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**The Columbus State Community College Catalog contains current information regarding the school calendar, admission, degree requirements, fees, regulations, and course offerings. Columbus State Community College reserves the right to make changes in any material contained herein, as deemed necessary.**

**For specific information on any changes, please contact Columbus State at (614) 287-2453 or 1-800-621-6407 if calling long distance.**

## Nondiscrimination Policy

It is the established policy of Columbus State Community College not to discriminate against any individual or group of individuals for reasons of race, color, religion, ancestry, national origin, sex, disability or veteran status. The College is fully committed to providing equal opportunities in all employment-related activities, educational programs, and other activities of the College. The College promotes equal opportunities through a positive and continuing Affirmative Action Program. Columbus State Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities.

## Reasonable Accommodations

It is the Columbus State Community College policy to provide reasonable accommodation to students with disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the Department of Disability Services, Franklin Hall, Room 228.

## Accreditation

Columbus State Community College is accredited by the North Central Association of Colleges and Schools. (North Central Association of Colleges & Schools, 30 N. LaSalle Street - Suite 2400, Chicago, Illinois 60602-2504, (312) 263-0456 or (800) 621-7440.)

# Message from the President



Dear Student:

Welcome to Columbus State Community College. I am pleased that you have chosen to come to Columbus State to pursue your educational goals.

Whether you are just beginning your academic career, or are returning to college to update your skills, I hope your experience with us is a positive one. The faculty and staff here at Columbus State are dedicated to providing you with the best educational experiences possible. Many of our faculty and staff are recognized both statewide and nationally for their professional expertise. Our classes are small, and students receive personal attention from faculty, making for a very nurturing learning environment.

As your community college, we are dedicated to providing access to higher education to everyone in our community. We also work hard to meet the job-training needs and workplace skills demanded by employers in central Ohio.

Whether you are here to earn a degree or just to take one class, we welcome you as a member of the Columbus State family.

Sincerely,

A handwritten signature in cursive script that reads "M. Valeriana Moeller".

Val Moeller  
President

# Campus Directory

Department	Location	Phone
Admissions (Welcome Center)	MA 101	287-2669
Arts & Sciences Division	AQ 233	287-2512
Bookstore	DE	287-2427
Business & Industry Training	CT 339-103	287-5000
Cafeteria	DE	287-2483
Cashier Office	RH	287-2414
Campus Tours	MA 101	287-2669
Career Placement Center (Adecco)	NH 119	287-5905
Career Services	MA 101	287-2664
Center for New Directions	CV 104	287-5333
Child Development Center	MV 369	287-3600
College Health Office	UN 007	287-2450
Community Educ./Workforce Dev.	CL 299-111	287-2511
Community Outreach	FR 140	287-5433
Compass Placement Testing Lab	MA 255	287-3602
Continuing Professional Education	CL 295-203	287-5997
CougarMail/CougarNet	ERC	287-3660
Counseling & Advising	UN 048	287-2668
Developmental Education	FR 206A	287-5193
Disability Services	FR 223	287-2570
Distance Learning	DH 241	287-5991
Dublin Center	DB	761-2800
Educational Resources Center	ERC	287-2465
Entrepreneur Workforce	CV 303-110	287-2447
Fees	RH 2 <sup>nd</sup> Floor	287-2414
Financial Aid	RH 1 <sup>st</sup> Floor	287-2648
Gahanna Centers	GH	476-4711
Global Campus	DH 241	287-5991
Human Resources	RH 115	287-2408
Intern'l Initiatives/Comm Outreach	FR 136	287-5013
Intramural Sports	DE 134	287-5348
K-12 Initiatives	CI 295	287-5961
Library (Educ. Resources Ctr.)	ERC	287-2465
London Center	LN	740-852-7457
Marysville Center	ML	937-644-1616
Multicultural Affairs	FR 132	287-2426
Off-Campus Center	DE 103	287-2696
Parking	AQ 026	287-2525
Public Safety	AQ 026	287-2525
Records and Registration	MA 201	287-3635
Recreational Facilities	DE 134	287-2445
ROTC		236-6807
Research & Planning	FR 207	287-3837
Southeast Center	SE	836-9434
Southwest Center	AV	287-7102
Student Activities	NH 116	287-2637
Student Athletics	DE 134	287-2445
TechLink Program	DE 259	287-5318
TechPrep	AQ 117A	287-2452
Telephone Information Center	TIC	287-5353
Tours	MA 101	287-2669
Transitional Workforce	CA 289-114	287-5120
Tutoring Services	FR 220	287-2474
Upward Bound	EB 201	287-5777
Veterans Services	RH 138	287-2644
Welcome Center (Admissions)	MA 101	287-2669
Westerville Center	WV	882-2016

