sports/athletic program.

*Class (1.00), Lab (7.00).*

**FT-9150 Psychology for Fitness (3.00 cr.)**

Expands on basic concepts learned in introductory psychology to explore theories of personal motivation, the benefits of exercise and on-going research that prepares the fitness and exercise specialist to succeed in diverse settings.

*Class (3.00). Prerequisites: take FT-296A.*

**FT-9200 Exercise Physiology/Kinesiology (3.00 cr.)**

The body's response to exercise and fitness in a variety of settings and conditions for diverse populations. Expands on concepts taught in earlier physiology, fitness and health courses.

*Class (3.00).*

*Prerequisites: take FT-1110, FT-1130, FT-1160, FT-110, FT-130, FT-160.*

## Gaming Design

**GAM-1110 Game Design and Production (2.00 cr.)**

Introduction to the principles of computer game design in terms of game structure and playability. Explores the principles of how a game is constructed in terms of its attractiveness, structure, balance, complexity, addictiveness, originality and graphical style. Includes history and development of game design.

*Class (2.00). Equivalent to GAM-110.*

**GAM-1112 Digital Foundations (4.00 cr.)**

Introduction to digital art, and software packages used throughout the game design process. Builds fundamental 2D conceptual skills, while introducing the basic concepts used in video and animation. Includes: digital painting, concept art, key frame animation, rotoscoping, masking, and compositing. The class will discuss the differences of raster and vector graphics and their benefits and limitations.

*Class (3.00), Lab (3.00).*

**GAM-1130 The Creative Process (3.00 cr.)**

Interdisciplinary studies of the nature of creativity and the techniques used to promote creative thinking. Class discussions, exercises, and experiments, along with audio-visual resources and ongoing studio projects enhance students' personal and professional resourcefulness.

*Class (2.00), Lab (3.00). Equivalent to GAM-130.*

*Prerequisites: take GAM-1112, GAM-112, GAM-130.*

**GAM-1150 Introduction to Maya (3.00 cr.)**

Introduction to Autodesk Maya 3D software that is used for modeling, animation, visual effects and rendering techniques.

*Class (2.00), Lab (3.00). Equivalent to GAM-150.*

*Prerequisites: take GAM-1112, GAM-112, GAM-130.*

**GAM-2160 Introduction to ZBrush (3.00 cr.)**

Introduction to Pixologic's ZBrush and high poly sculpting. Learn to use a Wacom stylus tablet. Includes sculpting, making, sub tools, layers, alpha creation, human anatomy and Maya to ZBrush workflows.

*Class (2.00), Lab (3.00). Equivalent to GAM-160.*

*Prerequisites: take GAM-1150 or GAM-150.*

**GAM-2210 Real-Time Gaming Graphics (3.00 cr.)**

Advanced techniques for optimizing geometry and preparing textures for real-time gaming. Includes texture mip-mapping, UV layouts, image processing, specular maps, height maps, texture baking, alphas, terraforming, levels of detail and other topics.

*Class (2.00), Lab (3.00). Equivalent to GAM-210.*

*Prerequisites: take GAM-1130, GAM-1150, GAM-130, GAM-150.*

**GAM-2230 Game Design Capstone (4.00 cr.)**

Learn to set up and import a character into the UDK. The class will develop a prototype for 3D game using the state-of-the-art Unreal Development Kit. This course allows the students to gain experience working within a team, while allowing each student to focus on the specific aspect(s) of game design that interests them.

*Class (2.00), Lab (6.00). Equivalent to GAM-230.*

*Prerequisites: take GAM-2160 or GAM-160.*

**GAM-2240 Game Design Portfolio Development (2.00 cr.)**

Learn to present work in both digital and print formats. Student will learn how to author a DVD of their work and how to build a portfolio website. Students will also learn about where to look for, and how to apply for jobs in the game industry.

*Class (2.00). Equivalent to GAM-240.*

*Prerequisites: take GAM-2160 or GAM-160.*

# GeoEnvironmental

**GENV-1100 Stream Water Quality Monitoring SL/CR (1.00 cr.)**

This technical service learning course provides physical and chemical water quality data from the Hocking River for use by the state, regional and local environmental, land-use, planning and educational communities. Students function as water quality monitoring group conducting field sampling, laboratory analysis.

*Lab (2.00). Equivalent to NRM-150.*

**GENV-1110 Environmental Laws and Policy (3.00 cr.)**

Overview of important environmental laws such as RECRA, CERCLA, NEPA, and the Clean Water Act, as well as state-level regulations. Consideration given to technical implications of compliance with and agency enforcement of policies. Emphasis on laws and regulation that bear on groundwater and soil contamination issues.

*Class (3.00). Equivalent to GENV-110.*

**GENV-1140 GeoEnvironmental Site Assessment (4.00 cr.)**

Focuses on evaluating site uses and confirming the existence and nature of soil, groundwater and surface water contamination. Includes preparation of a Phase 1 Environmental Assessment report with conclusions regarding potential environmental liability. Culminates with assessment findings and recommendations presented in a professional-style ASTM Phase II Environmental Assessment report.

*Class (2.00), Lab (4.00).*

*Prerequisites: take GENV-1110 or GENV-110.*

**GENV-2114 GeoEnvironmental Careers (1.00 cr.)**

Helps the student to make career choices in the GeoEnvironmental industry and have an understanding of related education and training requirements. Develops the student's job search techniques, writing resumes, references, cover letters, thank you letters and interviewing practices.

*Class (1.00). Equivalent to GENV-100.*

**GENV-2225 OSHA HazWoper Health & Safety (1.00 cr.)**

A safety training course covering protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations included in 29 CFR 1910.120. Required by OSHA for workers at sites where hazardous contaminants may be present.

*Lab (3.00). Equivalent to GENV-111.*

**GENV-2230 GeoEnvironmental Sampling & Monitoring (4.00 cr.)**

A practical course on the fundamentals of sampling, describing, quantifying, analyzing, documenting and depicting the physical and chemical attributes of groundwater, surface water, bedrock, sediment and soil. Includes a comprehensive, practical survey of GeoEnvironment sampling and monitoring techniques and protocols. Emphasis on learning and adopting good field techniques to maintain Quality Assurance and Control for sampling events.

*Class (2.00), Lab (5.00).*

*Prerequisites: take GENV-1110, GEOL-1100, GEOL-1110, GENV-110, GEOL-101 or GEOL-110.*

**GENV-2240 Mineral Resource Management (3.00 cr.)**

Survey of the environmental and safety aspects of the coal and mineral mining, and oil and gas extraction industries. Considers regulation of active mining, oil and gas drilling and production activities, as well as, permitting procedures. Addresses environmental hazards posed by mining and oil and gas drilling activities and reclamation of affected sites.

*Class (2.00), Lab (3.00).*

*Prerequisites: take GENV-1110, GEOL-1100, GENV-110, GEOL-101, GEOL-110, GEOL-1130, GEOL-103.*

**GENV-2280 GeoEnvironmental Subsurface Investigation (3.00 cr.)**

Applies geoEnvironmental techniques and concepts to determine the site-specific extent, level and source of soil, groundwater and/or surface water contamination. Culminates in a professional-style site characterization report with recommendations for cleanup and remediation strategies.

*Class (1.00), Lab (4.00). Equivalent to GENV-280.*

*Prerequisites: take GENV-2230, GENV-2250, GENV-230, GEOL-250.*

**GENV-2296 GeoEnvironmental Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field.

*Class (1.00), Lab (7.00). Equivalent to GENV-296.*

# Geographic Information Systems

**GEO-1100 Introduction to GIS (2.00 cr.)**

Introduction to traditional map information and the basic concepts and uses of Geographic Information Systems. Exercises include the mapping, display, editing, and analysis of spatial data using ArcGIS software.

*Class (1.00), Lab (3.00). Equivalent to GEO-100.*

**GEO-1101 Intermediate GIS (2.00 cr.)**

Technical inner workings of GIS. Students will explore, examine and experience the rules and operations that govern data storage, data analysis and data display.

*Class (1.00), Lab (3.00). Equivalent to GEO-101.*

*Prerequisites: take GEO-1100, GEO-1104, GEO-100, GEO-104.*

**GEO-1102 Introduction to GPS (2.00 cr.)**

History, design, concepts and uses of the Global Positioning System. Exercises include the opportunity to use GPS receivers to navigate, collect, and display positional data and use Pathfinder Office software to correct, and export positional data and create data dictionaries.

*Class (1.00), Lab (3.00). Equivalent to GEO-1105, GEO-102.*

**GEO-1104 Introduction to GPS and GIS (3.00 cr.)**

History, design, concepts and uses of the global positioning system. Exercises include the opportunity to use GPS receivers to navigate, collect, and display positional data and use Pathfinder Office software to correct and export positional data and create data dictionaries. Introduces carrier phase processing. Covers the skills needed to use traditional map information. Basic concepts and uses of Geographic Information Systems as it pertains to government and industry. Exercises included the mapping, display, editing and analysis of spatial data, using ArcGIS software.

*Class (1.00), Lab (6.00). Equivalent to GEO-104.*

**GEO-1105 Heavy Equipment GPS (2.00 cr.)**

Concepts of the Global Positioning System and its history, design and application as it pertains to use in the heavy equipment industry. Students will have an opportunity to collect and evaluate positional data with GPS receivers.

*Class (1.00), Lab (3.00). Equivalent to GEO-1102, GEO-102.*

**GEO-1135 GPS Applications I (3.00 cr.)**

Introduces carrier phase processing. Uses GPS survey units to engage in control and other survey methods.

*Class (1.00), Lab (6.00). Equivalent to GEO-135.*

*Prerequisites: take GEO-1102, GEO-1104, GEO-102 or GEO-104.*

**GEO-2135 GIS & GPS Applications (3.00 cr.)**

Academic projects that stress skills learned in pre-requisite courses. Additionally students select projects in industry areas such as natural resources, utilities, government or businesses.

*Class (1.00), Lab (6.00).*

*Prerequisites: take GEO-1100, GEO-1101, GEO-1102.*

**GEO-2204 Remote Sensing (2.00 cr.)**

Remote sensing as a means of data acquisition for resource analysis and mapping, including a variety of remote sensors that sample wavelengths within the electromagnetic spectrum. Multi-stage sampling of natural resources will be discussed.

*Class (1.00), Lab (3.00). Equivalent to GEO-204.*

**GEO-2205 Geographics Employment Seminar (1.00 cr.)**

Speakers from a variety of agencies and corporations with the growth and human resource needs of the geographics industry participate in this course. Education requirements of prospective employees, projection of job opportunities and methods of applying for specific jobs are covered. Job search on the Internet is stressed.

*Class (1.00). Equivalent to GEO-205.*

# Geology

**GEOL-1100 Essentials of Geology (3.00 cr.)**

Introduction to the science of geology. Covers basic considerations and procedures in identifying common rocks and minerals; the conditions and processes that form the earth; and how these earth-forming processes affect man and man's use of the earth.

*Class (2.00), Lab (3.00). Equivalent to GEOL-100, GEOL-101, REC-132.*

**GEOL-1105 Introduction to Soils (3.00 cr.)**

Introduction to the principles of soil science with emphasis on the practical significance of soil assessment, classification, management and conservation. Considers the applied implications of soil characteristics and soil distribution to natural resource management, environmental, and engineering issues and problems.

*Class (2.00), Lab (2.00). Equivalent to GEOL-105.*

**GEOL-1110 Physical Geology (4.00 cr.)**

Examination of the fundamental principles of the earth sciences and their relation to minerals, rocks, and the processes acting upon and within the Earth. Lab includes identification and interpretation of minerals and rocks, and interpretation and utilization of topographic and geologic maps.

*Class (3.00), Lab (3.00). Equivalent to GEOL-110.*



**GEOL-1120 Historical Geology (4.00 cr.)**

Overview of the geologic origin of Earth with emphasis on the physical, chemical and biological evolution of North America.

*Class (3.00), Lab (3.00). Equivalent to GEOL-120.*

*Prerequisites: take GEOL-1100, NRM-1125, GEOL-101, NRM-125; GEOL-1110 or GEOL-110; GEOL-1130 or GEOL-103.*

**GEOL-1130 Environmental Geology (3.00 cr.)**

Introduction to the natural processes which shape Earth and the ways in which humankind interacts with geologic environment. Includes evaluations of the impact of geologic processes on human endeavors, as well as, examples of how human activities can adversely affect geological processes and resources.

*Class (2.00), Lab (3.00). Equivalent to GEOL-103.*

*Prerequisites: take NRM-1125 or NRM-125.*

**GEOL-2220 Geology of Ohio (3.00 cr.)**

A stratigraphic and genetic survey of Ohio's rocks and sediments. Examines the distribution of Ohio's geologic hazards, geoenvironmental problems, and geologic resources in the context of regional and state-wide stratigraphic frameworks.

*Class (3.00), Lab (3.00). Equivalent to GEOL-220.*

*Prerequisites: take GEOL-1100, GEOL-1110, GEOL-100 or GEOL-110.*

**GEOL-2250 Introduction to Hydrogeology (3.00 cr.)**

Introduction to the occurrence, distribution, movement, chemistry, utilization, contamination, protection, and remediation of Earth's most precious resource with an emphasis on groundwater.

*Class (2.00), Lab (3.00). Equivalent to GENV-2250, GEOL-250.*

*Prerequisites: take GENV-1110, GEOL-1100, GENV-110, GEOL-101, GEOL-1110, GEOL-110, GEOL-1130 or GEOL-103.*

**GEOL-2260 Introduction to Engineering Geology (3.00 cr.)**

Introduction to the engineering and environmental applications of geology emphasizing methods of assessing and mitigating geologic constraints on highway construction, site development, mining, waste disposal, and water resource development and management.

*Class (2.00), Lab (3.00). Equivalent to GEOL-260.*

*Prerequisites: take GEOL-1100, GEOL-1110, GEOL-1130, GEOL-101, GEOL-110 or GEOL-103.*

**GEOL-2270 Geomorphology (3.00 cr.)**

Introduction to the study of the Earth's landforms and landscape. The course focuses on surficial processes and landform development. Students will construct and evaluate multiple working hypotheses to ascertain chronology of and geology processes responsible for landscape formation.

*Class (2.00), Lab (3.00). Equivalent to GEOL-270.*

# Government

**GOVT-1142 American Government & Politics (3.00 cr.)**

Overview of the functions, structures, institutions, processes and products of the national government and the impact of these on the citizens. Emphasis on relating discussions in the classroom to the personal world and to conceptualize how government and politics function in the real world.

*Class (3.00). Equivalent to GOVT-142.*

# General Studies

**GS-1100 College Peer Tutoring (0.50 cr.)**

Provides basic forms and information needed for a student to become a successful and competent peer tutor.

*Class (0.50).*

**GS-1000 HC Cornerstone (1.50 cr.)**

Hocking College orientation, information and personal success course designed to empower students with the knowledge, skills and attitudes possessed by successful students and future employees. Special emphasis is placed upon group and hands-on learning in the areas of personal and professional success, college success, technology success and learning success. The emphasis of the course encourages the building of professional development habits that will prepare the student for a good job upon graduation.

*Class (1.50). Equivalent to GS-1101, GS-101.*

**GS-1110 Applied Concepts of Employment: Tutoring (0.50 cr.)**

Enables the learner to describe the role of a tutor and the interpersonal skills and academic abilities a tutor needs.

*Class (0.50). Equivalent to GS-110.*

**GS-1125 Smart Start (0.50 cr.)**

Various group bonding exercises which build a network for the learner's college career. Activities orient students to campus and surrounding areas, including learning assistance facilities and various recreational facilities and opportunities.

*Lab (1.50). Equivalent to GS-125.*

**GS-1126 Orientation Leadership (0.50 cr.)**

Orientation leaders participate in mentoring and leadership roles to assist in the orientation of new students to the Hocking College campus.

*Lab (1.50). Equivalent to GS-126, GS-1140.*

**GS-1130 PASS/Personal Academic Success Strategies (3.00 cr.)**

Students will fine tune skills needed to succeed in college coursework. Effective methods for becoming a master student are reviewed each week. Students will gain insight into personal values and goals, increase study skill abilities, and become familiar with campus and community resources. *Class (3.00). Equivalent to GS-130.*

**GS-1135 AIS Degree Development Seminar (1.00 cr.)**

This seminar is for the exclusive development of an Individualized Degree Program. The student will learn the requirements for creating an Associates of Individualized Study. Necessary for the development of their individualized program, the student will learn how to create and develop their own curriculum to match the general education requirements of Hocking College along with their individual educational needs, which includes creating learning outcomes for their program.

*Class (1.00). Equivalent to GS-135.*

**GS-1136 University Bound Seminar (1.00 cr.)**

This seminar will help the student define their educational goals and assist in making the right choices to be successful. Professional help from Hocking College advisors will guide the student and strong support from peers as they make important decisions for their future. Each week the student will be introduced to a new step in preparing for their transition from Hocking College to their next college or university experience.

*Class (1.00). Equivalent to GS-136.*

**GS-1137 ATS Degree Development Seminar (1.00 cr.)**

Seminar for the exclusive development of an Individualized Degree Program. The student will learn the requirements for creating an Associates of Technical Study. Necessary for the development of their individualized program, the student will learn how to create and develop their own curriculum to match the general education requirements of Hocking College along with their individual educational needs, which includes creating learning outcomes for their program.

*Class (1.00). Equivalent to GS-137.*

**GS-1138 Smart Start Logistics (0.50 cr.)**

Logistical support to the Smart Start program including various group exercises which build a network for the learner's college career. Activities orient students to campus and surrounding areas, including learning assistance facilities and various recreational facilities and opportunities.

*Lab (1.50). Equivalent to GS-138.*

**GS-1140 Paraprofessional Training (1.00 cr.)**

The student will participate in a range of leadership endeavors in their respective areas of work; prior to the beginning of fall quarter, attend various training sessions and participate in a variety of training exercises and during the Smart Start week, on-the-job experiences; interact with college administrators and for interaction and understanding of their views and expectations for student leaders on campus.

*Class (1.00). Equivalent to GS-1126, GS-126.*

# Hocking College Energy Institute

**HCEI-1100 Automotive Electricity (5.00 cr.)**

Basic aspects of electrical circuits and components used in vehicular applications. Includes wiring repair, schematic reading, circuit tracing, component location and an introduction to vehicular hybrid electrical systems.

*Class (3.00), Lab (6.00). Equivalent to ISE-126A, ISE-126, ISE-126B.*

**HCEI-1102 Semiconductors (3.00 cr.)**

Studies how semiconductors play a role in the automotive hybrid vehicle.

*Class (2.00), Lab (3.00).*

**HCEI-1104 Automotive Drive Systems (5.00 cr.)**

Enables the learner to grasp the basic concepts of construction, repair, and theory of operation of internal combustion engines, as well as other alternative power sources such as Sterling engines, automotive fuel cells and alternative fuel cells.

*Class (3.00), Lab (6.00). Equivalent to ISE-140.*

**HCEI-2106 Compressed Gas Systems (3.00 cr.)**

Studies how compressed natural gas can be viable fuel for conventional and hybrid vehicles in addition to vehicle conversion.

*Class (2.00), Lab (3.00). Equivalent to CAGS-101.*

**HCEI-2108 Automotive SSB and HVAC (5.00 cr.)**

A comprehensive study of automotive steering, suspension, HVAC, and brake systems including power assist (electrical, hydraulic and vacuum) anti-lock brake systems and electronically adjustable suspension systems.

*Class (3.00), Lab (6.00). Equivalent to ISE-105A, ISE-105, ISE-105B.*

**HCEI-2110 Advanced Energy Fuels (3.00 cr.)**

A study of the use of advanced fuels in the hybrid vehicle.

*Class (2.00), Lab (3.00).*

**HCEI-2112 Batteries and Fuel Cells (3.00 cr.)**

A study of the battery system and needs for the hybrid vehicle in addition to the basic use of fuel cells in the hybrid vehicle as an energy source.

*Class (2.00), Lab (3.00).*

**HCEI-2220 Automotive Hybrids (capstone) (5.00 cr.)**

The capstone course and capstone project will utilize all facets of the subjects learned in the Automotive Hybrids course. The learner will use the skills gained over the previous two years to diagnose and repair actual automobiles in real life situations and to design and create a project that incorporates automotive and alternative energy technologies.

*Class (3.00), Lab (6.00). Equivalent to ISE-230.*

*Prerequisites: take HCEI-1100, HCEI-1104, HCEI-2108, ISE-126(8209), ISE-140(8212), ISE-105.*

**HCEI-2296 Automotive Hybrids Practicum (2.00 cr.)**

Involves an on or off-campus work experience, paid or unpaid, coordinated by a faculty member. This experience allows the student to gain proficiency in their selected career.

*Class (1.00), Lab (8.00). Equivalent to ISE-296.*

*Prerequisites: take HCEI-1100, HCEI-1104, HCEI-2108, ISE-126(8209), ISE-140(8212), ISE-105.*

# Health Information Management

## **HIM-1100 Health Records & Procedures I (3.00 cr.)**

Analyze health data and conduct documentation analysis between health records and patient's progress. Apply policies and procedures to ensure accuracy of records; differentiates the roles of various providers and disciplines throughout the continuum of healthcare and responses to their information needs.

*Class (2.00), Lab (3.00).*

## **HIM-1112 HIM Legal Aspects (2.00 cr.)**

Apply, analyze and synthesize healthcare privacy, confidentiality, legal and ethical issues related to the legislative and regulatory processes.

*Class (2.00). Equivalent to HIM-112.*

## **HIM-1121 Health Records & Procedures II (3.00 cr.)**

Analyze, break down and infer health data structure, content and standards: data versus information, health information media (such as paper, computer, web based) the structure and use of different types of health information, data sources, data storage and retrieval and healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS). Analyze and synthesize health record documentation requirements and data quality and integrity.

*Class (2.00), Lab (3.00). Equivalent to HIM-121.*

## **HIM-2200 Health Statistics & Quality Management (3.00 cr.)**

Students grasp, apply, break down, find evidence to support divergent conclusions and apply prior knowledge and skills to indices, databases, and registries, healthcare statistics, descriptive statistics, data selection, interpretation and presentation and knowledge-based research techniques. Analyze and find evidence for quality assessment and improvement.

*Class (3.00).*

*Prerequisites: take MATH-108, MATH-113, MATH-1108, MATH-1113.*

## **HIM-2203 Classifications II (3.00 cr.)**

Focus on practicing the assignment of ICD-9-CM codes according to the Uniform Hospital Discharge Data Set (UHDDS) guidelines as well as assigning and sequencing codes for outpatient and ambulatory care settings according to the Official Guidelines for Coding and Reporting. Utilize WbCT and EduCode computer software modules online as well as texts to code numerous case study scenarios.

*Class (2.00), Lab (3.00). Equivalent to HIM-203.*

*Prerequisites: take BIOS-1113, HLTH-1101, BIOS-112(7476), HLTH-101.*

## **HIM-2210 Healthcare Reimbursement (4.00 cr.)**

Analyze commercial, managed care and federal insurance plans, regulatory guidelines (NCDs and OIOs) as well as payment methodologies and systems. Break down billing processes and procedures such as claims, explanation of benefits, advanced beneficiary notification and electronic data interchange. Apply prior knowledge and skills to chargemaster maintenance and reimbursement monitoring and reporting.

*Class (2.00), Lab (6.00). Equivalent to HIM-210.*

*Prerequisites: take HIM-1100, HIM-1112, HLTH-1101, BIOS-1112, BIOS-1113, HIM-1121, HIM-100, HIM-110, HIM-112, HLTH-101, HLTH-111, BIOS-112(7476), HIM-121.*

## **HIM-2215 Understanding/Interpreting E-Health Record (4.00 cr.)**

Collection and maintenance of health data, conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status; apply policies and procedures to ensure the accuracy of health data; verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries and/or databases.