## Academic Programs

<b>Arts &amp; Sciences Division</b>	<b>AQ 233</b>	<b>287-2512</b>
Biological & Physical Sciences	NH 478	287-2522
Communication Skills	NH 420	287-2531
Developmental Education	FR 206A	287-5193
Humanities	NH 408	287-5043

Mathematics	DH 415	287-5313
Modern Languages	NH 432	287-5400
Social/Behavioral Sciences	AQ 215	287-5005
Technical Communications	NH 420	287-3630

## Career & Technical Programs

Accounting	NH 432	287-5420
Architecture	DH 205	287-5030
Automotive & Applied Technology	DE 259	287-5318
Aviation Maintenance Technology	AV	287-7100
Business Management	DE 240	287-5351
Civil Engineering Technology	DH 205	287-5030
Computer Programming Technology	DE 259	287-5376
Construction Management	DH 205	287-5030
Dental Hygiene	UN 417	287-2521
Dental Laboratory Technology	UN 433	287-2521
Early Childhood Development	UN 211	287-5411
Electro-Mechanical Eng. Technology	EB 312	287-5350
Electronic Engineering Technology	EB 312	287-2586
Emergency Medical Services Tech.	GA 001	287-3812
EMS/Fire Science	GA 001	287-3812
Environmental Technology	DH 205	287-5030
Finance	NH 432	287-5420
Fire Science	GA 001	287-3812
Ford ASSET	DE 259	287-5408
Graphic Communications Technology	EB 401	287-5010
Health Information Management	UN 316	287-2541
Heating, Ventilating and Air Cond.	DH 205	287-5030
Hospitality Management	EB 001	287-5126
Human Resources Management Tech.	DE 240	287-5351
Interactive Multimedia Production Tech	DH 230	287-5010
Interpreting/American Sign Language Education	UN 219	287-2540
Landscape Design/Build	DH 205	287-5030
Law Enforcement	NH 450	287-2591
Legal Assisting	NH 450	287-3620
Logistics	EB 401	287-5010
Marketing	EB 401	287-5010
Massage Therapy	UN 313	287-5693
Mechanical Engineering Tech.	EB 312	287-5350
Medical Assisting Technology	UN 415	287-2521
Medical Laboratory Technology	UN 310	287-2518
Medical Legal Assisting	NH 450	287-3620
Mental Health/Chemical Dependency/ Mental Retardation	UN 219	287-2540
Microcomputing Technology	DE 259	287-5376
Multi-Competency Health	UN 507	287-2506
Nursing	UN 507	287-2506
Office Administration	DE 240	287-5351
Quality Assurance Technology	EB 312	287-5350
Radiography	GR 389	287-2521
Real Estate	CV 112	287-5397
Respiratory Care	UN 416	287-2521
Sports & Fitness Management	UN 312	287-5422
Surgical Technology	UN 507	287-2506
Veterinary Technology	UN 317	287-3685

## Building Codes:

AQ	Aquinas Hall	GR	389 N. Grant Ave
CA	289 Cleveland Ave	IN	Independence HS
CL	295, 297 Cleve. Ave	LN	London HS
CO	Columbus Hall	MA	Madison Hall
CT	339 Cleveland Ave	ML	Marysville HS
CV	303 Cleveland Ave	MV	396 Mt. Vernon Ave
DB	Dublin Center	NC	North Adult Educ Ctr
DE	Delaware Hall	NH	Nestor Hall
DH	Davidson Hall	RH	Rhodes Hall
DS	Dublin Scioto	SE	Southeast Center
EB	Eibling Hall	SW	Southwest Center at Bolton Field
FR	Franklin Hall	UN	Union Hall
GA	375 N. Grant Ave	WV	Westerville Center
GH	Gahanna Center		

# GENERAL INFORMATION



# Academic Calendar

## SUMMER QUARTER 2002 July 1, 2002 - September 15, 2002

April 29, 2002 . Summer Quarter 2002 registration materials available  
April 29 ..... Open Registration  
May 27 ..... Memorial Day - Campus Closed  
June 26 ..... Last day to pay fees without penalty  
June 27 ..... Fees due at time of registration beginning today  
July 1 ..... First-term begins  
July 1 ..... First 4-week term begins  
July 1 ..... Eight-week term begins  
July 1 ..... Full-quarter classes begins  
July 3 ..... Last day for 100% refund of first 4-week term fees  
July 4 ..... Independence Day - Campus Closed  
July 5 ..... Last day for 100% refund of first-term fees  
July 5 ..... Last day for 100% refund of eight-week term fees  
July 6 ..... Last day for 50% refund of first 4-week term fees  
July 8 ..... Last day for 100% refund of full-quarter fees  
July 8 ..... Last day for 50% refund of first-term fees  
July 9 ..... Last day for 25% refund of first-4-week term fees  
July 10 ..... Last day for 50% refund of eight-week term fees  
July 11 ..... Last day for 25% refund of first term fees  
July 15 ..... Last day for 50% refund of full-quarter fees  
July 15 ..... Last day for 25% refund of eight-week term fees  
July 15 ..... Last day to withdraw without "W" on record  
July 22 ..... Last day for 25% refund of full-quarter fees  
July 22 ..... Last day to withdraw from first 4-week term classes  
July 28 ..... First 4-week term classes end  
July 29 ..... Second 4-week term classes begin  
July 31 ..... Last day for 100% refund of second 4-week term fees  
August 1 ..... Last day to withdraw from first-term classes  
August 2 ..... Petitions to graduate Autumn Quarter 2002  
due in Student Records Office  
August 3 ..... Last day for 50% refund of second 4-week term fees  
August 6 ..... Last day for 25% refund of second 4-week term fees  
August 6 ..... First-term classes end  
August 7 ..... Second-term classes begin  
August 10 ..... Last day to remove Incompletes (I)  
incurred Spring Quarter 2001  
August 10 ..... Last day for 100% refund of second-term fees  
August 14 ..... Last day for 50% refund of second-term fees  
August 17 ..... Last day for 25% refund of second-term fees  
August 19 ..... Last day to withdraw from second 4-week term classes  
August 19 ..... Last day to withdraw from eight-week term classes  
August 25 ..... Second 4-week term classes end  
August 25 ..... Eight-week term classes end  
September 2 ..... Labor Day - Campus Closed  
September 3 ..... Last day to withdraw from second-term classes  
September 3 ..... Last day to withdraw from full-quarter classes  
September 13 ..... Graduation ceremony  
September 14 ..... Summer Quarter 2002 ends