*Class (2.00), Lab (6.00).*

*Prerequisites: take HLTH-1101 BIOS-1113 BIOS-1114 HLTH-101 HLTH-111 BIOS-112(7476) BIOS-113. Corequisite courses: HIM-1120.*

## **HIM-2220 Financial/Resource Management (3.00 cr.)**

Analyze and make recommendations for items to include in budgets and contracts; monitor and order supplies; monitor and report staffing levels and productivity standards for health information functions, use tools and techniques to monitor, report and improve processes, monitor coding and revenue cycle processes; recommend cost-saving and efficient means of achieving work processes and goals.

*Class (2.00), Lab (3.00). Equivalent to HIM-220.*

*Prerequisites: take HIM-1100, HIM-1112, HLTH-1101, BIOS-1112, ENGL-1122, HIM-1121, MICS-141, HIM-2203, HIM-2210, HIM-2215, BIOS-2135, HIM-100, HIM-110, HIM-112, HLTH-101, HLTH-111, BIOS-112(7476), COMM-122, HIM-121, MICS-141, HIM-203, HIM-210, BIOS-135.*

## **HIM-2221 Capstone Computer Application (3.00 cr.)**

Learners apply computer concepts, communication and Internet technologies, common software applications, Voice Recognition technology and system acquisition and evaluation. Analyze/distinguish health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology and pharmacy) and evaluate health information specialty systems (such as ROI, coding, registries) and application of systems and policies to health information systems and functions and health care data requests.

*Class (2.00), Lab (3.00). Equivalent to HIM-221, HIM-9221.*

*Prerequisites: take HIM-1112, GS-1101, HIM-1121, HIM-2200, HIM-2203, HIM-2210, HIM-2215, BIOS-9135, ENGL-1122, ENGL-1152, MICS-1141, MICS-1142, HIM-112, GS-101, HIM-112, HIM-203, HIM-210, BIOS-135, COMM-122, ENGL-152, MICS-141, MICS-142.*

## **HIM-2222 Classification III (3.00 cr.)**

Apply prior knowledge and skills to principles and applications of coding systems (such as ICD, CPT, DSM), diagnostic and procedural groupings (such as DRG, APC, RUGs, SNOMED), case mix analysis and indexes, severity of illness systems, coding compliance strategies, auditing, and reporting such as CCI plans and coding quality monitors and reporting.

*Class (2.00), Lab (3.00).*

*Prerequisites: take HLTH-1101, BIOS-1113, BIOS-9135, HIM-2203, HLTH-101, HLTH-111, BIOS-112(7476), BIOS-135, HIM-203.*

## **HIM-2223 Personnel Supervision (3.00 cr.)**

Functions and techniques of personnel management. Topics include external and internal organizational factors influencing personnel activities, employee selection, employee assimilation, employee compensation and environmental factors.

*Class (2.00), Lab (3.00). Equivalent to HIM-223, HC-220.*

*Prerequisites: take HIM-203, HIM-2203.*

**HIM-9120 Classification Systems I (3.00 cr.)**

Nomenclatures and classification systems. Focuses on assignment of codes utilizing coding principles for ICD-9-CM. Identification of the principle diagnosis, principle procedure and sequencing of selected codes. *Class (2.00), Lab (3.00). Equivalent to HIM-1120, HIM-120.*

*Prerequisites: take BIOS-112(7476), HLTH-111, BIOS-113, BIOS-114, HLTH-101. Corequisite courses: BIOS-135, HIM-215.*

**HIM-9211 Health Information Management Directed Practice II (2.75 cr.)**

Application of classroom learning and hands-on experience with entry level competencies for Accredited Record Technician. Practice of medical record procedures include filing, maintenance and acquisition of health records, handling and responding to requests for information, transcription, outpatient coding and forms development, design, approval, evaluation and usage.

*Lab (9.00). Prerequisites: take HIM-201.*

**HIM-9221 Health Information Management Directed Practice III (2.75 cr.)**

Prepares the HIM student to competently perform functions in a medical record department and recognize the ethical responsibilities inherent in the role of the HIM technician. Practice of medical record procedures including flow charting, employee work scheduling, quality and quantity standards, quality assurance studies, updating job descriptions and disease research.

*Lab (9.00). Equivalent to HIM-2221, HIM-221.*

*Prerequisites: take HIM-211, HIM-201.*

## Health

**HLTH-1101 Medical Terminology (3.00 cr.)**

Basic medical vocabulary with an emphasis on prefixes, suffixes and roots. Basic spelling and pronunciation rules are covered. Anatomical, physiological and pathological terminology pertaining to selected body systems are explored. Selected clinical procedures, laboratory tests and abbreviations are discussed.

*Class (3.00).*

**HLTH-1102 PSS Fitness & Health (1.00 cr.)**

Wellness issues in the public safety sector with an emphasis placed upon fitness strategies for public safety professionals. Stress management, nutrition, beginning a fitness program, environmental factors and behavior change strategies will be included.

*Lab (3.00). Equivalent to HLTH-102Q.*

**HLTH-1148 Health & Wellness (1.00 cr.)**

Healthy behaviors are examined and discussed. Students will work on a project to assess, explore and implement new behaviors to create healthy living alternatives.

*Class (1.00). Equivalent to HLTH-148.*

**HLTH-1150 Phlebotomy Technical Training (6.00 cr.)**

Eighty hours of classroom instruction combined with 40 hours of clinical experience prepares student for entry level positions as phlebotomists and to be certified as Registered Phlebotomy Technicians. Classroom instruction includes 40 hours of lecture and 40 hours of skill practice in the lab. Clinical instruction is 40 hours.

*Class (5.50), Lab (3.00).*

**HLTH-1151 State Tested Nursing Assistant (7.00 cr.)**

A 110 hour course/program designed to prepare students for the Ohio STNA exam required for employment in a long term care facility. The course also includes CPR and First Aid.

*Class (6.50), Lab (1.00).*

**HLTH-1202 Community Health (1.00 cr.)**

Examines health concepts, policies and practices from a global, holistic and social environment perspective. Discuss the social determinants of health, health promotion, epidemiology and effective community health initiatives.

*Class (1.00). Equivalent to HLTH-152, HLTH-202.*

*Prerequisites: take ENGL-1122 or COMM-122.*

## Hotel/Restaurant

**HOTR-1001 Food & Beverage Management, Service & Sanitation (6.00 cr.)**

The basics of managing a bar. Basic knowledge and practical experience, which will enable students to assist in developing service concepts in Food and Beverage Operations in Hospitality. Learn to keep guest satisfaction high through effective quality and cost-control management, ensure compliance with the FDA Food Code and reduce risks through a Hazard Analysis Critical Control Point approach.

*Class (3.00), Lab (9.00). Equivalent to HOTR-1110, HOTR-1234, HOTR-1235.*

**HOTR-1003 Hospitality Supervising & Controls (6.00 cr.)**

A basic overview of the hospitality industry with a historical perspective. Covers effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles. Introduction to techniques for developing new customers, meeting customer needs, maximizing profits and maintaining long term customer relationships. Includes cost, sales and control of food and beverage operations.

*Class (3.00), Lab (9.00). Equivalent to HOTR-1120, HOTR-1233, SUPR-2117.*

**HOTR-1004 Office Operations, Accounting & Management Techniques (6.00 cr.)**

Introduction to double entry bookkeeping, the basic accounting cycle, journals and journals entries, general ledger and financial statement production. This course also gives a starting point in regards to front desk operation and computer systems.

*Class (3.00), Lab (9.00). Equivalent to HOTR-1241, HOTR-1114, HOTR-1118.*

**HOTR-1005 Housekeeping & Facilities Management (4.00 cr.)**

Basic housekeeping management. Maintenance and engineering data. Topics include energy management, heating, refrigeration, ventilation, air conditioning, electricity and water systems. Practical exercises on food service equipment and use of tools and materials are included.

*Class (2.00), Lab (6.00). Equivalent to HOTR-1242, HOTR-1263.*

**HOTR-1110 Managing the HACCP Process (2.00 cr.)**

Learn to keep guest satisfaction high through effective quality and cost-control management, ensure compliance with the FDA Food Code and reduce risks through a Hazard Analysis Critical Control Point approach.

*Class (1.00), Lab (3.00). Equivalent to HOTR-110, HOTR-1234, HOTR-1235, HOTR-1001.*

**HOTR-1114 Food Management (2.00 cr.)**

Food service management including analysis of menus, recipes, inventory control, yield test and cost comparisons of food and labor situations related to food service. Students plan, prepare, serve and clean up a food service function.

*Class (1.00), Lab (3.00).*

*Equivalent to HOTR-1241, HOTR-1118, HOTR-1004, HOTR-114.*

*Prerequisites: take HOTR-1233, HOTR-1235, HOTR-233, HOTR-235.*

**HOTR-1118 Hospitality Computer Systems (2.00 cr.)**

Computer applications for all hospitality functional areas, including the basics of purchasing, implementing, maintaining and effectively managing today's information systems.

*Class (1.00), Lab (3.00).*

*Equivalent to HOTR-1241, HOTR-1114, HOTR-1004, HOTR-118.*

**HOTR-1120 Introduction to Hospitality Industry (2.00 cr.)**

Basic overview of the hospitality industry with a historical perspective.

*Class (1.00), Lab (3.00).*

*Equivalent to HOTR-1233, SUPR-2117, HOTR-1003, HOTR-120.*

**HOTR-1140 Basic Financial Accounting (2.00 cr.)**

Introduction to double entry bookkeeping, the basic accounting cycle, journals and journals entries, general ledger and financial statement production.

*Class (1.00), Lab (3.00). Equivalent to HOTR-140.*

**HOTR-1223 Hospitality Practical Experience I (3.00 cr.)**

Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Students assume responsibility for the daily operation of one area. Learners are assigned to learning teams as trainees.

*Class (1.00), Lab (6.00). Equivalent to HOTR-223.*

**HOTR-1224 Hospitality Practical Experience II (3.00 cr.)**

Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Students assume responsibility for the daily operation of one area. Learners are assigned to learning teams as trainees.

*Class (1.00), Lab (6.00).*

*Equivalent to HOTR-224. Prerequisites: take HOTR-1223 or HOTR-223.*

**HOTR-1233 Food and Beverage Controls (2.00 cr.)**

Introduction to techniques for developing new customers, meeting customer needs, maximizing profits and maintaining long-term customer relationships. Includes cost, sales and control of food and beverage operations.

*Class (1.00), Lab (3.00).*

*Equivalent to HOTR-1120, SUPR-2117, HOTR-1003, HOTR-233.*

**HOTR-1234 Bar and Beverage Management (2.00 cr.)**

Basic understanding of managing a bar.

*Class (1.00), Lab (3.00).*

*Equivalent to HOTR-234, HOTR-1110, HOTR-1235, HOTR-1001.*

**HOTR-1235 Food and Beverage Services (2.00 cr.)**

Basic knowledge and practical experience to assist in developing service concepts in food and beverage operations in hospitality.

*Class (1.00), Lab (3.00). Equivalent to HOTR-235, HOTR-1110, HOTR-1234, HOTR-1001.*

**HOTR-1241 Front Office Operations (2.00 cr.)**

Front desk operation providing quality service to the guest of the motel, hotel or inn.

*Class (1.00), Lab (3.00).*

*Equivalent to HOTR-1114, HOTR-1118, HOTR-1004, HOTR-241.*

**HOTR-1242 Housekeeping Management (2.00 cr.)**

Basic housekeeping management.

*Class (1.00), Lab (3.00). Equivalent to HOTR-1263, HOTR-1005, HOTR-242.*

**HOTR-1263 Facilities Management (2.00 cr.)**

Energy management, heating, refrigeration, ventilation, air conditioning, electricity and water systems. Practical exercises in food service equipment and use of tools and materials.

*Class (1.00), Lab (3.00). Equivalent to HOTR-1242, HOTR-1005, HOTR-263.*

**HOTR-2001 Convention Management & Marketing (4.00 cr.)**

An in-depth look at the nature and scope of today's meetings and conventions market. Includes basic knowledge and practical experience in developing strategic marketing plans for the hospitality industry. Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships. Designed to provide a background in hospitality sales and advertising. Focuses on practical sales techniques; proven approaches to selling to targeted markets; and the advertising role in sales.

*Class (2.00), Lab (6.00). Equivalent to HOTR-2170, HOTR-2124.*

**HOTR-2002 Hospitality Leadership, Club & Resort (6.00 cr.)**

Principles and techniques of managing quality work performance and product production through process management, empowerment, communication, teamwork, goal-setting, coaching and conflict management skills. Upon successful completion, a certificate from the American Hotel and Motel Association is issued. Provides the basic understanding of resort management and the private club industry.

*Class (3.00), Lab (9.00). Equivalent to HOTR-2126, HOTR-2275, HOTR-2232.*

**HOTR-2003 Human Resources and Budgeting (4.00 cr.)**

Provides a basic understanding of hospitality resources management and the ability train personnel in new or established hospitality operations. Provides a thorough knowledge of the budgeting process for the hospitality industry. Includes the use of computerized spreadsheets in order to easily produce these budgets.

*Class (2.00), Lab (6.00). Equivalent to HOTR-2108, HOTR-2236.*

**HOTR-2004 Law, Ethics & Security Management (4.00 cr.)**

Effective security techniques including safety programs and modern loss prevention tools. Explores the latest, most sophisticated, and automated security systems. Students are taught how to evaluate individual security system needs and how to implement them. Examines business values and ethics that impact managerial decisions in the hospitality industry. Designed to acquaint the students with those areas of the law that will have a significant impact on day-to-day operations in the hospitality industry.

*Class (2.00), Lab (6.00). Equivalent to HOTR-2115, HOTR-2243.*

**HOTR-2104 Hospitality Management Development (Capstone) (3.00 cr.)**

An opportunity to be trained and to perform as a manager in a full service hotel. Includes all aspects of property management and daily property supervision and leadership.

*Class (1.00), Lab (6.00). Equivalent to HOTR-104.*

*Prerequisites: take HOTR-1140, HOTR-1118, HOTR-2236, HOTR-140, HOTR-118, MICS-121, HOTR-236.*

**HOTR-2108 Hospitality Human Resources (2.00 cr.)**

Basic understanding of hospitality human resource management focusing on training personnel in new or established hospitality operations.

*Class (1.00), Lab (3.00). Equivalent to HOTR-108, HOTR-2236, HOTR-2003.*

**HOTR-2115 Ethics & Security Management (2.00 cr.)**

Effective security techniques including safety programs and modern loss prevention tools. Special emphasis on security needs in the hospitality industry addressing the unique features of a property, its assets, guests and employees. Explores the latest, most sophisticated and automated security systems. Includes how to evaluate individual security system needs and how to implement them. Examines business values and ethics that impact managerial decisions in the hospitality industry.

*Class (1.00), Lab (3.00). Equivalent to HOTR-115, HOTR-2243, HOTR-2004.*

**HOTR-2124 Convention Management (2.00 cr.)**

An in-depth look at the nature and scope of today's meetings and conventions market. Learn how the hospitality industry is responding to the increasing demands of the market and learn how selling to and servicing the conventions and meetings market offers an opportunity for graduates.

*Class (1.00), Lab (3.00). Equivalent to HOTR-124, HOTR-2170, HOTR-2001.*

**HOTR-2126 Hospitality Leadership & Management (2.00 cr.)**

Principles and techniques of managing quality work performance and product production in an ever changing and increasingly diverse labor market through process management, empowerment, communication, teamwork, goal-setting, coaching and conflict management skills. Upon successful completion, a certificate from the American Hotel and Motel Association is issued.

*Class (1.00), Lab (3.00). Equivalent to HOTR-126, HOTR-2275, HOTR-2232, HOTR-2002.*

**HOTR-2170 Hospitality Sales and Marketing (2.00 cr.)**

Basic knowledge and practical experience enabling the student to develop strategic marketing plans for the hospitality industry. Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships.

*Class (1.00), Lab (3.00). Equivalent to HOTR-170, HOTR-2124, HOTR-2001.*

**HOTR-2225 Hospitality Practicum and Experience III (3.00 cr.)**

Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Learners assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas. Learners are assigned to learning teams as trainees.

*Class (1.00), Lab (6.00). Equivalent to HOTR-225.*

*Prerequisites: take HOTR-1224 or HOTR-224.*

**HOTR-2232 Contemporary Club Management (2.00 cr.)**

Provides basic knowledge of the private club industry including marketing, human resources, food and beverage outlets, computers and leadership.

*Class (1.00), Lab (3.00). Equivalent to HOTR-2126, HOTR-2275, HOTR-2002, HOTR-232.*

**HOTR-2236 Budgeting for Hospitality Industry (2.00 cr.)**

The budgeting process for the hospitality industry. Use of computerized spreadsheets in order to easily produce budgets.

*Class (1.00), Lab (3.00). Equivalent to HOTR-2108, HOTR-2003, HOTR-236.*

*Prerequisites: take HOTR-1118, HOTR-118, MICS-121.*

**HOTR-2243 Hospitality Law (2.00 cr.)**

Areas of the law that significant impact on day-to-day operations in the hospitality industry. Increases awareness of potential legal problems to enable resolution before they result in liability.

*Class (1.00), Lab (3.00). Equivalent to HOTR-2115, HOTR-2004, HOTR-243.*

**HOTR-2275 Resort Management (2.00 cr.)**

Provides the student with the basic understanding of resort management.

*Class (1.00), Lab (3.00). Equivalent to HOTR-2126, HOTR-2232,*

*HOTR-2002, HOTR-275.*

**HOTR-2292 Marketing Field Trip (1.00 cr.)**

Researching potential sources of business, gathering market data and information, analyzing potential customer needs, selling services, conducting cold sales calls and maintaining long term customer relationships through the marketing of hospitality properties by conducting a sales blitz.

*Lab (3.00). Equivalent to HOTR-292.*

**HOTR-2294 Hotel/Restaurant Cooperative Work Experience (4.00-8.00 cr.)**

This work experience course may be taken multiple times for credit and is a substitution for up to four labs: HOTR 224, 225, 226 and 227.

*Class (2.00), Lab (80.00). Equivalent to HOTR-294, HOTR-224, HOTR-226, HOTR-225, HOTR-227.*

**HOTR-9140 Hospitality Accounting (2.00 cr.)**

Introduction to double entry bookkeeping, the basic accounting cycle, journals and journal entries, general ledger and financial statement production. The financial entity is presented in the form of a full service hotel facility and is designed to provide students with a detailed understanding of financial accounting concepts thereby enabling the student to function in an On Property Accountants environment.

*Class (2.00).*

**HOTR-9257 Restaurant Bar & Beverage II (2.00 cr.)**

Advanced practical class in bar and beverage management. Includes practical experience in beer, wine and liquor service; bar organization and sanitation; inventory control; menu pricing and development; and customer relations.

*Class (1.00), Lab (3.00).*

**HOTR-9298 Advanced Table Service Internship II (4.00 cr.)**

Students work in a fine dining restaurant under the direct supervision of the instructor. Includes hands-on experience in management of reservations, seating charts, phone etiquette, communication and fine dining customer service and sales. Seminar includes discussion of customer feedback and student progress.

*Class (1.00), Lab (21.00).*

# Humanities

**HUM-2200 Introduction to World Literature (3.00 cr.)**

Examines various literary works representing historical periods from the ancient world through the twentieth century. Presents a progression of literary styles and forms representing the universality of human concerns through the ages.

*Class (3.00). Equivalent to HUM-200.*

**HUM-2201 Western Civilization & Culture (3.00 cr.)**

Provides an understanding that the human experience is not, and has never been, a series of stagnant, isolated moments. Students will learn to appreciate the fact that all people have not shared the same world views, opportunities and problems.

*Class (3.00). Equivalent to HUM-201.*

**HUM-2202 Theatre Appreciation (3.00 cr.)**

Designed to give participants an opportunity to increase their insight and understanding of theatre arts. Study the historical tradition of theatre, its ever-changing place in society, and the composite talents and skills that create the drama, the production and the performances an audience sees.

*Class (3.00). Equivalent to HUM-202.*

**HUM-2203 Introduction to Ethics (3.00 cr.)**

Rationales by which individuals and societies determine what constitutes ethical and moral behavior. Includes an overview of moral philosophy and theories of justice and human rights.

*Class (3.00). Equivalent to HUM-203.*

**HUM-2204 Twentieth Century Music USA (3.00 cr.)**

Explores the predominant music of the United States during the twentieth century. Includes an examination of the foundations and development of the classical, jazz, popular, folk and Broadway music of the last one hundred years.

*Class (3.00). Equivalent to HUM-204.*

**HUM-2205 Issues in the Arts (3.00 cr.)**

Examines issues and rationales by which individuals and society determine what constitutes ethical and moral behavior in the arts, as well as investigating the philosophical nature of beauty and the criteria for what defines art.

*Class (3.00). Equivalent to HUM-205, HUM-206.*

*Prerequisites: take ENGL-1122 or COMM-122.*

**HUM-2207 Introduction to World Religion (3.00 cr.)**

Overview of the dominant religions of eastern and western cultures and the various aspects of each, including beliefs, rituals, and adherents throughout the world. The nature and social functions of religion including sects, cults and atheism are also explored.

*Class (3.00). Equivalent to HUM-207.*

# Interactive Multimedia

**IM-1101 Computer Graphics (3.00 cr.)**

Design and creation of graphic elements. Basic photographic techniques. Composition, balance, harmony and exposure are discussed. Students use Adobe Photoshop to create, modify and combine graphic elements for use in web sites, video and print.

*Class (2.00), Lab (3.00).*

**IM-1131 Interactive Media I (3.00 cr.)**

Use of Macromedia Director software to create interactive media presentations. Students plan and execute programs combining digital photographs, digital audio, vector art and other elements into a unified whole. The completed presentation is mastered to CD-ROM.

*Class (2.00), Lab (3.00).*

**IM-1132 Interactive Media II (4.00 cr.)**

Use of Adobe Flash software to create an interactive game. Create graphic elements for characters, backgrounds and other game objects, use ActionScript code to allow the player to control and manipulate game objects and calculate the player's score. Use Flash to create a web form. Create text fields and other form elements, then use ActionScript to validate the user's input and save the information in a Shared Object. Concepts and methods of Object Oriented Programming will be introduced.

*Class (3.00), Lab (3.00).*

*Prerequisites: take IM-1131, IM-110, IM-130.*

**IM-1150 Design Concepts (3.00 cr.)**

Introduction to concepts of design that affect the appearance, usability and accessibility of multimedia projects. Learn the advantages and limitations of many different types of media, and demonstrate appropriate design choices. Broad design concepts such as color theory, texture, rhythm and harmony, accessibility, and usability will be discussed. Students will apply these concepts by designing media for web, DVD and print delivery.

*Class (2.00), Lab (3.00).*

**IM-2133 Interactive Media III (4.00 cr.)**

This third course in the Interactive Media series will teach how to use the information learned in IM 1300 and IM 1800 to produce a professional interactive multimedia project.

*Class (3.00), Lab (3.00).*

*Prerequisites: take IM-1131, IM-1132, IM-110, IM-130.*

**IM-2210 Video Production & Compositing (4.00 cr.)**

An in-depth look at the use of Adobe AfterEffects software to create composite media incorporating still images, video, titles and audio. Add elements to a timeline, using key frames to control element position, size, rotation, transparency and other behavioral traits. Students then transfer the completed composition to videotape and to a non-linear video editing system.

*Class (3.00), Lab (3.00).*

*Prerequisites: take IM-1101, IM-1150 or IM-110.*

**IM-2250 3D Graphics (2.00 cr.)**

Uses 3D graphics software to create and animate three dimensional models. Discussion topics include working in three dimensional space; advantages and disadvantages of various rendering methods; spine-based modeling; facet-based modeling; lighting; surface maps; and creating motion paths.

*Class (1.00), Lab (3.00).*

*Prerequisites: take IM-1101 or IM-110.*

**IM-2260 Multimedia Portfolio Development (4.00 cr.)**

This capstone experience requires the creation of a media production which meets a specific need for a client. Skills and techniques learned in earlier classes are combined and developed beyond the basics. Each student works to become an expert in a particular aspect of media production and presents new methods and techniques to the class. Each student creates a portfolio which can be used to demonstrate abilities to employers.

*Class (3.00), Lab (3.00).*

*Prerequisites: take IM-2210, IM-2133, IM-220, IM-125.*

# Interpretive Services

**INTP-1100 Introduction to Interpretation (2.00 cr.)**

An orientation to the field of interpretation with field trips to interpretive facilities to observe professional interpreters.