## AUTUMN QUARTER 2002 September 25, 2002 - December 14, 2002

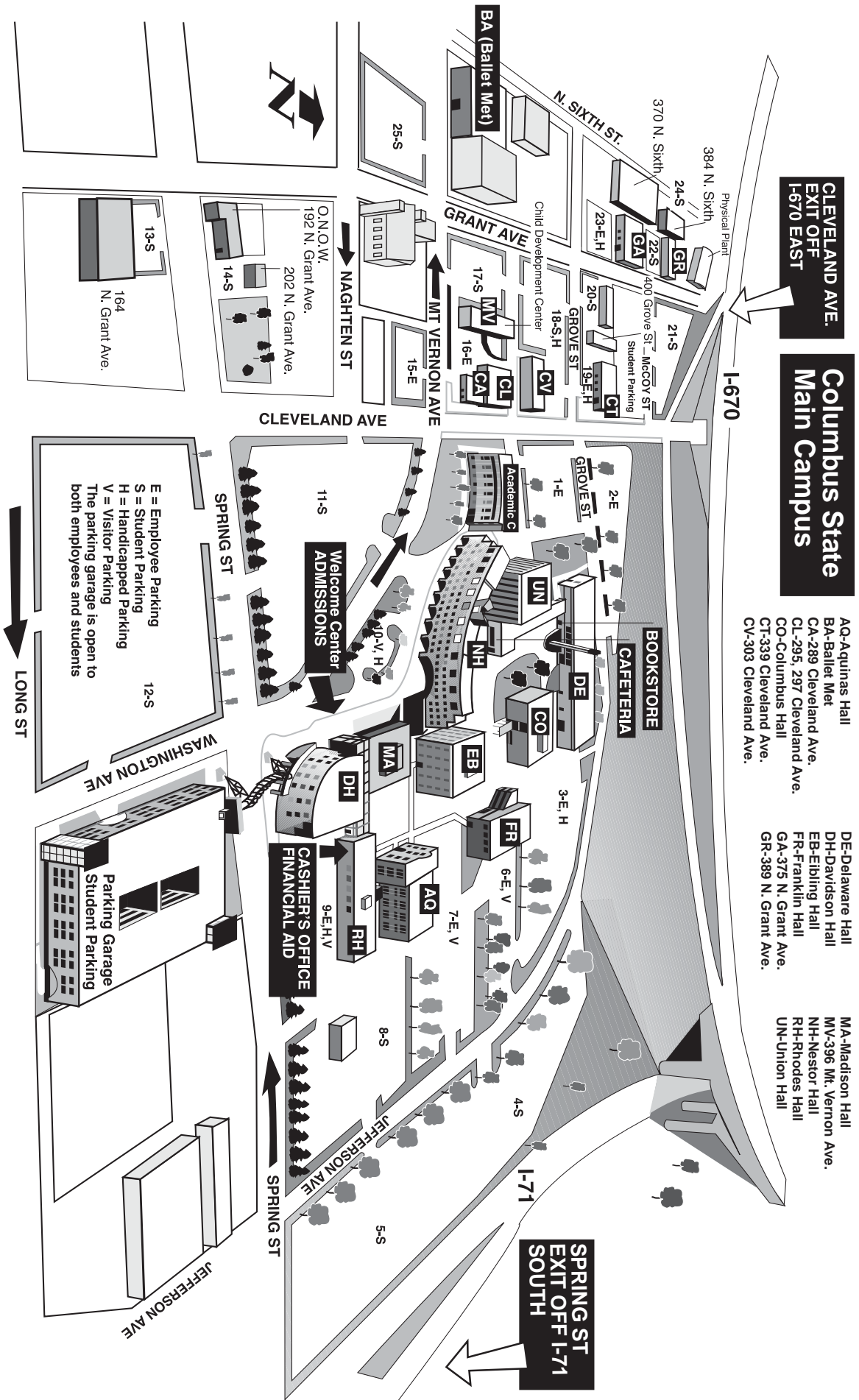
July 29, 2002 .. Autumn Quarter 2002 registration materials available  
July 29 ..... Open Registration  
September 2 ..... Labor Day - Campus Closed  
September 20 ..... Last day to pay fees without penalty  
September 21 ..... Fees due at time of registration beginning today  
September 25 ..... First-term classes begin  
September 25 ..... First 4-week term classes begin  
September 25 ..... Eight-week term classes begin  
September 25 ..... Full-quarter classes begin  
September 27 ..... Last day for 100% refund for first 4-week term fees  
September 28 ..... Last day for 100% refund of first-term fees  
September 30 ..... Last day for 100% refund eight week term fees  
September 30 ..... Last day for 50% refund for first 4-week term fees  
October 2 ..... Last day for 100% refund of full-quarter fees  
October 2 ..... Last day for 50% refund of first-term fees  
October 3 ..... Last day for 25% refund of first 4-week term fees  
October 4 ..... Last day for 50% refund of eight-week term fees  
October 5 ..... Last day for 25% refund of first-term fees  
October 9 ..... Last day for 50% refund of full-quarter fees  
October 9 ..... Last day for 25% refund of eight week term fees  
October 9 ..... Last day to withdraw without a "W" on record  
October 14 ..... Columbus Day Observed - Campus Closed  
October 16 ..... Last day for 25% refund of full-quarter fees  
October 17 ..... Last day to withdraw from first 4-week term classes  
October 22 ..... First 4-week term classes end  
October 23 ..... Faculty and staff In-Service- no day classes,  
Offices Closed  
October 24 ..... Second 4-week term classes begin  
October 26 ..... Last day for 100% refund of second 4-week term fees  
October 28 ..... Last day to withdraw from first-term classes  
October 29 ..... Last day for 50% refund of second 4-week term fees  
November 1 ..... Last day for 25% refund of second 4-week term fees  
November 2 ..... First-term classes end  
November 4 ..... Second-term classes begin  
November 7 ..... Last day for 100% refund of second-term fees  
November 7 ..... Last day to remove Incompletes (I)  
incurred Summer Quarter 2002  
November 11 ..... Veteran's Day observed - Campus Closed  
November 12 ..... Last day for 50% refund of second-term fees  
November 13 ..... Last day to withdraw from second 4-week classes  
November 13 ..... Last day to withdraw from eight-week term classes  
November 14 ..... Last day for 25% refund of second-term fees  
November 19 ..... Second 4-week term classes end  
November 19 ..... Eight-week term classes end  
November 26 ..... Last day to withdraw from second-term classes  
November 26 ..... Last day to withdraw from full-quarter classes  
November 28-December 1 . Thanksgiving observed - Campus Closed  
December 6 ..... Petitions to graduate Winter Quarter 2003  
due in Student Records Office  
December 13 ..... Graduation ceremony  
December 14 ..... Autumn Quarter 2002 ends