*Class (1.00), Lab (3.00). Equivalent to INTP-100.*

**INTP-1114 Interpretive Employment Seminar (1.00 cr.)**

Speakers from a variety of agencies concerned with the management of natural resources participate in this course, covering educational requirements of prospective employers, projection of job opportunities and methods of applying for specific jobs. Job search techniques are stressed.

*Class (1.00). Equivalent to INTP-114.*

**INTP-1118 Outdoor/Environmental Education Techniques (3.00 cr.)**

Development of skills related to hands-on approach of teaching in the outdoors and about the natural world. Coursework includes certification in Project WILD, Project WET and Project Learning Tree. Investigate existing curriculum resources, creative development of individual techniques related to various content areas. Emphasis on relating programming to existing public school proficiencies and grade-specific outcomes. Introduction to effective recreational programming to be incorporated, including team-building initiatives.

*Class (2.00), Lab (3.00). Equivalent to INTP-118.*

*Prerequisites: take INTP-1121 or INTP-116.*

**INTP-1121 Interpretive Guide Techniques (3.00 cr.)**

Principles and practices to prepare and conduct guided visitor activities including guided walks and illustrated programs. Preparation and submission of an application for the National Association for the Interpretation Certified Interpretive Guide credentials. Professionalism and communication skills are included.

*Class (2.00), Lab (3.00).*

**INTP-2109 Night Interpretation (1.00 cr.)**

Techniques of planning and presenting night programs for a variety of audiences and settings.

*Class (0.50), Lab (1.50). Equivalent to INTP-109.*

*Prerequisites: take INTP-1121 or INTP-116. Corequisite courses: INTP-1121.*

**INTP-2215 Historical Interpretation (3.00 cr.)**

Introduction to research and program development related to cultural and historical interpretation. Focuses on both practical, pre-industrial historical skills and local history content. Practical application of historical skills to be conducted at Robbins Crossing Living History Site. Service learning component involves research and development of programming for local organizations and institutions.

*Class (2.00), Lab (3.00).*

*Prerequisites: take INTP-1121 or INTP-116.*

**INTP-2230 Interpretive Facilities & Displays (3.00 cr.)**

Complete site inventory identifying individual interpretive site needs. Self-guiding interpretive activities including signs and labels, trains, digital audio tours, and interpretive publications are discussed, emphasizing design and layout of self-guiding systems as well as production of support media.

*Class (2.00), Lab (3.00).*

*Prerequisites: take INTP-1121 or INTP-116.*

**INTP-2240 Interpretive Center Operations (Capstone) (3.00 cr.)**

Practical, hands-on experience in nature center and museum operations planning and delivering of audiences.

*Class (1.00), Lab (4.00). Equivalent to INTP-240.*

*Prerequisites: take INTP-1118, INTP-2215, INTP-118, INTP-220.*

**INTP-2254 Nature Drawing I (1.00 cr.)**

Techniques of illustration are presented with emphasis on pen and ink. A number of completed plates are required, which are critiqued and graded on a one-to-one basis with the student.

*Class (0.75), Lab (0.75). Equivalent to INTP-254.*

**INTP-2296 Interp. Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. Allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

*Class (1.00), Lab (7.00). Equivalent to ECO-2296, ECO-296.*



# Industrial Systems

## **ISE-1150 Solar Photovoltaic Design/Install (3.00 cr.)**

This five-day intensive training teaches the basic technology and skills required for entry-level knowledge of the design and installation of solar photovoltaic systems. These skills do not replace electrical, technical and engineering trades; rather they are appropriate for a supervised position with a PV installer or other PV industry company. Participants who successfully complete the exam given at the end are granted the PV Entry Level Certificate of Knowledge issued by the North American Board of Certified Energy Practitioners (NABCEP). This five-day training also satisfies the requirements for a board recognized program that is needed, along with work experience, to qualify to sit for the full NABCEP PV Installer Certification Exam.

*Class (3.00).*

## **ISE-1202 Basic Construction Safety (2.00 cr.)**

A comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues. Results in a 30-hour OSHA card.

*Class (2.00). Equivalent to ISE-202, ISE-201, EGR-201.*

## **ISE-2210 Instruments & Process Controls (3.00 cr.)**

Basic theory and instrument function, measurement and response limitations, calibration of instruments and an analysis of industrial process instrumentation and operations. Pneumatic, hydraulic, electrical, electronic, electromechanical and other combinations of instruments are used.

*Class (2.00), Lab (3.00). Equivalent to ISE-210.*

*Prerequisites: take MATH-1110 or MATH-110.*

# Landscape Management

## **LAND-1000 Landscape Equipment Operations (1.00 cr.)**

Introduction to the powered equipment commonly used in landscaping. Includes chainsaws, tractors and their implements, mowers, trimmers, bobcats, trailers and other associated equipment. Focuses on safety, operation and maintenance and loading and unloading of equipment.

*Lab (3.00).*

## **LAND-1110 Lowland Plant Communities Identification (3.00 cr.)**

Identification of woody landscape plants common to the lowlands of the Midwest including identifying trees and shrubs through the use of dichotomous keys, site characteristics and physical appearance.

*Class (2.00), Lab (3.00). Equivalent to LAND-110.*

## **LAND-1120 Landscape Design I (3.00 cr.)**

Drafting and freehand drawing techniques commonly used in landscape plans including plan view, elevation, section, details and perspectives. Blueprint reading, base plan preparation will also be covered.

*Class (2.00), Lab (3.00). Equivalent to LAND-120.*

## **LAND-1125 Landscape Design II (3.00 cr.)**

Design landscapes from field survey notes from prospective clients and convert notes to a base plan design that is presentable to client and includes materials and plant lists according to industry design standards.

*Class (2.00), Lab (3.00). Equivalent to LAND-125.*

*Prerequisites: take LAND-1120, LAND-1110, GEOL-1105, LAND-120, LAND-110, GEOL-105.*

## **LAND-1205 Upland Plant Communities Identification (3.00 cr.)**

Identification of woody landscape plants common to the uplands of the Midwest including identifying conifers, vines, groundcovers, annuals and perennials through the use of dichotomous keys, site characteristics and physical appearance.

*Class (2.00), Lab (3.00).*

*Prerequisites: take LAND-1110 or LAND-110.*

## **LAND-1210 Turf Management & Irrigation (3.00 cr.)**

Establishment and care of turf and insect, fungus, and disease problems associated with turf; design, installation and maintenance of an irrigation system.

*Class (2.00), Lab (3.00). Equivalent to LAND-210.*

*Prerequisites: take LAND-1110, BIOS-1120, LAND-110, BIOS-120.*

## **LAND-1352 Horticulture II (1.00 cr.)**

Identification of woody landscape plants common to the Midwest including identifying conifers, vines, groundcovers, annuals and perennials through the use of dichotomous keys, site characteristics and physical appearance.

*Class (0.50), Lab (1.50). Equivalent to LAND-135.*

## **LAND-1353 Horticulture III (1.00 cr.)**

Identification of ornamental landscape plants common to the Midwest including identifying trees, shrubs and perennials through the use of dichotomous keys, site characteristics and physical appearance.

*Class (0.50), Lab (1.50). Equivalent to LAND-205.*

## **LAND-2130 Landscape Construction/Appraisal/Bidding (4.00 cr.)**

Construction materials, specifications and construction methods will be taught and implemented via hands-on installation of landscapes. The principles of estimating, pricing and bidding residential and commercial landscape projects accurately and confidently.

*Class (2.00), Lab (6.00).*

*Prerequisites: take LAND-1000, LAND-1110, LAND-1120, LAND-110, LAND-120.*

## **LAND-2200 Landscape Project Management (Capstone) (4.00 cr.)**

Capstone course that includes: designing landscape improvements within budget, preparing cost estimates, scheduling labor and equipment, locating and purchasing materials, and implementing improvements as a group.

*Class (2.00), Lab (6.00). Equivalent to LAND-200.*

*Prerequisites: take LAND-1110, LAND-1125, LAND-1000, LAND-2220, LAND-1205, LAND-2130, LAND-2215, LAND-110, LAND-125, LAND-220, LAND-205, LAND-215.*

## **LAND-2215 Landscape Business Management (3.00 cr.)**

Examination of steps taken to build a private business in landscape management. Skills include developing a business plan, financial management, accounting, customer service, human resource management, analysis of business risk and meeting industry standards.

*Class (2.00), Lab (3.00). Equivalent to LAND-215.*

**LAND-2218 Grounds Maintenance & Operation (3.00 cr.)**

Studies the planning, development, operation and management of outdoor facilities such as grounds, hiking trails, bike trails, picnic areas, water areas, lawns, snow removal, leaf control and pruning.

*Class (2.00), Lab (3.00). Prerequisites: take LAND-1000.*

**LAND-2220 Integrated Plant Management (3.00 cr.)**

Covers various problems with landscape plants including insects, fungi, diseases, soil fertility problems and growth habits and the proper care and treatment of each.

*Class (2.00), Lab (3.00).*

*Prerequisites: take LAND-1110, LAND-1205, GEOL-1105, LAND-110, LAND-205, GEOL-105.*

**LAND-2221 Landscape Plant Care (3.00 cr.)**

Covers sustainable cultural practices used in the landscape. Introducing and providing an overview of plant care in winter months and propagating new plants. Deciduous and evergreen and flower plant characteristics and usage for groups of plant materials propagation techniques are used. Plants are grouped by a single usage theme or function. These groupings are the beginning of a framework upon which students will build knowledge about each plant's functional usage.

*Class (2.00), Lab (3.00).*

**LAND-2225 Landscape Ecology & Sustainability (3.00 cr.)**

Landscape principles, concepts and structure are reviewed. Landscape environments, populations, communities, energy and ecosystems, dynamics, and the human role in landscape development are discussed, observed and applied to management practices.

*Class (2.00), Lab (3.00). Equivalent to LAND-225.*

**LAND-2296 Landscape Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

*Class (1.00), Lab (7.00). Equivalent to LAND-296, WLM-2296.*

## Medical Assistant

**MA-1100 Basic Clinical Assisting Procedures (5.00 cr.)**

Introductory level course presenting the theory and techniques required by the medical assistant to perform basic level procedures in the family practice medical office.

*Class (4.00), Lab (3.00).*

**MA-1102 Medical Office Procedures I (3.00 cr.)**

Administrative or office duties of a medical assistant in a physician's office. Includes scheduling patient appointments and hospital admissions; handling patient information brochures; purchasing equipment and supplies, paying invoices, inventory control, storing supplies and drugs and equipment establishing priorities for work and office procedures manual.

*Class (2.00), Lab (2.00).*

**MA-1110 Family Practice Assistant Procedures (5.00 cr.)**

Intermediate level clinical procedures in the family practice medical office. Emphasizes tissue healing and surgical sepsis including the application of heat and cold, bandaging, cast application and removal, crutch walking, sterilization and disinfection, minor office surgery and urinalysis.

*Class (4.00), Lab (3.00).*

*Prerequisites: take MA-1100 or MA-100.*

**MA-1112 Medical Law and Ethics (2.00 cr.)**

Medical ethics and law in the medical office setting. Analyzes medical office situations to determine ethical and legal status. Includes a history of medicine, the Medical Practice Acts, the physician-patient relationship, confidentiality, consent and malpractice. Identifies reports required by law and emphasizes professionalism in the medical office.

*Class (2.00). Equivalent to MA-112.*

**MA-1221 Medical Management Computerization (3.00 cr.)**

Computer concepts and applications for the medical office. Emphasizes utilization of microcomputers in the medical office including the data processing cycle, components of the computer system, selection of hardware and software, secondary storage devices, the disk operating system (DOS) and medical office management applications.

*Class (2.00), Lab (2.00). Equivalent to MA-221.*

**MA-2200 Advanced Clinical Assisting Procedures (4.00 cr.)**

Procedures employed in administering patient therapy and diagnostic testing, administration of medications, performing venipuncture, running an electrocardiogram, administering ultrasound treatments, assisting with sigmoidoscopy and patient preparation and positioning for x-rays.

*Class (3.00), Lab (3.00). Equivalent to MA-200.*

*Prerequisites: take MA-1100, MA-1110, MA-100, MA-110.*

**MA-2203 Medical Assistant Practicum I (3.00 cr.)**

Directed practicum in a medical office, clinic or comprehensive health care facility where the student spends two days each week performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included to discuss experiences.

*Class (1.00), Lab (16.00).*

*Prerequisites: take MA-1110, MA-1112, MA-110, MA-112.*

**MA-2204 Medical Assistant Practicum II (3.00 cr.)**

Directed practicum in a medical office, clinic or comprehensive health care facility to provide direct patient contact; apply clinical and administrative theory to practical situations; perform clinical and administrative procedures in a medical office; and gain insight into the medical assistant role in the health care team. Two days each week are spent in a general or specialty practice office performing administrative and clinical skills under the supervision of a preceptor.

*Class (1.00), Lab (16.00).*

*Prerequisites: take MA-2203 or MA-203.*

**MA-2206 Computer Applications in Medical Assistant (3.00 cr.)**

Detailed study of the function of electronic medical records including file maintenance of patient medical record, patient registration, patient transactions, appointments, patient billing, insurance billing and legal aspects of appropriate documentation. Includes computer experience using word processing and an electronic medical record application program.

*Class (1.00), Lab (3.00).*

**MA-2220 Medical Laboratory Procedures (4.00 cr.)**

Theory and techniques required to perform laboratory tests in the medical office. Emphasizes patient preparation, completion of laboratory forms, collection of specimens for testing, performing laboratory tests and reporting results, identifying abnormal results, quality control and laboratory safety. Clinical procedures include venipuncture, hematologic laboratory tests, blood chemistry tests, microbiologic laboratory tests and urinalysis.

*Class (3.00), Lab (3.00). Equivalent to MA-220.*

*Prerequisites: take MA-1100, MA-1110, MA-2200, MA-100, MA-110, MA-200.*

**MA-2222 Medical Office Procedures II (3.00 cr.)**

Introduces handling financial and business records in a physician's office. Presents insurance and coding for the medical office.

*Class (2.00), Lab (3.00).*

*Prerequisites: take MA-1102 or MA-102.*

**MA-2224 Pharmacology for Medical Assistants (4.00 cr.)**

Pharmacology principles relating to the medical office. Emphasizes correlation of drug therapy with pathologic conditions and patient education regarding medications. The use, action, side effects, implications, contraindications and route of drugs commonly administered, dispensed and prescribed in the medical office.

*Class (4.00).*

**MA-2225 Case Studies in Medical Assistance (2.00 cr.)**

Integration of all components of the Medical Assistant curriculum. Through simulated case studies, the student demonstrates competency in knowledge and skills required for entry level employment in a medical office or clinic. Assists the student in preparation for the Certification Examination for Medical Assistants.

*Class (2.00). Equivalent to MA-225.*

# Mathematics

**MATH-0044 Basic Mathematics (4.00 cr.)**

Rounding and order of operations with whole numbers; integers; fractions and mixed numbers; decimals; percents and conversion. Applications of these topics and order of operations are emphasized.

*Class (4.00). Equivalent to MATH-102.*

*Prerequisites: take MATHBAS-MATH.*

**MATH-0054 Elementary Algebra (4.00 cr.)**

Introduction to algebraic expressions and equations, exponents, square roots, graphing, inequalities and proportions. Application problems are emphasized.

*Class (4.00). Equivalent to MATH-102, MATH-061.*

*Prerequisites: take MATH-0044, MATH-101, MATHELM-MATH.*

**MATH-1104 Pharmacology Math (1.00 cr.)**

Computational skills needed to safely administer medications. Includes temperature conversions.

*Class (1.00). Equivalent to MATH-104, MATH-108H.*

*Prerequisites: take MATH-1108 or MATH-108.*

**MATH-1108 Intermediate Algebra (3.00 cr.)**

Systems of equations, arithmetic of polynomials, rational expressions, factoring, fractional equations, inequalities, exponents, quadratic equations, absolute values, functions and graphs. Application problems are emphasized.

*Class (3.00). Equivalent to MATH-107B, MATH-201B, MATH-201E, MATH-201N, MATH-108, MATH-108B, MATH-108E, MATH-108H, MATH-108N, MATH-201H, MATH-201, MATH-171.*

*Prerequisites: take MATH-0054, MATH-102, MATHELM-MATH.*

**MATH-1110 Geometry and Trigonometry (3.00 cr.)**

Plane and solid geometry, right triangle trigonometry, law of sine and cosine. Word problems are emphasized.

*Class (3.00). Equivalent to MATH-202, MATH-110.*

*Prerequisites: take MATH-1108, MATH-1113, MATH-108 or MATH-113.*

**MATH-1113 College Algebra (4.00 cr.)**

Algebraic and graphical study of linear, quadratic, polynomial, rational, root/radical/power, exponential, logarithmic and piecewise-defined functions. Solving equations and systems of equations.

*Class (4.00). Equivalent to MATH-113.*

*Prerequisites: take MATH-1108 or MATH-108.*

**MATH-1115 Trigonometry (4.00 cr.)**

A study of trigonometric functions, equations, angles/triangles, identities, and vectors.

*Class (4.00). Equivalent to MATH-115.*

*Prerequisites: take MATH-1113 or MATH-113.*

**MATH-1120 Elementary Topics in Math (3.00 cr.)**

The development of arithmetic and number systems, including whole numbers, integers, and rational numbers. Probability and data analysis are studied as applications of rational numbers are emphasized. Mathematical representation and communication.

*Class (3.00). Equivalent to MATH-120.*

*Prerequisites: take MATH-0054 or MATH-102.*

**MATH-1163 Business Calculus (5.00 cr.)**

A study of limits, derivatives, and integration, considered analytically, numerically and graphically.

*Class (5.00). Equivalent to MATH-163A.*

*Prerequisites: take MATH-1113 or MATH-113.*

**MATH-2250 Introductory Statistics (4.00 cr.)**

Introduction to basic statistical measures with emphasis on core concepts and calculation of specific measures and appropriate application of those measures. Topics include measures of central tendency and dispersion, various statistical distributions (to include normal, student's t, Chi Square, and F), confidence intervals, correlation and regression, sampling and hypothesis testing, ANOVA and introductory probability concepts.

*Class (4.00). Equivalent to WLM-2251.*

*Prerequisites: take MATH-1108.*

# Microbiology

## **MICR-1201 Microbiology (4.00 cr.)**

How microorganisms live in the world around us and our relationship to them. Systematically covers bacteriology, immunology, mycology, viruses and parasites.

*Class (3.00), Lab (2.00). Equivalent to MICR-201.*

# Micro Computer

## **MICS-1121 Microsoft Office (3.00 cr.)**

Note that this course does not teach basic computer skills. This course introduces the word processing, spreadsheet, database and presentation components of Microsoft Office. Students design and manipulate files to apply the major functions of the Word, Excel, Access and PowerPoint modules of this package.

*Class (2.00), Lab (3.00). Equivalent to MICS-121, MICS-121, MICS-121.*

## **MICS-1123 Microsoft Office-Word Processing (1.00 cr.)**

Note that this course does not teach basic computer skills. This course introduces word processing component of Microsoft Office. Students design and manipulate multiple files to apply the major functions of the Word module of this package.

*Class (1.00). Equivalent to MICS-121A.*

## **MICS-1124 Microsoft Office-Database (1.00 cr.)**

Note that this course does not teach basic computer skills. This course introduces the database component of the integrated software package, Microsoft Office. Students design and manipulate multiple files to apply the major functions of the Access module of this package.

*Class (1.00). Equivalent to MICS-121B.*

## **MICS-1125 Microsoft Office-Spreadsheet (1.00 cr.)**

Note that this course does not teach basic computer skills. This course introduces the spreadsheet component of Microsoft Office. Students design and manipulate multiple files to apply the major functions of the Excel module of this package.

*Class (1.00). Equivalent to MICS-121C, MICS-1126.*

## **MICS-1126 Microsoft Office-Presentation (1.00 cr.)**

Note that this course does not teach basic computer skills. This course introduces presentation component of Microsoft Office. Students design and manipulate multiple files to apply the major functions of the PowerPoint module of this package.

*Class (1.00). Equivalent to MICS-1125, MICS-121C.*

## **MICS-1141 Introduction to Word & Excel (1.00 cr.)**

Introduces the spreadsheet software Microsoft Office Excel including creating and modifying spreadsheets and charts, as well as using the database capabilities. Design and manipulate multiple spreadsheet and database files to apply the major functions of Excel.

*Lab (3.00).*

## **MICS-1142 Microsoft Access (3.00 cr.)**

Learn and work with database concepts, terminology and design of databases; normalize and relate tables, and implement referential integrity; create database queries and advanced multiple table queries; create forms and sub-forms, and complex reports; add charts, graphics and calculations to forms and reports; and create macros to automate tasks. Some prior experience using Microsoft Windows is required; the course fully prepares the student for the Microsoft Office Specialist Certification for Microsoft Access 2007.

*Class (2.00), Lab (3.00).*

## **MICS-1201 Desktop Publishing (1.00 cr.)**

Computer aided page layout and publishing for writing, assembling and designing publications, such as business reports, newsletters, trade journals and brochures. Introduction to desktop publishing terms and techniques and use of a popular desktop publishing software package in order to create various types of publications.

*Lab (3.00). Equivalent to MICS-201.*

# Military Science

## **MSC-1100 Basic Marksmanship (2.00 cr.)**

Credit by advanced standing for students in military who have completed basic training.

*Class (2.00).*

## **MSC-1251 Principles of Military Science (2.00 cr.)**

*Class (2.00).*

## **MSC-2105 Military Science Lab I (2.00 cr.)**

Credit by advanced standing for students in military who have completed basic and military-based technical training.

*Lab (6.00).*

## **MSC-2106 Military Science Lab II (2.00 cr.)**

Credit by advanced standing for students in military who have completed basic and military-based technical training.

*Lab (6.00).*

# Massage Therapy

## **MT-1000 Introduction to Complementary Therapy/Wellness (2.00 cr.)**

Introduction to the massage and wellness industry, including the history and philosophy of massage, spas, traditional naturopathy, the psychology behind the industry, and an examination of various alternative and complementary modalities. Referral options for massage therapists are discussed.

*Class (2.00). Equivalent to SPA-100.*

**MT-1110 Massage Therapy I (3.00 cr.)**

Introduction to medical ethics, Ohio Massage Therapy Scope of Practice, and Kellogg's chapters on Procedures of Massage, Joint Movements, Physiological Effects, and Beck's chapters on history, effects, benefits, indications & contraindications of massage, sanitary & safety practices, sports massage and hydrotherapy. Lab covers basic Swedish massage procedures for the arms, chest legs, abdomen, hips and back.

*Class (2.00), Lab (3.00). Equivalent to MT-110.*

**MT-1114 Hydrotherapy (2.00 cr.)**

An exploration of thermotherapy for both wet room and dry room including contrast therapy, reflexive therapy, ice massage, body scrubs, beginning hot and cold stone massage, hot and cold body wraps plus historical background of thermal bathing. Includes practical applications with Vichy shower, steam tent, sauna and hydrotherapy tub.

*Class (1.00), Lab (3.00).*

**MT-1120 Massage Therapy II (1.00 cr.)**

Application of massage procedures as per national certification classifications, introduction of non-Swedish Massage techniques and development and individualization of massage routines for various time blocks and specific applications.

*Lab (3.00). Equivalent to MT-120.*

*Prerequisites: take MT-1110, BIOS-1151, MT-110, BIOS-151.*

*Corequisite courses: MT-1140, BIOS-1152.*

**MT-1125 Aromatherapy/Natural Treatment (3.00 cr.)**

Overview of plant based essential oils and herbal treatments specifically for clinical use by massage therapists. Students will utilize knowledge and skills learned through hands-on practice. Coursework includes historical background extraction methods and safety considerations in addition to professional applications for massage therapists.

*Class (2.00), Lab (3.00).*

**MT-1126 Ayurvedic Techniques (2.00 cr.)**

A comprehensive guide to the 5000-year old Indian System of mind/body medicine and its current applications for personal lifestyle and client-based applications. Coursework includes hands-on practice in various ayurvedic bodywork treatments.

*Class (1.00), Lab (3.00). Equivalent to SPA-126.*

**MT-1135 Kinesiology & Myology for Massage Therapy (2.00 cr.)**

Focuses on the salient aspects of muscles including: origins, insertions, innervations and the biomechanics of major joints. Includes lab experience involving manual muscle testing, palpation, observation of prosected cadavers and other relevant exercises.

*Class (1.00), Lab (3.00). Equivalent to MT-135, MT-9135.*

*Prerequisites: take MT-1110, BIOS-1151, MT-110, BIOS-151.*

*Corequisite courses: MT-1140, BIOS-1152, MT-1120.*

**MT-1140 Ethics for Massage Therapists (2.00 cr.)**

Professional medical ethics, scope of practice and related issues for massage therapists.

*Class (2.00). Equivalent to MT-140.*

*Prerequisites: take MT-1110, BIOS-1151, MT-110, BIOS-151.*

*Corequisite courses: MT-1120, BIOS-1152.*

**MT-1151 Massage Anatomy & Physiology I (4.00 cr.)**

An intensive study of the cellular and tissue levels of organization. Includes study of the integumentary system as well as principles of support and movement as accomplished by the skeletal, articular and muscular body systems.

*Class (4.00). Corequisite courses: MT-1110.*

**MT-2150 Massage Business and Law (2.00 cr.)**

Business practices, advertising, billing, medical codes and jurisprudence for massage therapists.

*Class (2.00).*

*Prerequisites: take MT-1120, MT-1140, MT-1135, BIOS-2153, MT-2210, MT-130, MT-140, MT-135, BIOS-155, MT-220.*

*Corequisite courses: MT-2230, BIOS-2154, MT-2250.*

**MT-2200 Pathology/Massage Therapists (2.00 cr.)**

Introduction to key elements of sanitation, hygiene, universal precautions, and a wide array of medical conditions including signs, symptoms, etiologies and specific indications and contraindications for massage therapy.

*Class (1.00), Lab (3.00). Equivalent to MT-200.*

*Prerequisites: take MT-1120, MT-1140, MT-1135, BIOS-1152, MT-130, MT-135, MT-140, BIOS-153.*

*Corequisite courses: MT-2210, BIOS-2153.*

**MT-2210 Advanced Clinical Therapies (4.00 cr.)**

Focuses on various aspects of therapeutic procedures, levels of palpation and choosing effective techniques for various types of problems and audiences.

*Class (2.00), Lab (6.00).*

*Prerequisites: take MT-1120, MT-1140, MT-1135, BIOS-1152, MT-130, MT-135, MR-140, BIOS-153.*

*Corequisite courses: BIOS-2153, MT-2200.*

**MT-2225 Spa Treatments for Massage Therapy (2.00 cr.)**

Overview of treatment protocols and applications of body wraps and scrubs, reflexology, add-on treatments and other modalities commonly used in a wet or dry room setting in private practice, spa or wellness center.

*Class (2.00).*

**MT-2230 Massage Therapy III (3.00 cr.)**

Introduction to a variety of massage techniques both modern and ancient, derived from various cultures around the world.

*Class (2.00), Lab (3.00). Equivalent to MT-230.*

*Prerequisites: take MT-1120, MT-1140, MT-1135, MT-2210, BIOS-2153, MT-120, MT-130, MT-135, MT-140, BIOS-155, MT-220.*

*Corequisite courses: BIOS-2154, MT-2250, MT-2150.*

**MT-2250 Massage Therapy Clinical (2.00 cr.)**

Clinical performance of minimum of 30 one-hour massage sessions under the guidance of the instructor. All students required to treat at least one licensed massage therapist.

*Class (1.00), Lab (3.00). Equivalent to MT-250, HC-277.*

*Prerequisites: take MT-1120, MT-1140, MT-1135, MT-2210, BIOS-2153, MT-120, MT-130, MT-135, MT-140, MT-210, MT-220, BIOS-155.*

*Corequisite courses: MT-2230, MT-2150, BIOS-2154.*

**MT-9135 Myology for Massage Therapists (2.00 cr.)**

Attachments, actions and innervations of the muscles most pertinent to massage therapists including palpation, observation, drawing and muscle testing.

*Class (2.00). Equivalent to MT-135, MT-1135, MT-135.*

*Prerequisites: take MT-120 BIOS-152.*

*Corequisite courses: MT-140, MT-130, BIOS-153.*

**MT-9250 Massage Therapy Clinical (1.00 cr.)**

Clinical performance of a minimum of 30 one-hour massage sessions under the guidance of the instructor. All students required to treat at least one licensed massage therapist.

*Lab (3.00).*

*Prerequisites: take MT-120, MT-140, MT-135, MT-220, BIOS-155.*

*Corequisite courses: MT-2230, BIOS-2154, MT-2150.*

# Music

**MUS-1100 South by Southwest Experience (1.00 cr.)**

Gain valuable interactions and experience with leading industry professionals by attending The South by Southwest® (SXSW®) Conferences & Festivals, which offers a unique convergence of original music, independent films, and emerging technologies. Gain insight and advice on how to pursue career choices in the music industry. Build strategic partnerships and connections with employers, colleagues and potential clients. Observe the scope and networks that exist within today's current music market.

*Lab (3.00).*

**MUS-1122 Music Private Lessons - Bass (1.00 cr.)**

Private lessons will focus on the fundamentals of playing the student's chosen instrument and proper practice technique with an emphasis on what is useful as a performer, according to the current level of ability. Private instructor students will be given exposure to different styles and techniques of performance.

*Lab (0.50). Equivalent to MUS-122.*

**MUS-1130 Introduction to Digital Production (3.00 cr.)**

Using the college's digital recording lab and multi-track recording studio, students will learn the main components of utilizing a DAW system, the fundamentals of digital recording in a commercial studio and the basics of audio production. Gain a general understanding of industry programs such as Protools, Reason and Garageband and be able to adequately produce a variety of projects in these applications. Additional skills will include digital file management and conversion, as well as content sharing online.

*Class (2.00), Lab (3.00). Equivalent to MUS-130.*

**MUS-1131 Hocking College Singers (1.00 cr.)**

This course is open to all students interested in singing in a college choir. In addition to public performances of standard choral literature, this course includes basic vocal techniques, basic music theory, improvement of sight reading, musicianship skills, music fundamentals, and music history and appreciation as it relates to choral literature. Prerequisite training is not necessary, but encouraged.

*Lab (2.00). Equivalent to MUS-131.*

**MUS-1132 Music Private Lessons-Guitar (1.00 cr.)**

Private lessons will focus on the fundamentals of playing the student's chosen instrument and proper practice technique with an emphasis on what is useful as a performer, according to the current level of ability. Private instructor students will be given exposure to different styles and techniques of performance.

*Class (1.00). Equivalent to MUS-132.*

**MUS-1133 Group Lessons - Guitar (1.00 cr.)**

Students will learn beginning guitar in a group setting, with a focus on music fundamentals and proper playing technique.

*Lab (2.00).*

**MUS-1137 Foundations of Music Theory (3.00 cr.)**

Designed to provide students an understanding of the fundamentals of music theory as it relates to notation, performance, and songwriting. Students will learn musical concepts in a classroom setting as well as a lab setting, providing the opportunity for exposure to playing the piano and reading musical notation.

*Class (2.00), Lab (3.00).*

**MUS-1142 Music Private Lesson - Drums & Percussion (1.00 cr.)**

Individualized instruction in percussion technique and repertoire focusing on a student's experience, ability and needs.

*Class (1.00). Equivalent to MUS-142.*

**MUS-1145 Music Industry Fundamentals (3.00 cr.)**

Learn the main aspects of the music industry, including artist, songwriter, publisher, record label and manager revenue streams. Identify virtually any music business entity and understand the structural relationships and processes involved in the music industry, the ever-changing landscape of music distribution, and consumption. Emphasis on the importance and opportunity that music licensing presents. After taking this class, students will be able to competently discuss and explain the parameters of music publishing from both the writer and publisher views, and explain the potential benefits it provides to today's artists.

*Class (3.00).*

**MUS-1150 Recording and Mixing Concepts (3.00 cr.)**

Utilize tools and record a typical studio tracking session. Develop engineering skills and knowledge and apply critical listening skills to affective engineering decisions. Areas of study include studio protocol, critical listening/ear training, troubleshooting, musical formats and acoustical issues. Students will establish a process using editing, plugins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression.

*Class (2.00), Lab (3.00).*

**MUS-1152 Music Private Lesson - Piano, Synthesizer (1.00 cr.)**

Individualized instruction in piano technique and repertoire focusing on a student's experience, ability and needs.

*Class (1.00). Equivalent to MUS-152A, MUS-152, MUS-1153.*

**MUS-1153 Group Lessons: Piano (1.00 cr.)**

Students will learn beginning piano in a group setting, with a focus on music fundamentals and proper playing technique.

*Class (2.00). Equivalent to MUS-1152, MUS-152A, MUS-152.*

**MUS-1162 Music Private Lesson - Voice 1 (1.00 cr.)**

Private lessons will focus on the fundamentals of playing the student's chosen instrument and proper practice technique with an emphasis on what is useful as a performer, according to the current level of ability. Private instructor students will be given exposure to different styles and techniques of performance.

*Class (1.00). Equivalent to MUS-162.*

**MUS-1172 Music Private Lessons - Brass (1.00 cr.)**

Individualized instruction in brass technique and repertoire focusing on a student's experience, ability and needs.  
*Class (1.00). Equivalent to MUS-172.*

**MUS-1180 Interactive Multimedia Technologies (3.00 cr.)**

Using the college's music business, recording and radio resources, students will learn new and emerging multimedia technologies shaping the entertainment world (email, cloudservices, photography, graphic design, web design, video production, streaming, social networking, blogging). Upon completion of this course, students will be able to understand and employ a variety of media in emergent technologies.  
*Class (2.00), Lab (3.00). Equivalent to MUS-180.*

**MUS-1182 Music Private Lessons - Strings (1.00 cr.)**

Individualized instruction in string technique and repertoire focusing on a student's experience, ability and needs.  
*Lab (1.00). Equivalent to MUS-182, MUS-1192.*

**MUS-1185 History of Rock and Roll (2.00 cr.)**

A comprehensive overview of the foundations, evolution, expansion, and current state of a thoroughly American art form: Rock and Roll. Examines the influences that birthed Rock and Roll, its explosive impact on the musical, social and political cultures of the United States and beyond, as well as the significant eras and subcultures that have dominated the musical landscape of Rock and Roll for the past 50 years.  
*Class (2.00). Equivalent to MUS-185.*

**MUS-1192 Electric Ensemble (1.00 cr.)**

Provides a performance venue for students with the direct supervision of faculty. Members attend weekly rehearsals, plus performances and extra rehearsals as needed. Active student leadership is strongly encouraged. The course is available by audition only.  
*Lab (2.00). Equivalent to MUS-1182, MUS-182.*

**MUS-1195 20th Century Music & Contemporary Guitar (3.00 cr.)**

Introduction to the modern music industry structure and its major players by revealing the origin of the music business. Helps the student recognize the cyclic nature of consumer technology and its impacts. Introduces new technologies for their viability. Finally, a strong survey of modern and historic musical genres including American Folk, Country, Blues, Rock, Jazz, Broadway, Film, and Classical.  
*Class (3.00). Equivalent to MUS-195.*

**MUS-2201 Introduction to Logic (2.00 cr.)**

Introduction to the primary features and basic user interface of Logic Express. Students will create their own song using Logic's comprehensive array of software instruments, Apple Loops and DSP effects. In-depth lessons will cover MIDI and audio recording, streamlined editing and arrangement techniques, automation and scoring to picture.  
*Class (1.00), Lab (3.00). Equivalent to MUS-201.*

**MUS-2202 Live Sound Production (3.00 cr.)**

This course will familiarize students with a variety of sound reinforcement systems. Students will have the ability to professionally and safely prepare, set up and operate these systems. Includes the knowledge and understanding of the science of live sound, communication with performers and the art of listening. Students will use a PA system to provide sound reinforcement for several scheduled events.  
*Class (2.00), Lab (3.00). Equivalent to MUS-202, BC-121, MUS-202, THEA-210. Prerequisites: take MUS-1150 or MUS-140.*

**MUS-2203 Music Production Synthesis (3.00 cr.)**

Students utilize prerequisite knowledge gained at Hocking College to refine production skills including: writing, producing, recording, editing and mixing audio material.  
*Class (2.00), Lab (3.00). Equivalent to MUS-203.*

**MUS-2204 Creative Mixing and Sequencing (3.00 cr.)**

Upon completion, students will establish a process using editing, plugins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will be exposed to advanced techniques within software and MIDI using applications such as iTunes, Reason, Waveburner, Roxio Toast and ProTools. Learn how to effectively combine preexisting knowledge of music theory and composition into the digital realm and bring musical ideas to a tangible composition/arrangement through audio/MIDI recording and editing and programming.  
*Class (2.00), Lab (3.00). Equivalent to MUS-204, BC-208. Prerequisites: take MUS-1150 or MUS-140.*

**MUS-2206 Music Distribution & Marketing (3.00 cr.)**

Using the college's music lab and business resources, students will learn the fundamentals of distributing and marketing music product, as well as the function of branding artists in today's music market. Learn new and traditional methods of marketing music products, physical and digital distribution, online and traditional retail and licensing opportunities. Upon completion of this course, students will be able to successfully distribute and market their music products through a variety of distribution channels. Attention will also be given to the structure and functions of both major and independent record labels, as well as self-releasing opportunities. Students will also be able to grasp the necessary steps and procedures involved in starting a grassroots label, or operating as a self-employed artist, in their regional market.  
*Class (2.00), Lab (3.00). Equivalent to MUS-206.*

**MUS-2207 Music Entrepreneurship (3.00 cr.)**

There are more opportunities now to make money in the music industry than ever before. Discovery, identification and assessment of what it takes to be a successful entrepreneur are covered. Conceive, research and write a business plan for an original and innovative music business idea including marketing, promotion and press releases. Launch a micro-business. Exploring why some companies thrive while others die by analyzing successful companies and interviewing current business owners.  
*Class (2.00), Lab (3.00). Equivalent to MUS-207, MUS-2227. Prerequisites: take MUS-1180, MUS-1150, MUS-2206, MUS-180, MUS-140, MUS-206.*

**MUS-2208 Concert Booking and Promotion (3.00 cr.)**

An overview of booking, touring, and concert promotion industry. Emphasis on providing a hands on component to touring and concert promotion. This class will act as the promoter and booking agent for act(s) signed to Can't Live Without Records. Research existing live performance venues, build a venue database, contact venues to book shows, negotiate terms for personal appearances, building label awareness, build the band's fan base, create several promotional tools, advance the shows and submit reports.  
*Class (2.00), Lab (2.00). Equivalent to MUS-208. Prerequisites: take MUS-2206 or MUS-206.*

**MUS-2210 Essentials of Songwriting (2.00 cr.)**

A focus on the essentials used in music writing and the application in the genre of your choice.

*Class (1.00), Lab (2.00). Equivalent to MUS-210.*

**MUS-2220 Music (Capstone) (4.00 cr.)**

As an education institution, Can't Live Without Records will feature and promote artists based on creative commons licensure. The team will act as A&R, publicity, marketing and promotion while also performing administrative duties. Working professionally as a team, students complete a team contract, create a timeline and divide the work accordingly.

*Class (2.00), Lab (5.00). Equivalent to MUS-220.*

**MUS-2227 Music Business Enterprise (3.00 cr.)**

The final individual component of all music business students, is the management/business component of the final group capstone project in MUS 2150.

*Class (2.00), Lab (3.00). Equivalent to MUS-2207, MUS-207.*

**MUS-2296 Industry Internship Experience (2.00 cr.)**

Under the guidance of an assigned staff adviser, students will be expected to complete a minimum of 100 hours of a supervised internship work experience. This work experience is to be a music industry employment opportunity that is closely aligned to the student's field of study. In order to complete their requirements, students will chronicle their experience through an online journal and final evaluation paper, and will be expected to submit a log of their hours and an evaluation from their employer.

*Class (1.00), Lab (7.00). Equivalent to MUS-296.*

## Network Systems

**NET-1100 Web Page Design (3.00 cr.)**

Develop and enhance web pages and websites. Includes the format, function, and syntax of the Hypertext Mark-up Language (HTML) and website development process. Students create and edit web pages with links, tables, frames and image maps. The use of forms, cascading style sheets, JavaScript, DHTML and XML are covered.

*Class (1.00), Lab (6.00).*

**NET-1110 Networking Basics Discovery I (2.00 cr.)**

A hands-on introduction to networking concepts and technologies for home and small businesses. Tools and hardware are used to develop the skills necessary to plan and implement small networks across a range of applications.

*Class (1.00), Lab (3.00). Equivalent to NET-110.*

**NET-1115 Networking Basics Discovery II (2.00 cr.)**

Develop the skills necessary to provide customer support to users of small-to-medium-sized networks and across a range of applications. Includes an introduction to routing and remote access, addressing and network services. Students become familiar with servers that provide email services, web space, and authenticated access.

*Class (1.00), Lab (3.00).*

*Prerequisites: take NET-1110 or NET-110.*

**NET-1120 Computer Hardware & Operating System (3.00 cr.)**

The basic commands and features of personal computer (PC) operating systems. Learn to install, setup, configure and troubleshoot DOS, Windows and Linux operating systems. Examine the architecture of main-frame and PCs, including hardware components of a PC and how they interact. Installing, configuring and troubleshooting PC hardware and software are covered.

*Class (1.00), Lab (6.00).*

**NET-2201 Network Applications (SL/CR) (3.00 cr.)**

Advanced topics in protocols, TCP/IP protocol suite, network utilities, wireless communication and networking media.

*Class (2.00), Lab (3.00). Equivalent to CS-201.*

*Prerequisites: take NET-1110 or NET-110.*

**NET-2210 Cisco Exploration 2 (3.00 cr.)**

Components and operation of routers and routing protocols are examined. Analyze, configure, verify and troubleshoot RIP, EIGRP and OSPF. Recognition and correction of common routing issues and problems are included.

*Class (2.00), Lab (3.00). Equivalent to NET-210.*

*Prerequisites: take NET-1115 or NET-115.*

**NET-2211 Cisco Exploration 3 & 4 (Capstone) (4.00 cr.)**

This course encompasses the last two components of the CCNA preparation courses. LAN Switching and Wireless focuses on configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), Inter-VLAN Routing, VLAN Trunking Protocol (VTP) and wireless networking. Accessing the WAN focuses on the following topics: WAN technology and terminology, PPP, Frame Relay, network security, securing Cisco devices, Access Control Lists (ACLs), NAT, DHCP, IPv6 and network troubleshooting.

*Class (2.00), Lab (6.00).*

*Prerequisites: take NET-2210 or NET-210.*

**NET-2215 Network Systems Security (3.00 cr.)**

Security concepts and issues including laws and ethics, security policies, risk analysis, vulnerabilities, intrusion methodologies, security auditing and assessment, intrusion detection, incident response procedures, cryptography and firewalls. Gain hands-on experience from exercises on both the Linux and Microsoft Windows platforms.

*Class (2.00), Lab (3.00). Equivalent to NET-215.*

*Prerequisites: take NET-2201 or CS-201.*

**NET-2220 Server Management (3.00 cr.)**

Post-installation and day-to-day administration tasks in a Windows based network. Includes installing and configuring a network server operating system, web, FTP and database servers, creating a domain tree and implementing group and security policies, managing users and computer into organizational units, integrating internal networks with the Internet, as well as exploring and evaluating current networking technologies.

*Class (1.00), Lab (5.00). Equivalent to NET-220.*

*Corequisite courses: NET-2201.*



# Natural Resources Law Enforcement

## **NRLW-1100 Introduction to Natural Resources Law Enforcement (1.00 cr.)**

Overview of the natural resources emergency services field. Addresses agency identities and roles. Differentiates between ranger and police. Examines unique issues in field such as ARPA, environmental crimes, game law enforcement and generalist/multiple role of rangers.  
*Lab (1.50), Class (0.50). Equivalent to RNGR-100.*

## **NRLW-1101 Natural Resources Law Fitness (1.00 cr.)**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.  
*Lab (3.00). Equivalent to RNGR-102, NRLW-1102, NRLW-2101, NRLW-2102.*

## **NRLW-1102 Natural Resources Law Fitness (1.00 cr.)**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.  
*Lab (3.00). Equivalent to NRLW-1101, RNGR-102, NRLW-2101, NRLW-2102.*

## **NRLW-1103 Natural Resources Criminal Law (3.00 cr.)**

Explores Constitutional Law, laws of arrest, search and seizure and the Ohio Revised Code. Examines the protection and stewardship of natural and cultural resources. Varies from insect infestations of timber stands to wastewater management to historic sites preservation.  
*Class (2.00), Lab (3.00).*

## **NRLW-1107 Natural Resources Information Technology/Equipment (3.00 cr.)**

Overview of technology in the field such as computer-based reporting; GIS/GPS; advanced radio and data systems; videography; digital photography; environmental and criminal surveillance equipment and data management systems.  
*Class (2.00), Lab (3.00). Equivalent to RNGR-107.*

## **NRLW-2101 Natural Resources Law Fitness (1.00 cr.)**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.  
*Lab (3.00). Equivalent to NRLW-1101, RNGR-102, NRLW-1102, NRLW-2102.*

## **NRLW-2102 Natural Resources Law Fitness (1.00 cr.)**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.  
*Lab (3.00). Equivalent to NRLW-1101, RNGR-102, NRLW-1102, NRLW-2101.*

## **NRLW-2209 Natural Resources Administration and Management (2.00 cr.)**

Administrative component of resource management from campground management to monitoring subcontractors and for-fee users.  
*Class (2.00). Equivalent to RNGR-109.*

## **NRLW-2210 Forensic Science/Collection & Preservation (3.00 cr.)**

Study of physical evidence used to prosecute modern cases including ballistics, tool marks, hairs and fibers, body fluids, DNA, tire impressions, teeth marks, fingerprints, shoe impressions, paint and glass fragments and the procedures for the collection and preservation of these items.  
*Class (2.00), Lab (3.00).*

## **NRLW-2212 Law Enforcement Management and Operations (3.00 cr.)**

Policy and procedure from natural resources law enforcement agencies. Includes the legal process for good policy and procedure development, scheduling of manpower and prioritizing functions within a law enforcement agency.  
*Class (2.00), Lab (3.00). Equivalent to RNGR-112.*

## **NRLW-2214 Natural Resources Employment Seminar (1.00 cr.)**

Speakers from a variety of agencies concerned with the management of natural resources participate in this course, covering education requirements of prospective employers, projection of job opportunities and methods of applying for specific jobs. Job search techniques are stressed.  
*Class (0.50), Lab (1.50). Equivalent to NRM-114.*

## **NRLW-2296 Natural Resources Law Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.  
*Class (1.00), Lab (7.00). Equivalent to RNGR-296.*

# Natural Resources Management

## **NRM-1110 Chainsaw Operation & Maintenance (1.00 cr.)**

Introduction to the powered equipment commonly used in the field of natural resources. Includes chainsaws, tractors and their implements, ATVs, trailers and other associated equipment. This course focuses on safety, operation and maintenance.  
*Class (0.50), Lab (1.50). Equivalent to NRM-110, REC-110.*

## **NRM-1111 Natural Resources Equipment (1.00 cr.)**

Introduction to the powered equipment commonly used in the field of natural resources. Includes tractors and their implements, ATVs, trailers and other associated equipment. The course focuses on safety, operation and maintenance.  
*Class (0.50), Lab (1.50). Equivalent to NRM-111, WLM-140, EQSI-130, NRM-130.*

**NRM-1113 Watercraft Operation & Maintenance (1.00 cr.)**

Boating safely, legally and competently on inland waters in small craft such as canoe and outboard motorboat, use of trailers and use of associated safety gear.