**WINTER QUARTER 2003  
January 6, 2003 -March 22, 2003**

October 28, 2002 Winter Quarter 2003 registration materials available  
 October 28 ..... Open Registration  
 November 11 ..... Veteran's Day - Campus Closed  
 November 28-December 1 ... Thanksgiving Holiday - Campus Closed  
 December 25 ..... Christmas Day - Campus Closed  
 January 1 ..... New Years Day - Campus Closed  
 January 2 ..... Last day to pay fees without penalty  
 January 3 ..... Fees due at time of registration beginning today  
 January 6 ..... First-term classes begin  
 January 6 ..... First 4-week term classes begin  
 January 6 ..... Eight week term classes begin  
 January 6 ..... Full quarter classes begin  
 January 8 ..... Last day for 100% refund of first 4-week term fees  
 January 9 ..... Last day for 100% refund of first-term fees  
 January 10 ..... Last day for 100% refund of eight week term fees  
 January 11 ..... Last day for 50% refund of first 4-week term fees  
 January 13 ..... Last day for 100% of full-quarter fees  
 January 13 ..... Last day for 50% refund of first-term fees  
 January 14 ..... Last day for 25% refund of first 4-week term fees  
 January 15 ..... Last day for 50% refund of eight-week term fees  
 January 16 ..... Last day for 25% refund of first-term fees  
 January 20 ..... Martin Luther King Day - Campus Closed  
 January 21 ..... Last day for 50% refund of full-quarter fees  
 January 21 ..... Last day for 25% refund of eight-week term fees  
 January 21 ..... Last day to withdraw without a "W" on record  
 January 27 ..... Last day for 25% refund of full-quarter fees  
 January 27 ..... Last day to withdraw from first 4 week term classes  
 February 2 ..... First 4-week term classes end  
 February 3 ..... Second 4-week term classes begin  
 February 5 ..... Last day for 100% refund of second 4-week term fees  
 February 6 ..... Last day to withdraw from first-term classes  
 February 7 ..... Petitions to graduate Spring Quarter 2003 due  
 in Student Records Office  
 February 8 ..... Last day for 50% refund of second 4-week term fees  
 February 11 ..... Last day for 25% refund of second 4-week term fees  
 February 12 ..... First-term classes end  
 February 13 ..... Second-term classes begin  
 February 15 ..... Last day to remove Incompletes (I)  
 incurred Autumn Quarter 2003  
 February 17 ..... Last day for 100% refund of second-term fees  
 February 20 ..... Last day for 50% refund of second-term fees  
 February 21 ..... President's Day observed - Campus Closed  
 February 24 ..... Last day for 25% refund of second-term fees  
 February 24 ... Last day to withdraw from second 4-week term classes  
 February 24 ..... Last day to withdraw from eight-week term classes  
 March 2 ..... Second 4-week term classes end  
 March 2 ..... Eight-week term classes end  
 March 10 ..... Last day to withdraw from second-term classes  
 March 10 ..... Last day to withdraw from full-quarter classes  
 March 21 ..... Graduation ceremony  
 March 22 ..... Winter Quarter 2003 ends

**SPRING QUARTER 2003  
March 31, 2003 -June 14, 2003**

February 3 ..... Spring Quarter 2003 registration materials available  
 February 3 ..... Open Registration  
 February 21 ..... President's Day - Campus Closed  
 March 26 ..... Last day to pay fees without penalty  
 March 27 ..... Fees due at time of registration beginning today  
 March 31 ..... First-term classes begin  
 March 31 ..... First 4-week term classes begin  
 March 31 ..... Eight week term classes begin  
 March 31 ..... Full-quarter classes begin  
 April 2 ..... Last day for 100% refund of first 4-week term fees  
 April 3 ..... Last day for 100% refund of first-term fees  
 April 4 ..... Last day for 100% refund for eight-week term fees  
 April 5 ..... Last day for 50% refund of first 4-week term fees  
 April 7 ..... Last day for 100% refund of full-quarter fees  
 April 7 ..... Last day for 50% refund of first-term fees  
 April 8 ..... Last day for 25% refund of first 4-week term fees  
 April 9 ..... Last day for 50% refund of eight week term fees  
 April 10 ..... Last day for 25% refund of first-term fees  
 April 14 ..... Last day for 50% refund of full-quarter fees  
 April 14 ..... Last day for 25% refund of eight-week term fees  
 April 14 ..... Last day to withdraw without a "W" on record  
 April 20 ..... Easter Sunday - Campus Closed  
 April 21 ..... Last day for 25% refund of full-quarter fees  
 April 21 ..... Last day to withdraw from first 4-week term classes  
 April 27 ..... First 4-week term classes end  
 April 28 ..... Second 4-week term classes begin  
 April 30 ..... Last day for 100% refund of second 4-week term fees  
 May 1 ..... Last day to withdraw from first-term classes  
 May 2 ..... Petitions to graduate Summer Quarter 2003  
 due in Student Records Office  
 May 3 ..... Last day for 50% refund of second 4-week term fees  
 May 6 ..... Last day for 25% refund of second 4-week term fees  
 May 7 ..... First-term classes end  
 May 8 ..... Second-term classes begin  
 May 9 ..... Faculty and Staff In-Service  
 - no day classes, Offices Closed  
 May 10 ..... Last day to remove Incompletes (I)  
 incurred Winter Quarter 2003  
 May 12 ..... Last day for 100% refund of second-term fees  
 May 15 ..... Last day for 50% refund of second-term fees  
 May 19 ..... Last day for 25% refund of second-term fees  
 May 19 ..... Last day to withdraw from second 4-week term classes  
 May 19 ..... Last day to withdraw from eight-week term classes  
 May 25 ..... Second 4-week term and eight-week term classes end  
 May 26 ..... Memorial Day - Campus Closed  
 June 2 ..... Last day to withdraw from second-term classes  
 June 2 ..... Last day to withdraw from full-quarter classes  
 June 13 ..... Graduation ceremony  
 June 14 ..... Spring Quarter 2003 ends