*Class (0.50), Lab (1.50). Equivalent to NRM-113.*

**NRM-1123 Surveying and Mapping (3.00 cr.)**

Plane surveying procedures and applications for distance, direction and elevation measurements, use and care of surveying instruments including the transit, hand level and engineering level. History, basic applied mathematics, units of measurement and the public land survey system are explored. Basic survey mapping techniques are introduced.

*Class (2.00), Lab (3.00). Equivalent to NRM-123, NR-123.*

**NRM-1125 Map Reading and Interpretation (1.00 cr.)**

Theoretical understanding of maps and map making are combined with technical exercises designed to help the student manipulate, enlarge and transcribe maps for other uses. Introduction to the Public Land Survey, latitude and longitude, Universal Transverse Mercator, and the State Plain Coordinate grid systems. Determination of azimuth, bearings, distance, area and the interpretation of textual land survey documentation.

*Class (0.50), Lab (1.50). Equivalent to NRM-125.*

**NRM-1163 Foraging Edible/Medicinal Plants (1.00 cr.)**

Studies foraging techniques including proper field identification, preparation and uses of plants for food, emergency first aid, shelter and tools.

*Class (0.50), Lab (1.50). Equivalent to NRM-163.*

**NRM-2217 Aquatic Ecology (3.00 cr.)**

Covers aquatic ecosystems including lakes, rivers and wetlands; placing emphasis on hydrology, interrelationships and identification of major communities and community assessment.

*Class (2.00), Lab (3.00). Equivalent to NRM-217.*

**NRM-2290 Natural Resources Management Special Topics (0.25-6.00 cr.)**

Special topics course. Description, content and outcomes will vary by offering.

*Class (6.00).*

**NRM-9124 Surveying and Mapping II (1.50 cr.)**

A study of surveying operations used in providing horizontal and vertical control for mapping projects and develops horizontal traversing and trigonometric leveling skills. Appropriate instrument procedures are implemented. Coordinate geometry is used to determine location of survey control points and data analysis.

*Class (1.00), Lab (1.50). Equivalent to NRM-124.*

*Prerequisites: take NRM-123.*

# National Ranger Training Institute

**NRTI-1113 How to Get Government Jobs (1.00 cr.)**

Designed for people who are seeking employment or advancement in government positions and specifically provides "hands-on" training in how to accurately and completely fill out applications for federal employment.

*Class (0.50). Equivalent to NR-1113, RNGR-113.*

**NRTI-1123 Rappelling & Vertical Rope Rescue (1.00 cr.)**

Familiarization with the principles of rappelling. Examination of training exercises in rope rescue techniques. Covers rescue of persons injured and/or stranded on ledges and over cliffs. Emphasizes teamwork, proper use, care and storage of equipment and safety procedures.

*Class (0.50), Lab (1.50).*

**NRTI-1148 Sport Rock Climbing (0.50 cr.)**

Basics of indoor sport climbing on fixed gear and outdoor traditional climbing in the field. Students develop a wide range of climbing skills, as well the ability to select, use, care for and store equipment, in a safety oriented environment.

*Class (0.25), Lab (0.75). Equivalent to ECO-1148, ECO-148.*

*Prerequisites: take NRTI-1123, RNGR-123, RNGR-226.*

**NRTI-1160 Survival Techniques for Wilderness (2.00 cr.)**

An introduction to wilderness survival techniques, including compass and map reading, construction of emergency shelters, controlled fires, personal hygiene in the wilderness setting, preparation of native foods, survival medical treatment and health care techniques.

*Class (1.50), Lab (1.50). Equivalent to RNGR-160.*

**NRTI-1177 Open Water Scuba Diver (PDIC) (1.50 cr.)**

This SCUBA course meets or exceeds the standards set by the Recreational Scuba Training Council (RSTC), Professional Diving Instructors Corporation (PDIC), and the National Park Service (NPS) for Open Water dive certification and NPS-4 Diver In Training (DIT) status. Includes a minimum of 15 hours of lecture concerning diver physics, equipment usage, safety rules and procedures, first aid and the aquatic environment. A minimum of 15 hours of pool sessions is also included which details the water skills necessary to using Self-Contained Underwater Breathing Apparatus (SCUBA) safely and effectively. After the required classroom, pool hours and competencies have been met, two days of open water diving will be conducted. The participant will conduct two dives on each of those two days for certification and evaluation purposes.

*Class (0.50), Lab (3.00). Equivalent to ECO-177.*

**NRTI-1230 Intermediate Rescue Rigging (0.50 cr.)**

In-depth examination of rope rescue technique and equipment with the rescue of persons injured or stranded on ledges, over cliffs, buildings, water towers or hanging from any height from rope or fall protection, etc. Teamwork is emphasized. Includes lower/haul systems, belay systems, a-frames, gin poles, load vectoring on guiding lines and highlines for the extraction and manipulation of victims, equipment and the rescuer. Includes safety procedures and practices.

*Class (0.25), Lab (0.75). Equivalent to RNGR-230.*

*Prerequisites: take NRTI-1123, RNGR-123, RNGR-226.*

**NRTI-1238 Ranger Academy (18.00 cr.)**

Prepares the learner for law enforcement in Ohio and for seasonal positions with the National Park Service and U.S. Fish and Wildlife Service. Successful completion certifies the ranger candidate as having completed both the Ohio Peace Officer Basic Training curriculum and the Seasonal Law Enforcement Training Program curriculum.

*Class (6.00), Lab (36.00).*

# Nursing

**NT-1000 PN Intro to Holistic Care (6.00 cr.)**

This course is composed of theory, skills lab, physical assessment module and clinical experience. Introduction to the principles and practice of nursing fundamentals, basic nursing techniques and patient assessment. *Class (3.00), Lab (9.00).*

**NT-1003 PN Nutrition (1.00 cr.)**

An overview of the relationship of essential nutrients and health maintenance throughout the lifespan, including adult wellness, pregnancy, infants, children and the elderly. Emphasis on making healthful, nutrient-rich choices from a variety of foods using recognized guidelines as well as the specific conditions of deficiency or excess leading to over-nutrition or under-nutrition. *Class (1.00).*

**NT-1006 Basics of Medication Administration (1.00 cr.)**

This course is a hybrid course, and requires six classroom meetings that involve the study of methods and processes of mathematical calculations in the clinical setting. Emphasis will be placed on accurately calculating medication dosages and select physiological calculations, including age-related diversity. This course involves the study of methods and processes of mathematical calculations in the clinical setting as well as opportunities to manipulate medication administration equipment. Includes the relationship with basic pharmacological terminology and an introduction to the basics of using a Nursing Drug Reference Book. *Class (1.00).*

*Prerequisites: take MATH-1108 or MATH-108.*

**NT-1010 PN Care Across Lifespan (7.00 cr.)**

The theory, lab and clinical components of this course provide an introduction to the principles and practice of practical nursing fundamentals, basic nursing techniques, and patient assessment across the lifespan. Content areas include all care of the childbearing mother/family, phases of adulthood and care of the older adult. Includes an introduction to medical-surgical nursing. Identification of abnormal findings and complications will be addressed. Use of the nursing process within the scope of practice for the practical nurse is emphasized. The clinical rotations occur primarily in the extended care facility and maternal newborn settings.

*Class (3.00), Lab (12.00).*

*Prerequisites: take NT-1000, NT-9000, NT-100, NT-102.*

*Corequisite courses: NT-1014.*

**NT-1014 PN Introductory Pharmacology (2.00 cr.)**

Emphasizes the nursing process related to medication administration for the practical nurse. The study of pharmacokinetics will be incorporated as well as the relationship of drug administration to concepts of health and body system alterations. Online enhancements will be utilized.

*Class (2.00).*

*Prerequisites: take NT-9006, NT-1006, NT-106, MATH-104.*

*Corequisite courses: NT-1010.*

**NT-1020 PN Care of Diverse Clients (7.00 cr.)**

The theory, lab and clinical components of this course focus on common health alterations of adult clients including concepts and skills essential to nursing practice. Includes modules on cardiovascular, respiratory, neurosensory, gastrointestinal, musculoskeletal, endocrine, hematologic, urologic and oncologic conditions. Also includes aspects of disease prevention, health maintenance and rehabilitation. The clinical rotations occur primarily in the adult acute care medical-surgical setting.

*Class (3.00), Lab (12.00).*

*Prerequisites: take NT-1010, NT-9000, NT-110, NT-100, NT-102.*

**NT-1030 PN Legal/Transition (1.00 cr.)**

A student-faculty seminar focusing on concepts related to interpersonal skills and attitudinal elements essential to nursing practice. Students will investigate the legal aspects of nursing and the ethical issue of child abuse. Preparing the student for the transition into the world of nursing will be emphasized.

*Class (1.00)*

*Prerequisites: take NT-1010, NT-9000, NT-100, NT-110.*

*Corequisite courses: NT-1020, PSYC-2151.*

**NT-1031 PN Child Health (1.00 cr.)**

Focus on providing developmentally appropriate, family-centered care to children and their families within the scope of practice of the practical nurse. Emphasis will be placed on characteristics of the well child and common pediatric health alterations.

*Class(1.00)*

*Prerequisites: take NT-1010 or NT-9000.*

*Corequisite courses: NT-1020, PSYC-2151.*

**NT-1034 PN Drug Classifications (2.00 cr.)**

Focus on selected drug classifications. Emphasis is placed on patient care implications of drugs, incorporating information required by a practical nurse for the proper assessment, care, evaluation and education of the patient.

*Class (2.00).*

*Prerequisites: take NT-1014, NT-114, NT-135. Corequisite courses: NT-1020.*

**NT-1035 PN IV Therapy (1.00 cr.)**

An introductory course that includes theoretical and clinical knowledge related to the role, accountability, and responsibility of the Practical Nurse in IV Therapy. Combines both online and skills lab learning activities.

*Lab (3.00).*

*Prerequisites: take NT-1006. Corequisite courses: NT-130.*

**NT-1050 Concepts of Nursing Care (10.00 cr.)**

Recognizes advanced standing of a licensed practical nurse in the areas of planning and delivering basic nursing care. Current unrestricted LPN license and successful completion of the PN2RN courses are required.

*Class (7.00), Lab (9.00).*

**NT-1060 Concepts of Nursing Science (10.00 cr.)**

Recognizes advanced standing of a licensed practical nurse in the areas of understanding structure and function of the body, the basic developmental, biological, psychological and socio-cultural differences in clients, and the safe administration of medications. Current unrestricted LPN license and successful completion of the PN2RN courses are required.

*Class (10.00).*

**NT-1100 Introduction to Nursing -RN (1.00 cr.)**

Addresses the concepts, skills and attitudes foundational to the practice of caring, competent nursing as a registered nurse. Not to be taken more than one year prior to the guaranteed clinical start date. Hybrid course. *Class (1.00).*

**NT-1110 RN Basics Gerontology/Adult Health I (8.00 cr.)**

Focus of this course in the theory, lab and clinical setting will be the attainment of the knowledge, skills and attitudes that promote safe and effective basic nursing care of adult and geriatric clients. Includes an introduction to foundational nursing principles and skills; client assessment; an introduction to medication administration; and nursing care related to a limited number of health alterations. The majority of clinical experience will be set in extended care facilities.

*Class (3.00), Lab (15.00). Corequisite courses: NT-1112, NT-1114.*

**NT-1112 RN Holistic Care (2.00 cr.)**

Builds on the Introduction to Nursing course (NT 1100) emphasizing caring relational and nursing process care skills needed to intervene helpfully with holistic dimensions of health across the lifespan and care continuum including challenging care situations is discriminated.

*Class (2.00)*

*Prerequisites: take NT-1100. Corequisite courses: NT-1110.*

**NT-1114 RN Beginning Pharmacology (2.00 cr.)**

Focus on the registered nurse's responsibilities when administering medication from selected classifications. Emphasis is placed on patient care implications of drugs, incorporating information required by a nurse for the proper assessment, care, evaluation and education of the patient.

*Class (2.00).*

*Prerequisites: take NT-1006, NT-9006, NT-106, MATH-104, NT-9006.*

*Corequisite courses: NT-1120.*

**NT-1120 RN Adult Health II/Maternal Newborn (8.00 cr.)**

This course will be divided into two modules. RN Adult Health II Module: Focus in the theory, lab, and clinical setting will build on NT 1110 using the nursing process as a framework. Students continue to develop the knowledge, skills and attitudes that promote safe and effective nursing care of adult with common health alterations. The student will gain clinical experience in the acute care setting. Maternal Newborn Module: Will consist of theory, lab and clinical content addressing the knowledge, skills and attitudes needed to deliver safe and effective nursing care to childbearing families during the antepartum, intrapartum, postpartum and neonatal periods. Includes biological and behavioral changes associated with the normal reproductive process and common complications. Clinical rotation is primarily in the hospital maternal newborn setting.

*Class (3.00), Lab (15.00).*

*Prerequisites: take NT-1110, BIOS-1114, NT-1112, NT-1114.*

*Corequisite courses: NT-1114.*

**NT-1121 RN Ethical/Legal Issues (1.00 cr.)**

Explore legal and ethical issues in nursing. Focuses on the implementation of the RN role in ways that reflect integrity, responsibility, and a commitment to caring and advocacy for diverse patients within a variety of settings.

*Class (1.00).*

*Prerequisites: take NT-1112, NT-102, NT-200. Corequisite courses: NT-1120.*

**NT-1123 RN Nutrition (1.00 cr.)**

Overview of the relationship of essential nutrients and health maintenance. Knowledge of routine hospital diets, tube feedings and nutrition assessment will be discussed. Emphasis will be on making healthful, nutrient-rich choices from a variety of foods using recognized guidelines as well as the specific conditions of deficiency or excess leading to over nutrition or under nutrition.

*Class (1.00). Equivalent to NT-213.*

*Prerequisites: take BIOS-113.*

**NT-1140 PN2RN Adult Health (4.00 cr.)**

Combines online and classroom learning activities. It is designed to enrich the student's knowledge of adult health nursing. Emphasis on the study of common health problems and utilization of the nursing process in planning and caring for adults with these conditions. Includes the principles and practice of related technical skills and opportunities for supervised activities in the nursing lab and in health care facilities.

*Class (3.00), Lab (3.00). Equivalent to NT-140.*

**NT-1142 PN2RN Holistic Care & RN Transition (2.00 cr.)**

Combines online and classroom learning activities. The students will review key areas covered in NT 1000 course. Emphasizes caring relational and nursing process care skills needed to intervene helpfully within the holistic dimensions of health. Lifespan dimensions and care including challenging care situations are discriminated. Students will explore the RN scope of practice.

*Class (2.00). Equivalent to NT-142.*

*Prerequisites: take PSYC-1101.*

**NT-1144 PN2RN Pharmacology (2.00 cr.)**

Combines both online and classroom learning activities. This course focuses on the registered nurses responsibility related to medication administration for selected drug classifications. Hybrid course.

*Class (2.00). Equivalent to NT-144.*

*Prerequisites: take MATH-1108 or MATH-1113.*

**NT-1147 PN2RN Maternal Newborn (1.00 cr.)**

Designed to expand the student's knowledge of maternal/newborn nursing. Use of the nursing process in the delivery of holistic health care in this setting is emphasized. Hybrid course.

*Class (1.00). Equivalent to NT-147.*

**NT-2010 RN Adult Health III/Mental Health (8.00 cr.)**

This course will consist of two modules: RN Adult Health III: The focus of this module will build on NT 1120. Theory, lab and clinical content will emphasize the further development of clinical reasoning and nursing judgment needed for the safe and effective nursing care of adults. The biopsychosocial dimensions of health and illness are addressed in depth. A variety of hospital acute care settings are utilized for clinical rotations. Mental Health Module: Focuses on the attitudes, concepts and skills needed to be helpful with clients experiencing mental health alterations. Emphasis on building caring relationships and collaboratively providing care through implementing the nursing process. The clinical rotation involves a variety of mental health treatment settings.

*Class (3.00), Lab (15.00).*

*Prerequisites: take NT-1112, NT-1114, NT-1120, BIOS-1200, NT-102, NT-114, NT-120, NT-121, NT-124, NT-130, NT-134, NT-200, BIOS-200.*

*Corequisite courses: NT-2014.*

**NT-2014 RN Applied Pharmacology (1.00 cr.)**

Focuses on the RN's role in the provision of safe, effective client care as it applies to pharmacological therapy. Applied clinical reasoning skills are emphasized, using information to mitigate error and support decision making.

*Class (1.00).*

*Prerequisites: take NT-1110, NT-1114, NT-1120, BIOS-1200, NT-102, NT-121, NT-114, NT-120, BIOS-200. Corequisite courses: NT-2010, PSYC-2151.*

**NT-2015 RN Child Health (1.00 cr.)**

Includes developmentally appropriate, family centered care of children from infancy through adolescence. Promotion of healthy growth and development as well as care of children with a variety of pediatric health alterations will be discussed. Care of the hospitalized child will be addressed.

*Class (1.00). Equivalent to NT-225.*

*Prerequisites: take NT-1110, NT-1114, NT-1120, BIOS-1200, NT-102, NT-121, NT-114, NT-120, BIOS-200.*

*Corequisite courses: NT-2010, PSYC-2151, NT-2014.*

**NT-2020 Care of Patients with Complex Health (9.00 cr.)**

Focus will be the integration of the knowledge, skills, and attitudes that promote safe and effective advanced nursing care of patients with complex health alterations. Focuses on implementation of the RN role in ways that reflect a commitment to evidence-based practice, caring, advocacy and safe quality care for diverse patients.

*Class (4.00), Lab (15.00). Prerequisites: take NT-2010, NT-2014, NT-131, NT-201, NT-211. Corequisite courses: NT-2024.*

**NT-2024 Leadership in Nursing (2.00 cr.)**

Designed to prepare the student for the transition into the world of nursing. Concepts of leadership and management of care are applied to complex nursing situations and organizational processes. Communication skills essential for the role of RN as manager of care are further developed and practiced. The influence of evidence-based practice in nursing is examined. The RN's role in cost containment, risk management, quality management, and organizational change are explored. Job search techniques are covered.

*Class (2.00).*

*Prerequisites: take NT-2010, NT-2014, NT-131, NT-134, NT-201, NT-211, NT-217. Corequisite courses: NT-2020.*

**NT-9000 PN Challenges of Care (1.00 cr.)**

Content focuses on awareness of self, the development of relational skills and skills needed for challenging care situations.

*Class (1.00).*

*Prerequisites: take NT-100 NT-102.*

**NT-9006 Drug Book Basics & Medication Labels (0.25 cr.)**

Supplements NT 106 or MATH 104 to meet the course outcomes of NT 1006. Focuses on interpretation of drug labels and how to utilize a nursing drug reference.

*Class (0.25). Prerequisites: take MATH-104 or NT-106.*

**NT-9010 RN Adult Health III (4.00 cr.)**

Builds on NT 1120. Theory, lab and clinical content will emphasize the further development of clinical reasoning and nursing judgment needed for the safe and effective nursing care of adults. The bio-psycho-social dimensions of health and illness are addressed in depth. A variety of hospital acute care settings are utilized for clinical rotations.

*Class (3.00), Lab (12.00). Equivalent to NT-130, NT-210.*

*Prerequisites: take NT-1112, NT-1114, NT-1120, BIOS-1200.*

*Corequisite courses: NT-2014.*

**NT-9120 RN Adult Health II (4.00 cr.)**

Focus of this module will build on NT 1110, using the nursing process as a framework. Continue to develop the knowledge, skill and attitudes that promote safe and effective nursing care of adults with common health alterations. Gain clinical experience in the acute care setting.

*Class (3.00), Lab (12.00). Equivalent to NT-110, NT-120.*

*Prerequisites: take NT-1110, BIOS-1114.*

*Corequisite courses: NT-1114.*

**NT-9121 RN Ethical/Legal Issues (1.00 cr.)**

Explores legal and ethical issues in nursing. Focuses on the implementation of the RN role in ways that reflect integrity, responsibility and a commitment to caring and advocacy for diverse patients within a variety of settings.

*Class (1.00). Prerequisites: take NT-100.*

**NT-9134 Pharmacology for Nurses/Drug Class II (0.75 cr.)**

Actions, dosages, adverse effects and interactions of medications in selected drug classifications. Emphasis is placed on patient care, implications of drugs, incorporating information required by a nurse for the proper assessment, care, evaluation and education of the patient. Herb and dietary supplement interactions with medications are also discussed. Relationship to the concepts of health and culture are included.

*Class (0.75). Prerequisites: take NT-124.*

**NT-9216 Transition to RN Leadership/Management (0.75 cr.)**

Introductory course to Level II nursing. Builds the foundation for growth and application of RN leadership and management skills. Assists the learner to grow in role as a nurse from LPN to RN. The scope of practice between the role of LPN/RN are explored. Identification of concepts and skills that are essential to be a successful RN are applied. Communications skills, ethical and legal issues, and professionalism are discussed. Skills needed to be successful as a Level II student are discussed and practiced. Learners discuss the Level II curriculum map and visualize the plan for growth in their scope of practice throughout the program.

*Class (0.75).*

# Office Administration

## **OAT-1110 Office Management Theory (2.00 cr.)**

A realistic overview of the modern business office. Methods that may be encountered in any size office and professional procedures for carrying out responsibilities including administrative assistant duties. Opportunities in the administrative assistant field and various levels of work are explored. Personal qualifications, proper attitude, and conduct are stressed through problem solving situations.

*Class (1.00), Lab (3.00).*

## **OAT-1111 Office Procedures (2.00 cr.)**

A continuation of Office Procedures I, this course gives the executive assistant background to lend administrative support to today's busy executives. Complete projects that require critical thinking, teamwork, interpersonal and leadership skills while applying appropriate procedures to manage the administrative functions of an office.

*Class (1.00), Lab (3.00).*

*Prerequisites: take OAT-1110 or OAT-110.*

## **OAT-1113 Computer Basics (1.00 cr.)**

Introduction to computer systems, hardware and software. Through hands-on experience, become knowledgeable of the Windows operating system, storing and organizing data, email and the Internet.

*Lab (2.00). Equivalent to OAT-113.*

## **OAT-1115 Computer Applications for Industry (1.00 cr.)**

Hands-on course where students will learn to use skills available in Microsoft Word, Excel, and PowerPoint for applications in industry. Decision-making and problem-solving skills are integrated throughout the work required in this course.

*Lab (3.00). Equivalent to OAT-115.*

## **OAT-1140 Electronic Publications (1.00 cr.)**

Hands-on course where students will learn to use the skills available in Microsoft Publisher and PowerPoint. Introduction to publishing terms and techniques to create various types of publications and presentations.

*Lab (3.00).*

## **OAT-1180 Keyboarding Techniques (1.00 cr.)**

Basic instructions on the alphabetic keyboard and 10 key pad. Emphasis is placed on developing keyboarding speed and accuracy skills, reinforcing the English language, and the ability to think and key. The course will improve touch typing utilizing correct finger position while building speed and accuracy.

*Lab (3.00). Equivalent to OAT-180, SEC-180.*

## **OAT-1190 Business Communication Skills (3.00 cr.)**

Methods to provide training that gives the student opportunity to become competent in all phases of communications including writing, speaking, listening, and reading to prepare for transcription and communication in the modern business office by using a reference manual.

*Class (2.00), Lab (3.00). Equivalent to OAT-190.*

## **OAT-1216 Word Processing - Word (3.00 cr.)**

Designed to acquaint the student with the operations of word processing by demonstration. The student will receive hands-on experience using software.

*Class (2.00), Lab (3.00). Equivalent to OAT-216, OAT-216.*

## **OAT-1282 Financial Services (2.00 cr.)**

Designed to give the student, as a consumer, background information on coping with certain major financial decisions in life, including basic personal budgeting. Includes introduction to the double-entry system of bookkeeping and the basic accounting cycle. Software programs will be utilized.

*Class (1.00), Lab (3.00).*

## **OAT-2115 Medical Transcription (3.00 cr.)**

Develops an understanding of medical terminology with emphasis on transcription using the Stop/Start transcription system to create medical documents. Develop skills in the medical field through the typing of reports such as history and physicals, radiology reports, operative reports, pathology reports, discharge summaries and autopsies.

*Class (2.00), Lab (3.00). Equivalent to MA-115.*

*Prerequisites: take OAT-1190, OAT-2200, OAT-195, OAT-200.*

## **OAT-2200 Introduction to Transcription (3.00 cr.)**

Intensive instruction and practice in listening and transcribing mailable copy from recorded and direct dictation. Emphasis on accuracy, formatting, proofreading and language arts skills.

*Class (2.00), Lab (3.00). Equivalent to OAT-200.*

*Prerequisites: take OAT-1190 or OAT-195.*

## **OAT-2215 Database Management Using Access (2.00 cr.)**

Using Microsoft Access, students will design, organize, process, update and manage business data information to develop reports and forms used in an office environment.

*Class (1.00), Lab (3.00). Equivalent to OAT-215.*

## **OAT-2218 Office Budgeting Using Excel (3.00 cr.)**

Using Microsoft Excel, design, create, format and customize spreadsheets, build formulas and create and edit charts and tables. Compile and manipulate personal and professional budgets in order to maintain financial stability.

*Class (2.00), Lab (3.00). Equivalent to OAT-218.*

## **OAT-2220 Specialized Applications (2.00 cr.)**

Office procedures that an administrative assistant may need to know in specialized offices such as in a medical, legal, government, education, or technical field. The methods, terminology and forms that the office assistant will encounter in each of these specialized areas are presented. Through the use of simulations, the course provides realistic experience with a variety of activities representative of the tasks performed by specialized executive and administrative secretaries.

*Class (1.00), Lab (3.00). Equivalent to OAT-220.*

*Prerequisites: take OAT-1111, OAT-1216, OAT-112, OAT-216.*

## **OAT-2230 Administrative Transcription (3.00 cr.)**

The Stop/Start transcription system is used to type documents. The techniques of machine transcription are reinforced and continued from Introduction to Transcription. Develop proficiency in producing mailable copy of dictated letters, memos, reports, and material with changes and corrections. Correct spelling, punctuation and placement are highly stressed, as well as accurate proofreading.

*Class (2.00), Lab (3.00). Equivalent to OAT-230.*

*Prerequisites: take OAT-1190, OAT-2200, OAT-195, OAT-200.*

**OAT-2250 Office Publications/Presentations (2.00 cr.)**

Introduction to various publishing terms and techniques using Microsoft Publisher, PowerPoint and Adobe Photoshop Elements. Create various types of publications and presentations.  
*Class (1.00), Lab (3.00).*

**OAT-2260 Office Simulation Capstone (4.00 cr.)**

Through the use of simulations, this course provides realistic experiences with a variety of activities representative of the tasks performed by executive and administrative assistants. Develops the ability to type difficult materials so that it would be acceptable in a business office. Some of the work requires composing, use of all types office files, financial record keeping, transcription, electronic and paper calendaring and filing, and word processing assignments.

*Class (2.00), Lab (6.00).*

*Prerequisites: take OAT-2215, OAT-2220, OAT-2250, OAT-21, OAT-220, OAT-250.*

**OAT-2280 Legal Transcription (3.00 cr.)**

The Stop/Start transcription system is used to type legal documents. The techniques of machine transcription are reinforced and continued from Introduction to Transcription. Develop proficiency in legal terminology producing mailable copy of dictated letters, memos, reports, and material with changes and corrections. Correct spelling, punctuation, and placement are highly stressed, as well as accurate proofreading.

*Class (2.00), Lab (3.00). Equivalent to OAT-280.*

*Prerequisites: take OAT-1190, OAT-2200, OAT-195, OAT-200.*

**OAT-2296 Office Management Practicum (4.00 cr.)**

This practicum is planned for the Office Management student to provide on-the-job experience before graduating, working under the supervision of an administrative secretary or administrative assistant in the option the student has chosen - medical, legal, executive or general.

*Class (2.00), Lab (14.00). Equivalent to OAT-296B.*

*Prerequisites: take OAT-2215, OAT-2220, OAT-2250, OAT-215, OAT-220, OAT-250.*

# Opticianry

**OPT-1100 Introduction to Opticianry (3.00 cr.)**

Introduction to healthcare in the United States, historically and currently, as it relates to the optician. Provides an overview of the nature of the work of the optician, working conditions, employment opportunities and job outlook. Introduction to basic optical principles and concepts of lens design and frame construction, and markings and ocular anatomy.

*Class (3.00).*

**OPT-1101 Geometric Optics I (3.00 cr.)**

Examines the nature of light, and the details the behavior of light when it encounters various refractive and reflective surfaces. Also examines lens power, indices, prism and lens form and design. Refraction of multiple light rays, and effects of decentration on spheres, cylinders, spherocylinders and oblique cylinders. Lab covers verification and neutralization of lenses, and the various verification tools.

*Class (2.00), Lab (3.00). Equivalent to OPT-102.*

*Prerequisites: take OPT-1100 or OPT-132.*

*Corequisite courses: OPT-1131, BIOS-1115.*

**OPT-1131 Ophthalmic Dispensing I (3.00 cr.)**

Frame styling and selection, prescription considerations, standard alignment and adjustment of ophthalmic eyewear. Lens materials and characteristics as well as multifocal types, construction and measurement are presented. Includes interpupillary measurements and absorptive lenses.

*Class (2.00), Lab (3.00). Equivalent to OPT-132.*

*Prerequisites: take OPT-1100 or OPT-132.*

*Corequisite courses: BIOS-1115, OPT-1101.*

**OPT-2102 Geometric Optics II (3.00 cr.)**

Optical considerations with increasing lens power. Prism and accommodation at near, and calculating vertical imbalance. Introduces the correct curve theory, and special lens designs to include aspheric, high plus and high minus lenses. Fresnel prisms and magnifications problems. Lab continuation of lens neutralization and verification utilizing various optical tools.

*Class (2.00), Lab (3.00). Equivalent to OPT-103.*

*Prerequisites: take OPT-1101 or OPT-102.*

*Corequisite courses: OPT-2132, OPT-2201, OPT-2121.*

**OPT-2111 Mechanical Optics (3.00 cr.)**

Study of the finishing and surfacing process. The edging process will be practiced as it relates to single vision and multifocal design. Spotting, blocking, edging, hand edging, verification of spectacle lenses. Also introduces the theory of surfacing procedures. The surfacing of lenses including thickness, surface curvatures and lens blank selection. Surfacing equipment is introduced.

*Class (2.00), Lab (3.00). Equivalent to OPT-112.*

*Prerequisites: take OPT-2102, OPT-2132, OPT-103, OPT-133.*

*Corequisite courses: OPT-2202, OPT-2220, OPT-2122.*

**OPT-2121 Clinical Experience I (3.00 cr.)**

Experience in a business in the optical field applying practical knowledge gained in the classroom. Includes discussion of job-related concerns and situations faced by the student in their practicum, job requirements and employment opportunities.

*Class (1.00), Lab (6.00). Equivalent to OPT-122.*

*Prerequisites: take OPT-1101, OPT-1131, OPT-102, OPT-132.*

*Corequisite courses: OPT-2102, OPT-2132, OPT-2201.*

**OPT-2122 Clinical Experience II (6.00 cr.)**

Experience in a business in the optical field applying practical knowledge gained in the classroom. Includes discussion of job-related concerns and situations faced by the student in their practicum, job requirements and employment opportunities.

*Class (1.00), Lab (16.00). Equivalent to OPT-124.*

*Prerequisites: take OPT-2121 or OPT-122.*

*Corequisite courses: OPT-2202, OPT-2111, OPT-2220.*

**OPT-2132 Ophthalmic Dispensing II (3.00 cr.)**

Covers advanced fitting techniques to include cataract lens fitting, vertex distance compensation and progressive lenses. Absorptive lenses, sports eyewear, and special dispensing situations. Lens blank size determination, legal and ethical issues and board management are discussed.

*Class (2.00), Lab (3.00). Equivalent to OPT-133.*

*Prerequisites: take OPT-1131 or OPT-132.*

*Corequisite courses: OPT-2102, OPT-2201, OPT-2121.*

**OPT-2201 Contact Lenses I (3.00 cr.)**

Historical review as well as theory, design and optical principles of contact lenses; indications and contraindications for contact lens wear; anatomy and physiology as related to contact lenses; principles and techniques of various verification and diagnostic instrumentation; patient education on care, cleaning, and insertion and removal of ridged and hydrogel contact lenses; contact lens terminology. Lab will introduce the student to the use of keratometer, loupe and slit lamp.

*Class (2.00), Lab (3.00). Equivalent to OPT-202.*

*Prerequisites: take OPT-1101, OPT-1131, OPT-102, OPT-132.*

*Corequisite courses: OPT-2102, OPT-2132, OPT-2121.*

**OPT-2202 Contact Lenses II (3.00 cr.)**

Advance procedures of contact lens fitting are examined and practical applications in the fitting process are experienced. Problem solving of contact lens related signs and symptoms will also be covered.

*Class (2.00), Lab (3.00). Equivalent to OPT-203.*

*Prerequisites: take OPT-2201 or OPT-202.*

*Corequisite courses: OPT-2111, OPT-2220, OPT-2122.*

**OPT-2220 Ophthalmic Assisting (3.00 cr.)**

Entry level knowledge of the relates to the human eye. Includes a study of the ocular media, ametropia, neutralization, astigmatism, objective and subjective refraction, anomalies of vision, clinical refraction and retinoscopy. Introduces the preliminary tests and testing procedures and equipment.

*Class (2.00), Lab (3.00).*

*Prerequisites: take OPT-2102, OPT-2132, BIOS-1115, OPT-103, OPT-133,*

*BIOS-115, OPT-204. Corequisite courses: OPT-2202, OPT-2111, OPT-2122.*

# Physical Education

**PED-1200 Aerobic Kickboxing (1.00 cr.)**

A cardiovascular workout choreographed to brisk music that mimics kickboxing training. Designed to improve the cardiovascular system and sharpen reflexes. Increases muscle tone and strength, flexibility and coordination.

*Lab (3.00). Equivalent to HLTH-102K.*

**PED-1201 Aerobics and Toning (1.00 cr.)**

A balanced exercise program that involves aerobic conditioning, muscular toning and flexibility exercises. It works every major muscle group in the body. This course is designed to improve the cardiovascular system, muscular fitness and flexibility over an extended period of weeks.

*Lab (3.00).*

**PED-1202 Dance Aerobics (1.00 cr.)**

A fun and enjoyable exercises program choreographed for the non-dancer. Learn various dance steps to a variety of upbeat music set at a comfortable level. Special focus is placed on progression and heart rate monitoring for safety and effectiveness. This course provides flexibility and muscular conditioning as well as a cardiovascular workout.

*Lab (3.00). Equivalent to HLTH-102A, HC-102A.*

**PED-1203 Spinning (1.00 cr.)**

Participate in different types of riding workouts and learn safe and healthy exercise intensity. Learn fundamental information regarding personal fitness level.

*Lab (3.00). Equivalent to PED-127.*

**PED-1204 Step Aerobics (1.00 cr.)**

A comprehensive and balanced exercise program choreographed to upbeat music. Involves standing floor movements and alternating step patterns on a stepping platform. A fun and enjoyable exercise program that provides aerobic conditioning, muscular toning and strengthening, and flexibility exercises. Special focus is placed on heart rate monitoring for safety and effectiveness.

*Lab (3.00). Equivalent to HLTH-102S.*

**PED-1205 Zumba (1.00 cr.)**

Participate in different types of Latin cardio dance workouts and learn safe and healthy exercise intensity. Learn fundamental information regarding personal fitness level. Zumba is appropriate for participants of all fitness levels.

*Lab (3.00). Equivalent to PED-143.*

**PED-1300 Climbing (1.00 cr.)**

This climbing class introduces the various methods, equipment and techniques that are being used currently in the sport of rock climbing. Subjects include: rock climbing equipment care, selection and use, climbing methods, movement on the rock, route grading, belaying the climber, top roping, and the basic fundamentals of lead climbing, as well as the proper use, storage and care of the equipment. Safety procedures and practices are stressed.

*Lab (3.00). Equivalent to PED-108.*

**PED-1301 Fitness (1.00 cr.)**

Introduction to personal fitness and recreational activities including a new way of becoming more physically fit.

*Lab (3.00). Equivalent to PED-109.*

**PED-1302 Health Promotion Elective (1.00 cr.)**

Knowledge, skills and attitudes related to health promotion and physical fitness for life.

*Lab (3.00). Equivalent to HLTH-102, HLTH-ELEC, PSS-1101, PSS-1102, PSS-2101, PSS-2102.*

**PED-1303 Power Walk (1.00 cr.)**

Participate in a 50 minute walking workout, learning safe and healthy exercise intensity.

*Lab (3.00). Equivalent to PED-122.*

**PED-1304 Recreation (0.50 cr.)**

Recreational facilities and opportunities at the Hocking College Student Center and surrounding area in a class intended for community members.

*Lab (3.00).*

**PED-1305 Personal Training (1.00 cr.)**

Works toward the achievement of individualized and realistic goals set by both the student and instructor. The student works under the professional supervision and guidelines of a personal trainer to achieve these goals. Involves muscular endurance and strength, cardiovascular and flexibility training.

*Lab (3.00). Equivalent to HLTH-102E.*



**PED-1306 Training for 10K (1.00 cr.)**

Students learn to set up a training program to complete and compete a 6.2 mile race.  
*Class (0.50), Lab (1.50).*

**PED-1307 Indoor Triathlon Training (1.00 cr.)**

Students learn to set up a training program to complete and compete a short triathlon.  
*Class (0.50), Lab (1.50).*

**PED-1400 Aqua Fitness (1.00 cr.)**

A balanced exercise program designed to improve cardiovascular health, muscular fitness, flexibility and assist with weight control. The buoyancy of the water reduces the stress placed on weight bearing joints making exercise in the water ideal for those with arthritis, joint problems, or those who are new to exercise. Involves simple movements and exercises in the deep and shallow ends of the pool with the use of water weights and flotation devices.  
*Lab (3.00).*

**PED-1401 Beginning Swimming (1.00 cr.)**

Creates a sound foundation for aquatic and safety skills. Learn fundamental aquatic locomotion, floating, proper breathing techniques and what to do in an aquatic emergency.  
*Lab (3.00). Equivalent to PED-107.*

**PED-1402 Swim for Fitness (1.00 cr.)**

Participate in swim workouts and learn safe and healthy exercise intensity. Learn fundamental information regarding personal fitness level.  
*Lab (3.00). Equivalent to PED-144.*

**PED-1403 Lifeguard Training (2.00 cr.)**

American Red Cross Lifeguard Training course teaches candidates the skills and knowledge needed to prevent and respond to aquatic emergencies.  
*Class (1.50), Lab (1.50). Equivalent to PESS-218.*

**PED-1404 Water Safety Instructor (2.00 cr.)**

Certifies student to teach water safety classes through the American Red Cross. Candidates must possess a current Fundamentals of Instructor Training (FIT) certificate. They must also successfully demonstrate swimming the following strokes: front crawl (25 yards), backstroke (25 yards), breaststroke (25 yards), sidestroke (25 yards), butterfly (demonstrate).  
*Class (1.00), Lab (3.00).*

**PED-1500 Archery (1.00 cr.)**

Instruction and practice in the basic principles of archery using the recurve and compound bows. Become a basic archery instructor.  
*Lab (3.00). Equivalent to PED-191.*

**PED-1501 Golf (1.00 cr.)**

Learn and perform the basic skills and rules of golf.  
*Lab (3.00). Equivalent to PED-103.*

**PED-1502 Tennis (1.00 cr.)**

Life long leisure and exercise activity including forehand stroke, backhand stroke, serving, footwork, scoring, doubles and singles play.  
*Lab (3.00). Equivalent to HLTH-102V.*

**PED-1503 Basketball (1.00 cr.)**

Includes participating, officiating and learning the regulations and safety practices for the game of basketball.  
*Lab (3.00). Equivalent to PED-263.*

**PED-1504 Wrestling (1.00 cr.)**

Participate in all aspects of wrestling.  
*Lab (3.00).*

**PED-1600 Yoga (1.00 cr.)**

Introduction to Hatha Yoga postures (Asanas). The practice of Asanas contributes to physical strength and flexibility. Close attention is paid to spinal alignment and postural detail. The precision required of this practice allows participants to identify poor postural habits and movement patterns. Participants learn to identify their body's reaction to stress and methods to relax the body as a tool for stress reduction.  
*Lab (3.00). Equivalent to HLTH-102Y.*

**PED-1601 Karate (1.00 cr.)**

Participation in warm-up, demonstrations and sparring using moves within the Karate discipline. Includes origins and history of the sport.  
*Lab (3.00). Equivalent to PED-116.*

**PED-1602 Pilates (1.00 cr.)**

Pilates method of exercise based on relaxation, concentration, control, breathing, fluid movement and precision. Includes beginning and intermediate mat exercises.  
*Lab (3.00). Equivalent to HLTH-102P.*

**PED-1603 Tai Chi 24 Form (1.00 cr.)**

24 Movement Yang Style Tai Chi Chaun is a set of relaxing exercises that develop internal power for health and martial arts.  
*Lab (3.00). Equivalent to PED-105.*

**PED-1604 Tuning and Toning (1.00 cr.)**

A balanced exercise program that works every major muscle group in the body while placing emphasis on strengthening the back and abdominal muscles. Designed to improve muscular fitness and flexibility. Improves the cardiovascular system by keeping the heart rate elevated due to the use of minimal rest periods.  
*Lab (3.00). Equivalent to HLTH-102C.*

**PED-1605 Yoga and Pilates (1.00 cr.)**

Integrates the practice of Yoga and the work of Joseph Pilates for an alternative system to improve fitness, strength, flexibility, balance and coordination. Ties traditional and non-traditional poses together to affect different aspects of the body. Focuses on breathing techniques, exercise form and posture, and forms of mediation.  
*Lab (3.00). Equivalent to HLTH-102N.*

**PED-1606 Power Yoga (1.00 cr.)**

A flowing form of yoga that is dance-like in its grace. Ties traditional and non-traditional poses together to affect many different aspects of the body with the entire routine. Brings out the natural, innate power of movement in the human body. Emphasizes strength, flexibility, balance and stamina.  
*Lab (3.00).*

**PED-1607 Personal Yoga (1.00 cr.)**

Works toward the achievement of individualized and realistic goals set by both the student and instructor. The student works under the professional supervision and guidelines of a personal trainer and RYT Yoga teacher, using a combination of traditional exercises, yoga Asanas, flexibility, breathing and meditation techniques.

*Lab (3.00). Equivalent to PED-145, FT-1120.*

**PED-1608 Personal Pilates (1.00 cr.)**

Works toward the achievement of individualized and realistic goals set by both the student and instructor. The student works under the professional supervision and guidelines of the Pilates instructor to achieve these goals. This course involves various Pilates techniques on the mat and use of equipment to help strengthen core muscles and bring the body in to balance. Includes breathing techniques and is designed to improve stability, coordination, balance, muscular strength and endurance and flexibility.

*Lab (3.00).*

## Physics

**PHYS-1201 Physics - Motion (3.00 cr.)**

Covers the study of forces, Newton's laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids.

*Class (2.00), Lab (3.00). Equivalent to PHYS-201.*

*Prerequisites: take MATH-1108 or MATH-108.*

**PHYS-1202 Physics - Heat, Light, & Sound (3.00 cr.)**

Heat transfer, energy transformation, heat engines, air conditioning, wave motion and vibration, sound and hearing, light wave motion, mirrors and lenses, reflections, refraction, absorption and dispersion of light, diffraction and interference and optical instruments.

*Class (2.00), Lab (3.00). Equivalent to PHYS-202.*

*Prerequisites: take MATH-1108 or MATH-108.*

## Police Science

**PSCI-1102 Ethics & Modern Day Policing (3.00 cr.)**

Current ethical standards for public service employees and ethical issues facing law enforcement officers and the law enforcement profession. Examination of methods and techniques used by criminal justice personnel in crime prevention and community relationship programs.

*Class (2.00), Lab (3.00). Equivalent to PSCI-102.*

**PSCI-1115 Introduction to Policing (2.00 cr.)**

Overview of the criminal justice system in the United States and enables students to understand the philosophy and development of the criminal justice system, the current situation of criminal justice agencies and institutions and their challenges.

*Class (2.00)*

**PSCI-1132 Law Enforcement Photography (3.00 cr.)**

Traditional methods of crime scene photography to present day technological advancements in multiple aspects of photography related to law enforcement.

*Class (2.00), Lab (3.00). Equivalent to CJ-1132, CJ-132.*

**PSCI-1161 Police Computer Applications (3.00 cr.)**

Computers and software used in law enforcement management. Emphasizes software utilized in law enforcement including diagramming software, web sources, presenting software and reporting tools.

*Class (2.00), Lab (3.00). Equivalent to PSCI-161.*

**PSCI-1180 Criminalistics (3.00 cr.)**

Scientific investigation of all types of crime including an in-depth study of homicide investigation both field and lab.

*Class (2.00), Lab (3.00).*

*Equivalent to Prerequisites: take CJ-1121, CJ-1132, CJ-121, CJ-132.*

**PSCI-1216 Police Firearms (3.00 cr.)**

Modern firearms nomenclature, weapons care, proper use, restrictions, liability, transporting weapons and home/office safety procedures. Includes firing range procedures, proper shooting techniques and shooting exercises. Weapons and ammunition provided.

*Class (2.00), Lab (3.00). Equivalent to PSCI-216, CJ-1216.*

**PSCI-2106 Radio Dispatch 911 (2.00 cr.)**

Comprehensive examination of police communication systems including radio, telephone and interpersonal communications. Designed to give practical experience in developing communication skills necessary for effective public safety communication operations.

*Class (1.00), Lab (3.00). Equivalent to PSCI-106.*

**PSCI-2205 Advanced Investigation & Patrol (3.00 cr.)**

Includes scenario exercises demonstrating how police officers respond to, and answer all types of calls following proper procedures and guidelines in a legal, safe and tactical manner.

*Class (2.00), Lab (3.00). Equivalent to PSCI-205.*

*Prerequisites: take CJ-1121, PSCI-1180, PSCI-1216, CJ-121, PSCI-180, PSCI-216, PSCI-240.*

**PSCI-2220 Covert Operations (3.00 cr.)**

Planning covert investigations, developing cover stories and investigative tactics including officer controlled purchases, undercover officer buys, confidential informant buys, surveillance, report writing and managing confidential informants.

*Class (2.00), Lab (3.00). Equivalent to PSCI-220.*

*Prerequisites: take CJ-1121, CJ-1222, CJ-121, CJ-222.*

**PSCI-2230 Court Procedures & Testimony (3.00 cr.)**

Court procedures and the United States judicial system. Focuses on the trial process, report writing, pre-trial, use of exhibits, direct examination and cross-examination of law enforcement officers.

*Class (2.00), Lab (3.00). Equivalent to PSCI-230.*

*Prerequisites: take CJ-1121, CJ-1222, CJ-121, CJ-222.*

**PSCI-2235 Police Reports (2.00 cr.)**

Writing effective police reports. The participant learns to find and record all relevant facts, analyze and organize findings as well as distinguish fact from hearsay, conclusion and opinion and communicate all relevant findings in a well written report.

*Class (2.00). Equivalent to PSCI-235.*

*Prerequisites: take ENGL-1122 or COMM-122.*

**PSCI-2245 Traffic Laws and Crash Invest. (2.00 cr.)**

Overview of Ohio Traffic Laws; specifically the Ohio Revised Code, Title 45, Motor Vehicles-Aeronautics-Watercraft laws. Includes vehicle crash investigation techniques.

*Class (1.00), Lab (3.00).*

*Prerequisites: take CJ-1121, CJ-1132, CJ-1222, CJ-121, CJ-132, CJ-222.*

**PSCI-2255 Peace Office Basic Academy (18.00 cr.)**

Provides basic police training based on Student Performance Objectives (SPOs) as outlined by the Ohio Peace Officer Training Council. Upon successful completion the student is eligible to take the Ohio Peace Officer certification exam.

*Class (25.00), Lab (15.00).*

**PSCI-2256 Peace Office Basic Academy (4.00 cr.)**

Prepares individuals for a career in private security. The academy will provide instruction in all the units and topics outlined by the Ohio Peace Officer Training Council for certification as an armed private security officer. Upon successful completion, the student will be eligible for the Ohio Peace Private Security certification exam.