**CLEVELAND AVE.  
EXIT OFF  
I-670 EAST**

**Columbus State  
Main Campus**

AQ-Aquinas Hall  
BA-Ballet Met  
CA-289 Cleveland Ave.  
CL-295, 297 Cleveland Ave.  
CO-Columbus Hall  
CT-339 Cleveland Ave.  
CV-303 Cleveland Ave.

DE-Delaware Hall  
DH-Davidson Hall  
EB-Eibling Hall  
FR-Franklin Hall  
GA-375 N. Grant Ave.  
GR-389 N. Grant Ave.

MA-Madison Hall  
MV-396 Mt. Vernon Ave.  
NH-Nestor Hall  
RH-Rhodes Hall  
UN-Union Hall

**SPRING ST  
EXIT OFF I-71  
SOUTH**

E = Employee Parking  
S = Student Parking  
H = Handicapped Parking  
V = Visitor Parking  
The parking garage is open to both employees and students

## Columbus State in Brief

For nearly forty years, Columbus State Community College has been meeting the diverse educational needs of the community and is proud to be an important contributor to the growth and change of Columbus and central Ohio.

In 1963, the Columbus Board of Education created the Columbus Area Technician School, and the Board designated an area of Central High School to house this new school for two-year, post-secondary technical programs.

Rapid growth in enrollment during the initial two years caused the Board of Education to purchase the Columbus Aquinas Parochial High School property and move the Technician School to a permanent campus. On May 25, 1965, the Ohio Board of Regents gave approval to a proposal from the Columbus Board of Education to create the Columbus Technical Institute District, and the Columbus Technical Institute was granted a charter effective July 1, 1967.

As a state-assisted college, Columbus Technical Institute provided technical programs that prepared students for immediate employment. From the first graduating class in 1965 through today, more than 27,000 students have earned associate degrees in 50 technical fields and transfer programs. The success of the College is reflected in the many accomplishments of these graduates and the many other students who have completed courses to improve and enhance their skills.

On July 1, 1987, Columbus Technical Institute was rechartered as Columbus State Community College by action of the Ohio Board of Regents. This significant change was a result of careful study of the educational needs of Columbus and central Ohio. The resulting findings supported the establishment of a comprehensive community college to provide additional educational opportunities to area residents.

As a comprehensive community college, Columbus State has a strong commitment to technical education, offering the Associate of Applied Science and the Associate of Technical Studies degree programs in Business, Health, Human Service, Public Service, and Engineering Technologies to prepare graduates for immediate employment. The transfer programs, Associate of Arts and Associate of Science, meet the majority of freshman and sophomore course requirements of bachelor's degree programs offered by four-year colleges and universities in central Ohio and throughout the state. Specific transfer agreements with area colleges and universities have also been developed.

In addition to courses offered on the main campus, classes are offered at seven off-campus locations throughout central Ohio. The College's Community Education and Workforce Development Division also offers customized training programs for local employers on campus or at the business site.

Columbus State's main campus is centrally located on approximately 80 acres near downtown Columbus. The campus currently has more than 20 buildings that house classrooms, labora-

tories, and offices of the College. Also part of the College's main campus is the Educational Resources Center which provides materials and resources for students. In addition to the main campus, the College operates a facility for the Aviation Maintenance Technology at Bolton Field Airport.

Columbus State Community College serves Franklin, Delaware, Madison, and Union Counties. A nine-member Board of Trustees is appointed by the Governor. Columbus State is accredited by The Higher Learning Commission: Member North Central Association (NCA), and many of the College's degree programs are accredited by professional associations and agencies.

## Campus Tours

Arrangements for campus tours may be made by calling (614) 287-2669 or toll-free at 1(800) 621-6407. Please make an appointment at least two weeks in advance.