*Class (8.00), Lab (4.00).*

**PSCI-2260 Interviews, Interrogation & Arrest Procedures (2.00 cr.)**

Tactics and techniques of the art of interrogation. Emphasizes methods to properly and adequately solicit information to solve crime from a known or possible suspect, witness, victim or other person involved in the matter.

*Class (1.00), Lab (3.00). Equivalent to PSCI-260.*

*Prerequisites: take CJ-1121, CJ-1222, CJ-121, CJ-222.*

**PSCI-2265 Critical Incident Management (2.00 cr.)**

Overview of managing traditional and non-traditional crime scenes including critical incident characteristics; incident command concepts; command post operations; hazardous incidents; major multi-scene operations; team work; working with fire, emergency medical services, multi law enforcement agencies, local and state emergency management agencies (EMA) and problems encountered by the incident commander.

*Class (1.00), Lab (3.00). Equivalent to PSCI-265.*

**PSCI-2270 Leadership, Supervision & Administration (2.00 cr.)**

Introduction to the administration of policing agencies. Basic organizational and management principles and individual line and staff elements in terms of their purpose, organization and administration.

*Class (2.00). Equivalent to PSCI-270.*

**PSCI-2290 Police Science Special Topics (0.25-9.00 cr.)**

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

*Class (5.00), Lab (5.00).*

**PSCI-2296 Police Science Patrol Practicum (2.00 cr.)**

Practical experience through student observation while accompanying law enforcement officers in a patrol car for one eight hour shift per week, for a total of 120 hours.

*Class (1.00), Lab (8.00). Equivalent to PSCI-296B.*

*Prerequisites: take PSCI-2297 or PSCI-296A.*

**PSCI-2297 Police Science Communication 911 Practicum (2.00 cr.)**

Provides practical experience by observing law enforcement communication officers performing their duties and responsibilities in a 911 dispatch center. The student will work an eight hour shift per week with a total of 120 hours per semester in the communication center.

*Class (1.00), Lab (8.00). Equivalent to PSCI-296A.*

**PSCI-2298 Police Science Communication & Patrol Practicum (2.00 cr.)**

Provides practical experience by observing law enforcement communication officers performing their duties and responsibilities in a 911 dispatch center. The student will work an eight hour shift per week with a total of 60 hours per semester in the communication center. The student will also spend the other half of the semester observing law enforcement officers in a patrol car during eight hour shifts for 60 hours.

*Class (1.00), Lab (8.00).*

## Public Safety Services

**PSS-1101 Public Safety Services Fitness (1.00 cr.)**

Knowledge, skills and attitudes related to health promotion and physical fitness for life.

*Lab (3.00). Equivalent to HLTH-102, PED-1302, HLTH-ELEC, PSS-1102,*

*PSS-2101, PSS-2102.*

**PSS-1102 Public Safety Services Fitness (1.00 cr.)**

Knowledge, skills and attitudes related to health promotion and physical fitness for life.

*Lab (3.00). Equivalent to HLTH-102, PED-1302, HLTH-ELEC, PSS-1101,*

*PSS-2101, PSS-2102.*

**PSS-2101 Public Safety Services Fitness (1.00 cr.)**

Knowledge, skills and attitudes related to health promotion and physical fitness for life.

*Lab (3.00). Equivalent to HLTH-102, PED-1302, HLTH-ELEC, PSS-1101,*

*PSS-1102, PSS-2102.*

**PSS-2102 Public Safety Services Fitness (1.00 cr.)**

Knowledge, skills and attitudes related to health promotion and physical fitness for life.

*Lab (3.00). Equivalent to HLTH-102, PED-1302, HLTH-ELEC, PSS-1101,*

*PSS-1102, PSS-2101.*

## Psychology

**PSYC-1101 General Psychology (3.00 cr.)**

In-depth study of the theories and applications of psychology. Consists of an overview of topics in the areas of both clinical and experimental psychology including memory, personality, consciousness, physiological bases of behavior, sensation and perception, motivation and emotion, human development, learning, abnormal behaviors and social processes.

*Class (3.00). Equivalent to PSYC-101.*

**PSYC-1115 Educational Psychology (3.00 cr.)**

The applications of psychological theories, models and principles to education settings. Major topics include an overview of education; cognitive, language, social and affective development; cognitive, behavioral, humanistic and social learning models of learning; theories of motivation; intelligence and creativity; individual differences and their affect; effective instructional strategies and classroom management; assessment of student learning.

*Class (3.00). Equivalent to PSYC-115.*

*Prerequisites: take PSYC-1101 or PSYC-101. Corequisite courses: INTP-1118.*

**PSYC-1120 Organizational Behavior (3.00 cr.)**

Study human behavior in the workplace. Study, experience and demonstrate individual and group behavior techniques that work in the world of work. Topics include personality influences, motivation, conflict and negotiation, group and team processes, job design and satisfaction, decision making and communication, organizational culture, and diversity, legal and ethical issues in contemporary organizations.

*Class (3.00). Equivalent to PSYC-153, SOCI-169.*

**PSYC-1160 Behavioral Sciences Statistics (4.00 cr.)**

Introduction to basic statistical measures employed in the behavioral sciences. Emphasis on core concepts and calculation of specific statistical measures as well as appropriate application of those measures. Topics include measures of central tendency and dispersion, basic probability, the normal distribution and confidence intervals, correlation and regression, sampling, and hypothesis testing.

*Class (4.00). Equivalent to PSYC-160.*

*Prerequisites: take PSYC-1101, MATH-1108, PSYC-101, MATH-108.*

**PSYC-2151 Developmental Psychology (3.00 cr.)**

Physical, emotional, social and intellectual development of an individual from conception to death. Emphasizes normal growth and development of the individual with discussion of genetic and environmental factors that can cause developmental abnormalities.

*Class (3.00). Equivalent to PSYC-151.*

*Prerequisites: take PSYC-1101 or PSYC-101.*

**PSYC-2152 Abnormal Psychology (3.00 cr.)**

Introduction to the scientific study of abnormal behavior through examination of the most prevalent behavioral and emotional problems in the population. The concepts of normality, abnormality, psychopathology and treatment methods are presented and discussed. Presents an opportunity to understand some of the controversial issues and unresolved problems that psychologists undertake as they attempt to ameliorate psychological suffering in the population.

*Class (3.00). Equivalent to PSYC-152.*

*Prerequisites: take PSYC-1101 or PSYC-101.*

**PSYC-2170 Child Development (3.00 cr.)**

Explores physical, emotional, social and cognitive development of an individual from conception through childhood. Emphasizes normal growth and development with discussions of biological and environmental factors that influence development.

*Class (3.00).*

*Prerequisites: take PSYC-1101, PSYC-1115, PSYC-101 or PSYC-115.*

**PSYC-2171 Adolescent Development (3.00 cr.)**

Explores physical, emotional, social and cognitive development of an individual throughout adolescence. Emphasizes normal growth and development with discussions of biological and environmental factors that influence development.

*Class (3.00).*

*Prerequisites: take PSYC-1101 or PSYC-101.*

**PSYC-2250 Theories of Personality (3.00 cr.)**

Examines the origins, major underlying assumptions, basic personality structure and major theoretical concepts of major theories of personality. Become more familiar with a number of techniques and instruments of personality theories to help apply knowledge to the understanding of people's personalities.

*Class (3.00). Prerequisites: take PSYC-1101 or PSYC-101.*

## Physical Therapist Assistant

**PTA-1100 Introduction to Physical Therapy (1.00 cr.)**

Introduction to health care in the United States, historically and currently, particularly as it relates to physical therapy and the roles of the physical therapist and physical therapist assistant. Provides an overview of the various health professionals and health care systems.

*Class (1.00).*

**PTA-2200 Fundamentals of Physical Therapy (4.00 cr.)**

Basic patient handling skills including vital signs and pertinent emergency procedures, draping, positioning, bed mobility, transfers, body mechanics, assistive devices, wheelchair mobility and range of motion exercises. Includes goniometry and arthrokinematics and sterile and isolation techniques. Legal and ethical responsibilities, cultural diversity, and documentation are introduced.

*Class (3.00), Lab (4.00).*

**PTA-2203 Physical Therapy Procedures (4.00 cr.)**

The body's mechanisms for inflammation and repair and the physiologic and therapeutic effects of physical agents including superficial and deep heat, cryotherapy, hydrotherapy, topical agents, compression pump, electrotherapeutic agents and massage. Includes the assessment of pain, sensation, and segmental length, girth and volume.

*Class (3.00), Lab (4.00).*

**PTA-2204 Musculoskeletal Problems (3.00 cr.)**

Injury, disease and treatment of the musculoskeletal systems emphasizing orthopedic dysfunctions. Includes physiologic and therapeutic effects and the application of diathermy, ultraviolet light and traction. Principles are applied across age and diagnoses lines including pediatric and geriatric populations. Pharmacological interventions and actions are addressed.

*Class (2.00), Lab (3.00). Corequisite courses: PTA-2206.*

**PTA-2206 PTA Directed Practice I (4.00 cr.)**

Practice skills acquired to date in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. A seminar component will address the clinical experience and issues in physical therapy including resume writing and interviewing.

*Class (1.00), Lab (16.00).*

*Corequisite courses: PTA-2204, PTA-2210, PTA-2214, BIOS-2202.*

**PTA-2207 PTA Clinical Issues/Role Transition (1.00 cr.)**

Preparation for the transition from student to professional and review of the licensure exam. This is a capstone course.

*Class (1.00).*

**PTA-2210 Cardiopulmonary Function (2.00 cr.)**

Physiology of exercise, energy metabolism and principles of aerobic conditioning. Includes cardiorespiratory and physiology, cardiac rehabilitation and pulmonary diseases and treatment. Methods of exercise training are reviewed. Pharmacological interventions and actions are included. This is a capstone course.

*Class (1.00), Lab (2.00). Corequisite courses: PTA-2206.*

**PTA-2211 Pathophysiology of Disease (2.00 cr.)**

Various disease processes, particularly those seen in the physical therapy setting. Includes related pharmacology.

*Class (2.00).*

**PTA-2214 Rehabilitation Procedures (3.00 cr.)**

Neuromuscular physiology, injury, disease and rehabilitation. Includes patient treatment following amputation. Principles are applied across age and diagnoses lines and include pediatric and geriatric populations. Pertinent pharmacological interventions and actions are discussed.

*Class (2.00), Lab (3.00).*

*Corequisite courses: PTA-2206.*

**PTA-2216 PTA Directed Practice II (4.00 cr.)**

Full time clinical affiliation under the supervision of a licensed physical therapist or physical therapist assistant.

*Class (1.00), Lab (15.00).*

*Prerequisites: take PTA-2206 or PTA-206.*

**PTA-2226 PTA Directed Practice III (4.00 cr.)**

Full time clinical affiliation under the supervision of a licensed physical therapist or physical therapist assistant.

*Class (1.00), Lab (15.00). Prerequisites: take PTA-2216 or PTA-216.*

# Sociology

**SOCI-1101 Introduction to Sociology (3.00 cr.)**

In-depth study of the theories and applications of sociology. Covers the nature of human society, social behaviors and factors affecting their development. Topics include culture, socialization, social organization, groups, institutions, normative and deviant behavior and social stratification.

*Class (3.00). Equivalent to SOCI-101.*

**SOCI-1161 Sociology of Family Living (3.00 cr.)**

Examines sociological concepts and research methods as they relate to marriage and family. Family composition, gender and sex roles, foundations of marriage, methods of communication, life cycles of the family, parenting and family dysfunctions. Includes cultural comparison of various family and marriage forms.

*Class (3.00). Equivalent to SOCI-161.*

**SOCI-2153 Collective Behavior (3.00 cr.)**

Approaches human behavior in opposition to the assumption that action is instituted by individuals within a social context. Collective action is not merely the sum of individual action. Emergent action of a collective occurs when individuals' actions work in concert with and in relation to one another. In sum, collective behavior is "doing things together." This class is an introduction to this approach and field of analysis.

*Class (3.00).*

*Prerequisites: take SOCI-1101 or SOCI-101.*

**SOCI-2162 Social Problems (3.00 cr.)**

Introduction to contemporary issues and trends, theories behind each, and possible ramifications. Topics include sexuality, crime, violence, alcohol, drugs, racism, education and family.

*Class (3.00). Equivalent to SOCI-162.*

*Prerequisites: take SOCI-1101 or SOCI-101.*

**SOCI-2165 Race and Ethnicity (3.00 cr.)**

Examines differences and inequalities of racial and ethnic groups in America. Specific historical, socioeconomic, and political experiences of various racial and ethnic groups in America are examined. Theories of social reaction and the evolution of race and ethnicity nationally and globally are postulated.

*Class (3.00). Prerequisites: take SOCI-1101 or SOCI-101.*

**SOCI-2210 Sociology of Poverty (3.00 cr.)**

Explores the framework, factors, trends and public policies socially impacting poverty.

*Class (3.00).*

*Prerequisites: take SOCI-1101 or SOCI-101.*

**SOCI-2220 Social Psychology (3.00 cr.)**

Explores the self, interactions, and social influence through the scientific methods of social psychology.

*Class (3.00).*

*Prerequisites: take SOCI-1101 or SOCI-101.*

**SOCI-2267 Deviant Behavior (3.00 cr.)**

Overview of theoretical, empirical and policy issues in the sociology of deviance. Emphasis on the theoretical approaches in the sociology of deviance and the policies of these perspectives. Students should be able to engage in scholarly thinking about deviance and the control thereof as important social and sociological issues.

*Class (3.00).*

*Prerequisites: take SOCI-1101 or SOCI-101.*

# Spanish

## **SPAN-1100 Conversational Spanish (2.00 cr.)**

Provides basic communication skills necessary for engagement using the Spanish language. Emphasizes basic language patterns in order to give and receive information in different settings.

*Class (2.00). Equivalent to LANG-112.*

## **SPAN-1111 Elementary Spanish I (4.00 cr.)**

Elementary Spanish class for students with little to no background in Spanish. Includes developing proficiency in all skills of listening, reading, speaking and writing with a strong component of grammar and vocabulary essential to communicative language learning. Covers practical development of Spanish vocabulary, pronunciation, grammatical functions, usage, written expression and insight into the cultures of countries in which Spanish is a primary language.

*Class (4.00).*

*Prerequisites: take ENGL-0121 or COMM-121.*

## **SPAN-1112 Elementary Spanish II (4.00 cr.)**

Continuing elementary Spanish class for students with limited background in Spanish. Continues the development of proficiency in all skills of listening, reading, speaking and writing with a strong component of grammar and vocabulary essential to communicative language learning.

*Class (4.00). Prerequisites: take SPAN-1111 or SPAN-111.*

## **SPAN-1113 Beginning Spanish III (3.00 cr.)**

Continues and completes the three-part beginning Spanish Course Sequence. Develops further the proficiency in listening, reading, speaking and writing essential to interactive Spanish language learning.

*Class (3.00). Equivalent to SPAN-113.*

*Prerequisites: take SPAN-1112 SPAN-112 or LANG-120.*

# Social Services

## **SS-1100 Social Services Professions (3.00 cr.)**

Comprehensive look at social services programming available for individuals, children and families, including the elderly, in communities. Emphasis on federal, state, local and privately funded services. Explore careers available in the SSCJ fields.

*Class (2.00), Lab (3.00).*

## **SS-1110 Interviewing Techniques (3.00 cr.)**

Introduction to the theory and practice of interviewing in a correctional, criminal justice, or social services setting. Emphasis on the development of good attending skills, learning to respond to specific feelings and thoughts, and the importance of self-awareness.

*Class (2.00), Lab (3.00). Equivalent to SS-110, CORR-260.*

## **SS-1155 Disruptive Behavior Management (3.00 cr.)**

Therapeutic and non-offensive skills and techniques to de-escalate a disruptive situation and to assist the disruptive person in reestablishing internal and behavioral control. A five level model of verbal and physical interventions designed to create a safe environment for clients and staff is presented and practiced.

*Class (2.00), Lab (3.00). Equivalent to SS-255.*

## **SS-2201 Family Dynamics (3.00 cr.)**

Study and discussion of family interaction and functioning in response to external and internal pressures. Analysis of various multicultural families abilities to mold and direct their members. Review of symptoms of family dysfunction that come to the attention of human services and corrections agencies and official and therapeutic responses to those problems.

*Class(2.00), Lab (3.00). Equivalent to SS-101.*

*Prerequisites: take CJ-1120, CJ-1190, CJ-190, CJ-220.*

## **SS-2202 Protective Services (3.00 cr.)**

Overview of the dynamics, laws and legal issues related to child abuse, neglect and abandonment. Emphasizes current and future impact and personality development. Protective services for youths will be explored.

*Class (2.00), Lab (3.00). Equivalent to JUV-105.*

*Prerequisites: take CJ-1163 or CJ-263.*

## **SS-2203 Special Needs Clients (3.00 cr.)**

This service learning course provides sensitivity to and better understanding of special needs clients. The needs of individuals with physical and medical disabilities, mental retardation, learning disabilities and emotional and mental illness are reviewed along with effective ways of interfacing with and advocating for these clients. The students explore the rights of persons with disabilities and provide hours of direct service to an agency and or client with special needs.

*Class (2.00), Lab (3.00). Equivalent to SS-162.*

*Prerequisites: take SS-1100, SS-1155, SS-100, SS-222, SS-255.*

## **SS-2260 Group Work Techniques (3.00 cr.)**

Use of short term group procedures pertaining to group dynamics when working to change personal, criminal, addictive and abhorrent behavior. Includes the stages of group as well as effective leader characteristics and skills. Emphasis on personal change of affective and cognitive distortions that effect behavior. Includes observing the group dynamics and co-facilitation of at least one group.

*Class (2.00), Lab (3.00). Equivalent to SS-160.*

*Prerequisites: take SS-1110, SS-1155, SS-110, SS-255.*

## **SS-2262 Counseling Techniques (3.00 cr.)**

Comparative study of the major counseling theories. Students begin to develop an eclectic style of counseling through studying the philosophy, key components, goals, techniques and procedures of each approach.

*Class (2.00), Lab (3.00). Equivalent to SS-262.*

*Prerequisites: take SS-1110 or SS-110.*

**SS-2265 Case Management (3.00 cr.)**

This capstone course incorporates prior information to assist the students in utilizing a team approach to providing services to clients. Several mock case studies are provided in which the teams must utilize the APIE method of providing case management services to both adjudicated persons and clients seeking services in the human services agencies. planning, intervention and evaluation. The development of treatment plans are required.

*Class (2.00), Lab (3.00). Equivalent to SS-265.*

*Prerequisites: take SS-2262 or SS-262.*

**SS-2266 Diverse Populations (3.00 cr.)**

Overview of specific information regarding diverse populations served in social services, corrections, criminal justice and substance abuse treatment settings. When working with diverse persons the helper must have awareness of specific variables including culture, ethnicity, religion, sexual orientation, social class, mental and physical health issues, substance use and abuse and others.

*Class (2.00), Lab (3.00).*

*Prerequisites: take CJ-1100, CJ-1120, SS-1155, CJ-107, CJ-108, CJ-122, CJ-220, SS-255.*

**SS-9135 Client Documents and Case Recording (3.00 cr.)**

Practical experience in preparing the diverse forms, reports and logs that accompany correctional work. Emphasis on intake, home studies, pre-sentence and investigative report writing and case recording. Routine shift logs, incident reports, and risk assessment forms are also covered.

*Class (2.00), Lab (3.00). Equivalent to CORR-235, SS-135, SS-135, CORR-235.*

*Prerequisites: take COMM-122.*

**SS-9222 Social Services Programming (2.00 cr.)**

Exploration into the areas of Medicaid, Healthy Start, Medicare, Title II, Social Security Programs for children and adults, General Assistance Programs, programs for seniors and veterans, Child Support Enforcement Agency, Nursing Home programs, and other social services programs that may be locally, state or federally funded.

*Class (2.00), Lab (2.00). Equivalent to SS-222, CORR-222.*

**SS-9261 Introduction to Counseling (2.00 cr.)**

Comparative study of approaches, theories and techniques utilized in human services and correctional programming

*Class (2.00), Lab (3.00). Equivalent to CORR-261, SS-261.*

*Prerequisites: take CORR-260.*

# Social Service and Criminal Justice

**SSCJ-1198 Practicum Orientation (3.00 cr.)**

Through a series of experiences the student will learn about practicum requirements, engage in a process of self assessment, develop personalized goals and objectives and a finished professional resume. By the end of the course the students will interview with and be accepted by at least one agency that will supervise her/his Practicum A experience where the students will complete 150 hours of work experience on site.

*Class (2.00), Lab (3.00). Equivalent to SSCJ-298.*

*Prerequisites: take SS-1100, SS-100, SS-222.*

**SSCJ-2296 Practicum A (3.00 cr.)**

Students choose, interview for and arrange an experience with an agency that provides services to clients in the human services or corrections field. This field experience allows the student to practice skills and utilize knowledge gained in courses and to have an hands-on experience under the supervision of a site supervisor in the selected agency.

*Class (2.00), Lab (8.00). Equivalent to SSCJ- 296B.*

*Prerequisites: take SSCJ-1198 or SSCJ-298.*

**SSCJ-2297 Practicum B (3.00 cr.)**

Students choose, interview for and arrange an experience with an agency that provides services to clients in the human services or corrections field. This field experience allows the student to practice skills and utilize knowledge gained in courses and to have an hands-on experience under the supervision of a site supervisor in the selected agency.

*Class (2.00), Lab (8.00). Equivalent to SSCJ-296A.*

*Prerequisites: take SSCJ-298 or SSCJ-1198.*

## Supervision

**SUPR-1239 Construction Supervision (3.00 cr.)**

Examines the leadership role of construction field supervisors regarding managing people, problem solving, quality control, and scheduling.

*Class (3.00). Equivalent to SUPR-239.*

**SUPR-2117 Hospitality Supervision/Culinary Accounting (4.00 cr.)**

Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles. An introduction to double entry bookkeeping, the basic accounting cycle, journals and journal entries, general ledger and financial statement production. The financial entity is presented in the form of a full service hotel facility and is designed to provide students with a detailed understanding of financial accounting concepts thereby enabling the student to function in an On Property Accountants environment.

*Class (4.00). Equivalent to HOTR-1120, HOTR-1233, HOTR-1003.*

**SUPR-2235 Supervision and Leadership (3.00 cr.)**

Designed for managers and supervisors who enter at the first line of management and supervision. Introduces the fundamental principles, processes and practices of management and supervision.

*Class (3.00). Equivalent to SUPR-235.*

**SUPR-9117 Hospitality Supervision (2.00 cr.)**

Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles.

*Class (2.00). Equivalent to SUPR-117.*

# Surgical Technology

## **ST-1184 Basic Surgical Technology Lab (3.00 cr.)**

Introduction to the layout of the operating room suite, sterile and sub-sterile areas. Practice aseptic technique, scrubbing, gowning, gloving, opening of supplies and creating a sterile field. Includes an introduction to sterile techniques, movement within the sterile field, surgical instrumentation, operating room equipment and the importance of transportation, positioning, anesthesia of surgical patients, safety procedures, skin preparation and draping of the patient. The student will be given an opportunity to shadow a surgical technologist in surgery.

*Lab (9.00). Corequisite courses: BIOS-1113, STCT-1131.*

## **ST-1186 Surgical Procedures I - Clinical (3.00 cr.)**

Builds on knowledge of basic surgical techniques, professionalism, and ethics. The principles of asepsis and patient care concepts of positioning, prepping, draping and procedural techniques are applied directly to the investigation of various surgical projects. Maintaining the integrity, safety, and efficiency of the sterile and non-sterile areas throughout surgical procedures will be emphasized. This course is graded on a satisfactory/unsatisfactory basis.