## Welcome Center

New students are invited to begin the enrollment process at the Welcome Center located on the lower level of Madison Hall. Enrollment Advisors in the Welcome Center provide information on programs of study, course selections, class registration, placement testing, transcript evaluation, career services, financial aid, and fee payment. For more information, call 287-2669 or visit our web site at [www.csc.edu](http://www.csc.edu). The following services are available in the Welcome Center:

- Admissions/Enrollment Advising
- International Admissions/Enrollment Advising
- Career Advising and Counseling
- Fee Payment
- Financial Aid Advising
- Placement Testing
- Registration for Courses

## Main Campus Center

### Columbus State Community College

550 East Spring Street  
Columbus, Ohio 43215

Phone: (614) 287-5353 or if calling long distance:  
1-800-621-6407



# Off-Campus Centers

**Joan Freeman, Director**  
**(614) 287-5083**

Columbus State's Off-Campus Centers, located throughout the college's four-county service district, provide educational opportunities for more than 7,000 students each year with day, evening and weekend classes. Suburban centers offer courses in general education, computer skills and technical areas, and are equipped for telecourse and distance learning delivery. A year-round schedule allows students to plan their educational programs several quarters in advance. Students are now able to complete the Associate of Applied Science in Business Management, and the Associate of Arts degree programs at the Westerville and Dublin Centers, respectively. All courses required for these degrees are offered in sequence at these centers, allowing students to complete their degrees at the center closest to their home or workplace.

**6 Dublin Center**  
6190 Shamrock Court  
Dublin, Ohio 43016  
Hours: M - F, 8 a.m. - 10 p.m.  
Sat: 8 a.m. - 4 p.m.  
Sun: 12:30 p.m. - 4:30 p.m.  
Phone: 761-2800 Fax: 761-1531

**4 Southwest Center at Bolton Field**  
5355 Alkire Road  
Columbus, Ohio 43228  
Hours: M - F, 5 p.m. - 10 p.m.  
Sat: 9:00 a.m. - Noon  
Phone: 878-1094 Fax: 878-0729

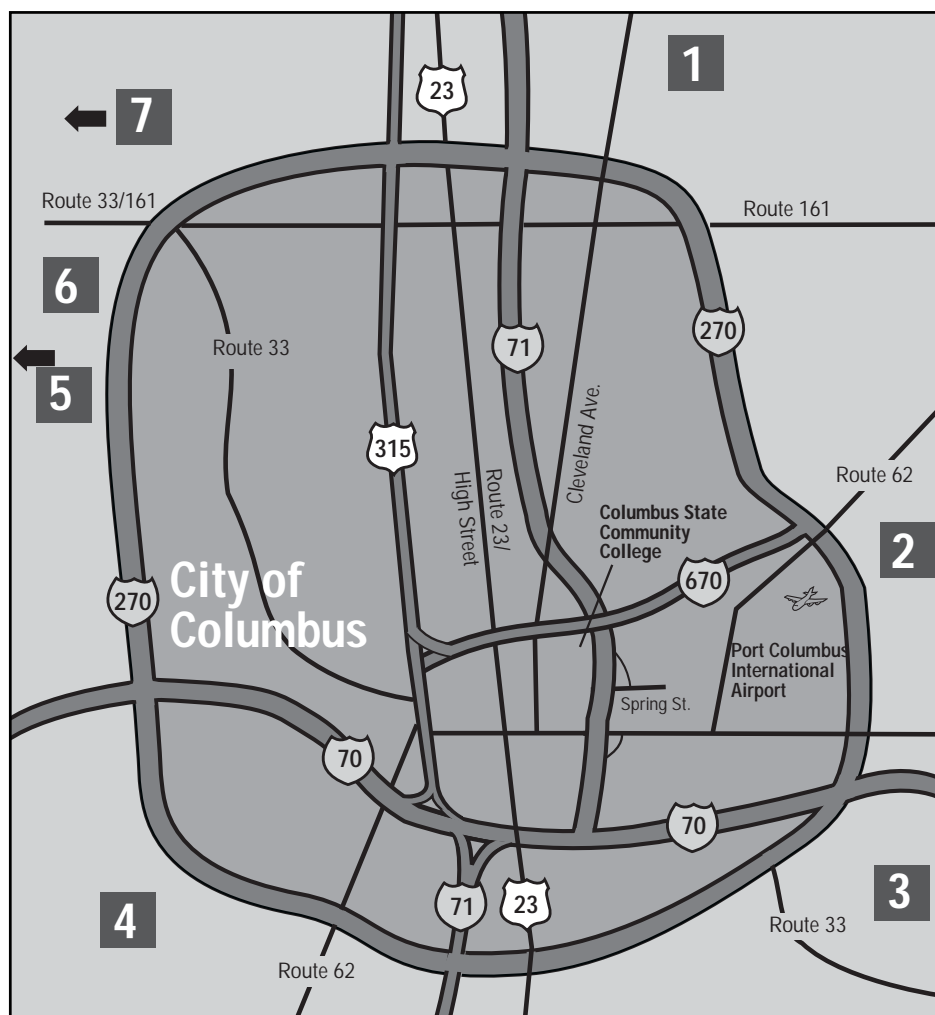
**1 Westerville Center**  
7233 Northgate Way  
Westerville, Ohio 43082  
Hours: M - F, 8 a.m. - 10 p.m.  
Sat: 8 a.m. - 4 p.m.  
Sun: 12:30 p.m. - 4:30 p.m.  
Phone: 882-2016 Fax: 898-9655