*Lab (15.00).*

*Prerequisites: take STCT-1131, ST-1184, BIOS-1113, STCT-4635, ST-110, BIOS-113. Corequisite courses: STCT-1133.*

## **ST-1188 Surgical Procedures II - Clinical (3.00 cr.)**

Builds on knowledge of surgical technology with emphasis on clinical surgical applications in thoracic, cardiovascular, peripheral vascular, and urology surgical procedures. Clinical experiences will emphasize adapting pediatric concepts in the surgical setting as they are available. The student will be given the opportunity to scrub into pediatric specialty surgeries. Emphasis is on further development of surgical skills. This course is graded on a satisfactory/unsatisfactory basis.

*Lab (15.00).*

*Prerequisites: take STCT-1133, ST-1186, BIOS-1114, STCT-4639, ST-120, BIOS-114. Corequisite courses: STCT-1137.*

## **ST-2284 Advanced Surgical/Special Surgical Practicum - Clinical (3.00 cr.)**

Builds on knowledge of surgical technology with emphasis on clinical surgical applications. The student is expected to work with one preceptor during this course, and is expected to perform in the clinical practice with minimal assistance. This course is graded on a satisfactory/unsatisfactory basis.

*Lab (15.00).*

*Prerequisites: take ST-1188, STCT-1137, ST-201, STCT-4643.*

*Corequisite courses: STCT-1137.*

## **STCT-1131 Basic Surgical Technology (5.00 cr.)**

Introduction to operating room techniques, different types of health care facilities, roles of the surgical team members and physical environment of the surgical suite. The history of the development of surgery as well as ethical, moral and legal responsibilities of the surgical team members, layout of the operating room suite, sterile and sub-sterile areas will be discussed. Includes basic instrumentation; surgical equipment; supplies (sterile and unsterile); the care, handling, use and assembly of instruments and equipment; condition of the patient; special population; transportation of the patient; operating room records; preparation of the patient; aseptic technique and emergency procedures.

*Class (5.00). Prerequisites: take ST-1184 or ST-110.*

*Corequisite courses: BIOS-1113, ST-1184.*

## **STCT-1133 Surgical Procedures I (4.00 cr.)**

Operating room procedures and techniques necessary to function in the operating room. Includes relevant anatomy, indications for surgery, special equipment, supplies, purpose and expected outcome and possible complications for procedures in various surgical specialties. The student will have clinical experiences in the above areas, functioning as a second scrub, first scrub or assistant circulator under the supervision of a certified surgical technologist or registered nurse.

*Class (4.00).*

*Prerequisites: take STCT-1131, BIOS-1113, ST-1184, STCT-4635, ST-110, BIOS-113. Corequisite courses: ST-1186.*

## **STCT-1135 Pharmacology for the Surgical Technician (1.00 cr.)**

Study the role of the surgical technologist in safe handling of drugs according to operating room policies and procedures. Learn the classification of drugs, and federal and state pharmacy regulations applying to the surgical patient. Study the complications and safety of the patient during local, regional and general anesthesia administration. Dosage calculation, life saving drugs, and other drugs commonly used in the operating room will be discussed.

*Class (1.00). Equivalent to STCT-4601.*

*Prerequisites: take STCT-1131, ST-1184, STCT-4635, ST-110.*

*Corequisite courses: BIOS-1114.*

## **STCT-1137 Surgical Procedures II (3.00 cr.)**

An extension of Surgical Procedures I. Includes relevant anatomy, indications of surgery, special equipment and supplies, purpose and expected outcome and possible complications for procedures in thoracic, cardiovascular, peripheral vascular and urology. The student will also acquaint with pediatric patients and a variety of surgical procedures unique to this special group. The student will have clinical experience in the above areas, functioning as a second scrub, first scrub or assist circulator under the supervision of a certified surgical technologist or registered nurse.

*Class (3.00).*

*Prerequisites: take STCT-1133, ST-1186, BIOS-1114, STCT-4639, ST-120, BIOS-114. Corequisite courses: ST-1188.*

## **STCT-2231 Advanced Practicum/Special Surgical Procedures (3.00 cr.)**

Focus on continuing surgical theory. Study of special problems that correlate with the individual needs and interests of the student during clinical practice. Clinical supervised practice is an integral part of this course.

*Class (3.00).*

*Prerequisites: take ST-1188, STCT-1137, ST-201, STCT-4643.*

*Corequisite courses: ST-2284.*

## **STCT-2233 Professional Trends/Issues - Surgical Technology Seminar (3.00 cr.)**

Designed to provide the correlation between previously learned concepts and clinical application and aid in transition from surgical technology student to entry level Surgical Technologist. Includes general, OB/GYN, vascular, GU, cardiothoracic, plastic and ophthalmology surgeries. Requirements for ethical and legal practice as defined by the National Association of Surgical Technologists will be reviewed and discussed. Discuss factors that affect the student's personal life, professional relations and organizations, preparation for the national certification examination, type of health care delivery agencies, accrediting agencies and job seeking skills. This course is graded on a satisfactory/unsatisfactory basis.

*Class (3.00).*

*Prerequisites: take ST-1188, STCT-1137, ST-201, STCT-4643.*



# Timber Harvesting and Tree Care

## **THTC-1100 Timber Harvesting/Tree Care I (6.00 cr.)**

Orientation to basic climbing equipment and its proper use in tree forestry. Saddles, climbing ropes and knots for the beginning climber. Chainsaw training methods. Includes general, site specific forest management and tree felling, plus climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws.

*Class (2.00), Lab (12.00).*

## **THTC-1102 Timber Harvesting/Tree Care II (6.00 cr.)**

Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws. Selection, use and maintenance of hand tools used in tree surgery and arboriculture. Operation and maintenance of power equipment including chainsaws, chipper trucks, chipper and stump grinder.

*Class (2.00), Lab (12.00).*

*Prerequisites: take THTC-1100 or THTC-100.*

## **THTC-2200 Timber Harvesting/Tree Care III (6.00 cr.)**

Selection, use and maintenance of hand tools used in tree surgery and arboriculture. Concentrates on safety, forest management plans, silviculture, soils, indicator plants, production and cost analysis, physical training, advanced chainsaw use and felling, skidder operation, developing timber sale contracts, advanced bulldozer and log loader operation, introduction to log truck operation.

*Class (2.00), Lab (12.00). Equivalent to THTC-200.*

*Prerequisites: take THTC-1102 or THTC-102.*

## **THTC-2202 Timber Harvesting/Tree Care IV (6.00 cr.)**

Capstone syntheses and final student evaluation of production skills. Diagnosis of tree problems and development of appropriate treatment techniques. Tree problems diagnosed include construction, cable and lightning damage. Students also learn to recognize trees that are likely to cause structural damage to buildings and how to safely remove hazardous trees.

*Class (2.00), Lab (12.00). Equivalent to THTC-202.*

*Prerequisites: take THTC-2200 or THTC-200.*

# Wildlife Management

## **WLM-1100 Fish and Wildlife Careers (0.50 cr.)**

Exposes the student to the wildlife profession through the use of guest speakers from a variety of wildlife and land management agencies. Educational requirements, skills and job opportunities for various jobs are discussed, along with job search techniques and methods for applying for various types of wildlife jobs.

*Class (0.50). Equivalent to WLM-100.*

## **WLM-1109 Animal Handling (2.00 cr.)**

Basic facts and skills necessary to care for and handle wild animals including reptiles and raptors for museum/nature center rehabilitation and programmatic purposes.

*Class (1.00), Lab (3.00). Equivalent to WLM-102.*

## **WLM-1156 Wildlife Ecology and Identification (3.00 cr.)**

Introduction to wildlife in Ohio, including basic ecology, wildlife management, taxonomy, life history, habitat, distribution, and current and historical status of select waterfowl, upland game birds and mammals found in the east central United States. Learn field and in-hand identification and current sexing and aging techniques of select upland game bird, waterfowl and mammal species.

*Class (2.00), Lab (3.00). Equivalent to WLM-156.*

## **WLM-2171 White Tail Deer Management (3.00 cr.)**

Studies white-tailed deer evolution, taxonomy, distribution, life history, habitat requirements and harvest management strategies. Presents information on resolution of human-deer conflicts.

*Class (3.00). Equivalent to WLM-171.*

## **WLM-2201 Ecology/Management Upland Game Birds (3.00 cr.)**

Studies the ecology and management of upland game birds with an intensive review and analysis of the natural history and distribution of popular game birds including bobwhite quail, wild turkey, ring-necked pheasants, ruffed grouse, prairie chickens, sharp-tailed grouse, sage grouse and spruce grouse. Emphasis is placed on habitat management techniques, population dynamics, harvest strategies and behavior.

*Class (3.00). Equivalent to WLM-201.*

## **WLM-2203 Environmental Ethics (3.00 cr.)**

An introductory study of traditional ethical theories and systems (i.e. deontology, natural law, virtue ethics, utilitarianism, ethical relativism), and how these systems of ethics apply in humankind's relationship toward the natural world. Discusses and analyzes the use of ethical theory in the development of environmental laws and policies and the management of natural resources. Explores personal and professional ethics and current environmental ethical approaches.

*Class (2.00), Lab (2.00). Equivalent to WLM-203.*

## **WLM-2204 Wetland Ecology and Management (2.00 cr.)**

Comprehensive study on the ecological development, physical characteristics and values of wetlands in North America with an emphasis on the wetland types that occur in the Midwest. Examines wetland classification methods and introduces field methods for wetland determination and delineation. Includes instruction on concepts and practices of wetland design, restoration and management of wildlife.

*Class (1.00), Lab (3.00).*

## **WLM-2210 Wildlife & Natural Resources Law and Policy (4.00 cr.)**

Identifies agencies responsible for, or which effect, the management of wildlife and its habitats, and discusses the role that various federal, state, and local agencies have on wildlife populations and habitats. Discusses important federal and state laws and policies that impact wildlife populations and habitats. Outlines and explains the history and development of natural resource law and policy. Discusses and analyses the use of ethical theory in the development of wildlife and natural resource law and policy.

*Class (2.00), Lab (2.00). Equivalent to WLM-210.*

**WLM-2211 Ecology and Management of Grassland Wildlife (3.00 cr.)**

Ecology and conservation of indigenous and introduced grassland ecosystems with focus on the tall-grass prairie region. Identification of cool and warm season grasses based on field characteristics, morphological features, and use of keys. Vegetative sampling techniques for the qualitative evaluation of grassland breeding bird habitat.

*Class (3.00).*

**WLM-2215 Wildlife Management (3.00 cr.)**

Focus on the theory and techniques of wildlife management with emphasis on an ecosystem approach to management, including the discussion of forest, edge-ecotone, grassland, riparian and wetland ecosystems. Covers plant succession and disturbance ecology, landscape and population ecology concepts and applied wildlife management methods.

*Class (2.00), Lab (3.00). Equivalent to WLM-215.*

**WLM-2220 Wildlife Radiotelemetry (2.00 cr.)**

Techniques used to instrument and track radio-marked animals and data analysis. Use and evaluation of transmitter types, antenna types, and receiver types. Field labs include monitoring free-ranging, instrumented animals.

*Class (1.00), Lab (3.00). Equivalent to WLM-220.*

*Prerequisites: take WLM-1156, WLM-2245, WLM-156, WLM-245.*

**WLM-2239 Wildlife Capstone (4.00 cr.)**

This capstone course designed to synthesize prior learning and integrate this synthesis with additional wildlife management techniques. Students conduct a comprehensive wildlife and habitat resource survey on an assigned property. Students learn new wildlife management skills, techniques, and knowledge necessary to conduct a comprehensive inventory of existing wildlife populations and habitat. Techniques covered include investigation of carnivores, birds, small mammals, and collection and preparation of scientific specimens. Students are required to read, interpret, and synthesize information from technical and scientific literature.

*Class (2.00), Lab (6.00). Equivalent to WLM-239.*

**WLM-2245 Wildlife Techniques (3.00 cr.)**

Techniques used to evaluate wildlife populations including auditory surveys, trapping, habitat evaluation investigations, radiotelemetry, field planning and reporting, use of wildlife literature, presentation of biological materials, and improvement of field habits and methods.

*Class (2.00), Lab (3.00). Equivalent to WLM-245.*

*Prerequisites: take WLM-156 or WLM-1156.*

**WLM-2251 Biostatistics for Wildlife Management (3.00 cr.)**

Fundamental concepts of experimental design and analysis in traditional and contemporary wildlife management inquiry. Data sets that highlight both field and laboratory research will be analyzed, interpreted and summarized using both univariate and multivariate statistical techniques.

*Class (3.00). Equivalent to MATH-2250.*

**WLM-2296 Wildlife Practicum & Seminar (2.00 cr.)**

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

*Class (1.00), Lab (7.00). Equivalent to LAND-2296, LAND-296.*

# Women's Studies

**WS-1100 Introduction to Women's Studies (3.00 cr.)**

An interdisciplinary course that focuses on both the social and structural experiences of women as well as the significance and social implications of gender in society. An examination of the diverse experiences, perspectives, contributions, cultural beliefs, and stereotyped images of women in different times and places. An exploration of the history of women's movements and feminist perspectives.

*Class (3.00). Equivalent to WS-100.*

# Glossary

**Academic Advisor** – Advisors help students plan their program of study and course selection.

**Academic Probation** – If a student’s grade point average is below 2.0 for two consecutive quarters, he or she is in danger of being dismissed from school. A student on probation should see their academic advisor prior to the time of registration for classes.

**Academic Program** – Student’s academic area of study.

**Accreditation** – To become accredited, a college, university or particular degree program must meet or exceed certain minimum education competency standards (local, state or national.)

**Admission** – Fulfilling all entrance requirements so a student may register for classes.

**Alumni** – Graduates of Hocking College are called alumni.

**Articulation Agreements** – Colleges and universities agree to identify courses that will transfer and may guarantee junior status to Hocking students. Also, Hocking agrees to give college credit for selected course work taken in high school. Other articulation agreements exist with companies or agencies and may only apply to specific degree programs.

**Associate Degree** – This degree awarded by Hocking is in a career area or transfer program. Students need to talk to an academic advisor about degree types, such as Associate of Arts (A.A.), Associate of Applied Science (A.A.S.) and Associate of Science (A.S.).

**Associate of Individualized Study (A.I.S.)** – Those who want to design their own degree program should use the different courses of study in liberal arts or combine the liberal arts with technical areas of study.

**Associate of Technical Study (A.T.S.)** – Those who have technical degree goals that cannot be met through existing programs may find this a good alternative.

**Audit** – To take a course without being responsible for homework or tests, students may audit a class. Students will not earn a grade for an audited class, but the course will show on their record as an audit. Auditing students register during late registration and pay the regular tuition.

**Bachelor’s Degree** – Also called a baccalaureate degree, the bachelor’s degree is awarded by a four-year institution and usually indicates successful completion of at least a four-year course of study.

**Certificate of Completion** – This program of study trains students in skills essential to a particular career area, but not at the level required for an associates degree.

**Change of Academic Program** – To change from one academic program to another, students meet with an academic faculty advisor and complete a form in the Registrar’s Office. This change will be indicated on the students’ records and will not affect the cumulative grade point average.

**Credit Hour** – Usually refers to the number of hours per week a student attends class and for which he or she can earn credits toward completion of a course of study. In many cases, the number of hours per week that a class meets determines the number of credit hours the class is “worth.”

**Curriculum** – The total program of courses required for a degree or certificate in the student’s academic program.

**Dean** – This administrator directs an academic school (such as Public Safety Services, Allied Health) at the college.

**Dean’s List** – Students who have a grade point average of 3.5 or above; have no “F” or “I” grades in the term; are carrying 9 or more credit hours; and are in good academic standing are on the “Dean’s List” each term.

**Degree Audit** – A review to determine progress toward the completion of a degree. For those who change academic programs, a separate degree audit is needed. (This is different from “auditing” a course.) Degree audits can be printed from WebAdvisor.

**Distance Learning** – Students can take courses anytime, any place through video, online and at off-campus sites.

**Drop/Add** – If students need to add a course or drop a course after registering or want to change sections, they must complete the drop/add process, on a form that is submitted to the Registrar’s Office.

**Elective** – Courses that fulfill the requirements for a degree but are not in the academic program subject area.

**Estimated Family Contribution (EFC)** – Is a calculated formula established to determine a family’s financial strength and what they are able to contribute toward the students’ education.

**Expunge** – Remove a grade from the transcript.

**Federal Parent Loan for Undergraduate Students (FPLUS)** – A federal direct loan program designed to assist parents with student’s educational costs.

**Federal Stafford Loan Program (FSLP)** – A federal direct loan program designed to assist a student with educational costs.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – A federal grant provided to assist a student with exceptional financial need as determined by the EFC.

**Federal Work Study Program (FWSP)** – Provides opportunities for part-time employment either on or off campus. To determine eligibility, students should stop by the Office of Financial Aid Services.

**Financial Aid** – Grants, scholarships, loans and federal work-study positions that help in financing college education.

**Financial Aid Hold** – Occurs when a student fails to complete hours and or fails to meet SAP guidelines.

**First Year Student** – One who is registered in a specific program and has earned fewer than 31 semester hours of credit, including transfer credit.

**Free Application for Federal Student Aid (FAFSA)** – The application submitted by a student and parent(s) to the U.S. Department of Education to determine eligibility for federal and state financial aid.

**Full-time Student** – Is registered for 12 or more credit hours per semester.

**General Education Diploma (G.E.D.)** – This nationally recognized high school equivalency diploma is awarded for successfully completing the G.E.D. test.

**Grade Point Average (G.P.A.)** – Students can calculate their G.P.A. by dividing the total number of points assigned to the letter grades earned (for instance, a B = 3 points) by the total number of credit hours completed in a given period.

**Hybrid Course** – A portion of the course requires face-to-face classroom time, and a portion requires access to online course activities via a computer.

**Hold** – Those students who owe fees, such as parking or library fines, or have books or equipment that belong to the college, will not be able to register further or get a transcript. This is called putting a “hold” on the students’ records.

**I.D. Card** – Required for all Hocking College students. Bookstore, Cashier’s Office, library and student center all require student ID to be presented. Meal plans and residence hall access are also tied to the student’s ID card. The first ID card is free of charge, with replacement cards costing \$25.

**Individualized Degrees** – These programs are Associate of Technical Study and Associate of Individualized Study. Students design the program with help of the A.I.S./A.T.S. coordinator.

**Judicial Hold** – The consequence of failing to comply with judicial sanctions.

**Judicial Probation** – Occurs as a result of judicial sanctions and must be complied with to remain in good standing.

**Moodle** – Hocking’s Learning Management system where online courses are located.

**National Student Loan Database System (NSLDS)** – Database for federal student aid where students can find out about the aid received throughout their academic history.

**Non-credit** – No grades are awarded for certain educational experiences, such as one-day workshops on improving skills.

**Part-time Student** – Registered for 11 credit hours or less per semester.

**PELL** – Federally funded grant awarded by the federal government. If eligible, this award adjusts to how many hours the student is enrolled. Enrollment status is full time (12 or more hours), three-quarter time (9-11 hours), half-time (6-8 hours), or less than half (5 hours or less.)

**Placement Testing** – Those who want to work toward a Hocking degree or certificate take this assessment of skills in English, mathematics and reading to help determine course placement.

**Prerequisite** – For a particular area of study, students have to complete all courses as preliminary work before they can register for a more advanced course.

**Program Outcomes** – At the end of the degree program, students need to have acquired specific skills and knowledge called outcomes.

**Promissory Note (PN)** – The binding legal document the student signs before he or she receives a student loan.

**Registration for Classes** – Before each semester begins, students have a registration period to sign up for courses and pay fees.

**Residency for Fee Purposes** – Established by the State of Ohio, these rules determine the amount of tuition and fees a student has to pay based on several factors, including where he or she lives. Changing an address does not automatically change residency.

**Residency for Graduation Purposes** – Students are required to complete the last 30 hours of credit at Hocking to get a degree. Students in specific Hocking-approved programs must earn a minimum of 15 credits in addition to any special credit and/or transfer credit. See “Graduation Requirements.”

**Sanctions** – Penalties to provide incentives for obedience with the Hocking College Student Code of Conduct.

**Satisfactory Academic Progress (SAP)** – To be eligible for federal student aid at Hocking College, students must complete 75 percent of the hours they enroll in and earn a 2.0 G.P.A. each term. Students also have a maximum of 153 credit hours to complete a degree program and a maximum of 77 credit hours to complete a certificate program.

**Second Year Student** – One who is registered in a specific program and has earned at least 31 semester hours of credit, including transfer credit, but not a degree.

**Section of a Course** – A section is one of a number of classes offering the same course in the same semester. When students register, they must choose both a course and a section for that course.

**Semester** – The academic year at Hocking College is divided into three terms known as Autumn, Spring and Summer Semesters.

**Sequence** – A series of courses taken in a specific order.

**Service Learning** – Service Learning is a teaching method that combines community service with academic instruction focusing on critical, reflective thinking and civic responsibility. Service Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility and commitment to the community.

**TBA** – “To be arranged,” indicates that meeting details are still pending with an academic department to complete a course requirement.

**Transcript** – Prospective colleges, universities and employers may require this official written record of students’ course registrations and grades.

**Tuition** – The dollar amount students pay for academic instruction.

**Tutor** – Person who provides help with academic work. Free academic assistance is available outside the regular classroom for some Hocking classes. Students should ask their advisor or visit Oakley 312 for tutoring assistance.

**University Center** – A program designed to assist students plan their transfer to four-year colleges and universities.

**Verification** – Process by which the U.S. Department of Education or Hocking College requires the student and parent to submit certain written documents to confirm the information on the FAFSA. The documents may include, but are not limited to, tax forms, household size and untaxed income received.

**WebAdvisor** – Hocking's online Registration & Student Records system.

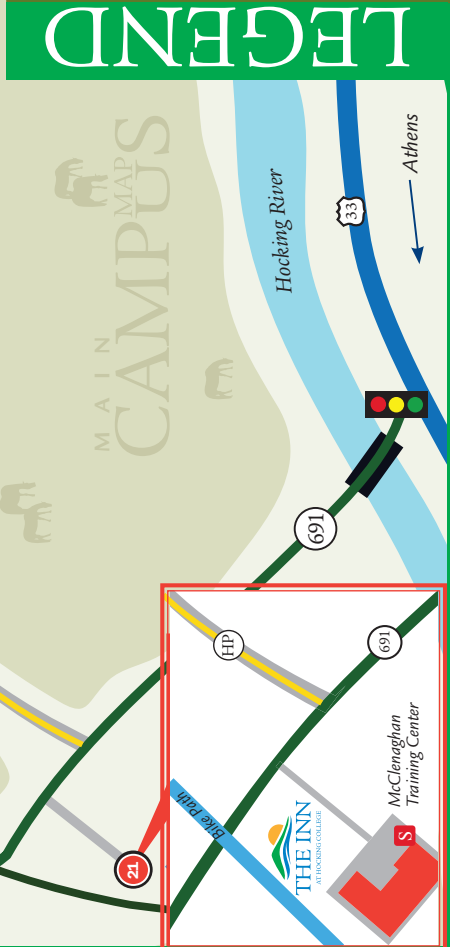


## LEGEND

1	Light Hall (LL)	15	North Hall
2	Oakley Hall (OAKL)	16	Burn Tower
3	Student Center (SCTR)	17	Campus Greens Office
4	Shaw Lab (SHAW)	18	Warehouse and Mailroom
5	Davidson Hall	19	Robbins Crossing
6	Library/Bookstore (DVD)	20	Early Learning Center
7	Public Safety Services (PSS)	21	The Inn at HC (INN)
8	Visual Arts Center (VAC)	22	The McClenghan Center for Hospitality Training
9	Natural Resources (NR)	23	Nature Center (fVNC)
10	Horse Barn (NNR)	24	Summit Residence Hall
11	Horse Barn (NR/NNR)	25	Sycamore Residence Hall
12	Farrier Sciences	26	Fleet Garage (FEG)
13	Campus Police		Law Enforcement Range (RANGE)
14	Hocking Heights		Admissions
	Downhour Hall		

—	Railroad Tracks
—	Bike Path
—	Bridge
—	US Route 33
—	State Route 691
—	Hocking Parkway
F	Parking (Faculty & Staff)
S	Parking (Student)
V	Parking (Visitor)
€	Campus Police



**Contact Us**

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