**2 Gahanna Center**  
445 Havens Corner Road  
Hours: M - F, 4:30 p.m. - 10:30 p.m.  
Sat: 8 a.m. - Noon  
Phone: 476-4711 Fax: 476-4764

**5 London Center**  
336 Elm Street  
London, Ohio 43140  
Hours: M - R, 5 - 9 p.m.  
Phone: 740-852-7457  
Fax: 740-852-7459

**7 Marysville Center**  
800 Amrine Mill Road  
Marysville, Ohio 43040  
Hours: M - R, 5:00 p.m. - 9:00 p.m.  
Phone: 937-644-1616  
Fax: 937-644-1663

**3 Southeast Center**  
4449 Professional Parkway  
Groveport, Ohio 43125  
Hours: M - F, 8 a.m. - 10 p.m.  
Sat: 8 a.m. - 4 p.m.  
Sun: 12:30 p.m. - 4:30 p.m.  
Phone: 836-9434 Fax: 836-9127



# ENROLLMENT SERVICES

Compass Placement Testing

Lab Hours

Monday-Thursday

9:00 am to 7:00 pm

Friday

10:00 am to 4:00 pm

Saturday

9:00 am to 1:00 pm

ENROLLMENT SERVICES

# Enrollment Services

## Admission Policy

Columbus State Community College is committed to the principle of providing each student the maximum opportunity to develop and learn. Regular admission to the College is offered to applicants who are high school graduates or possess G.E.D. equivalency. Other applicants over 18 years of age may be admitted as a regular or conditional status student based upon placement test results.

Admission to the College does not assure admission to a particular program of study. Many technologies, including Nursing, have established additional requirements that must be fulfilled prior to acceptance. All prospective applicants are encouraged to contact the Welcome Center for specific information.

For some students additional (prerequisite) coursework in science, mathematics and English may be needed prior to enrollment in certain courses and programs. While all degree programs can be completed in two years of full-time study, it may take longer for some students. This is particularly true if the student is attending on a part-time basis, if the student needs to take developmental courses, or if the student is also working.

## Application Procedure

### High school graduates:

- Complete the application for admission and pay the \$10 non-refundable application fee.
- Submit a final official high school transcript verifying graduation, if required for admission to your chosen program of study, (check the Specific Program Admissions Information in the Programs of Study section of this catalog for further details) to the Records and Registration Office,
- Complete placement tests.

### G.E.D. Recipients:

- Complete the application for admission and pay the \$10 non-refundable application fee.
- Submit a copy of your G.E.D. scores to the Records and Registration Office.
- Complete placement tests.

### Home Schooled students who have completed all coursework (conditional admission):

- Complete the application for admission and pay the \$10 non-refundable application fee.
- Complete placement tests. The test results will be used to determine admission status. Students admitted conditionally may be required to complete selected courses during their first term of enrollment.

### Applicants over 18 who possess neither a high school diploma nor certificate of G.E.D. equivalency (conditional admission):

- Complete the application for admission and pay the \$10 non-refundable application fee.
- Complete placement tests. The test results will be used to determine admission status. Students admitted conditionally may be required to complete selected courses during their first term of enrollment.

### Applicants who have attended another college:

- Complete the application for admission and pay the \$10 non-refundable application fee.
- Submit a final official high school transcript or G.E.D. scores if applicable, to the Records and Registration Office.
- Submit an official transcript of prior college work from each previous institution attended. (The College reserves the right to request that official copies be mailed directly from the former college.)
- Complete placement tests. Students with transfer credit in college-level composition and algebra may not need to complete the entire placement test.

### Transient students: (students attending another college who plan to enroll for one or two quarters and transfer the credits back to the other college)

- Complete the application for admission and pay the \$10 non-refundable application fee.
- Submit a final official transcript of prior college work to the Records and Registration Office.
- Complete placement tests. Students with transfer credit in college-level composition and algebra may not need to complete the entire placement test.

### High school students interested in the Post Secondary Enrollment Options (PSEO) Program (concurrent enrollment in college classes while still in high school):

- Complete the application for admission and pay the \$10 non-refundable application fee.
- Contact the K-12 Initiatives Department (295 Cleveland Avenue, (614) 287-5961, for a Post Secondary Enrollment Options Program (PSEO) packet. Complete the student section and submit the application to the high school counselor. The high school counselor will complete the rest of the PSEO application and will send it to Columbus State with the high school transcript.
- Students meeting preliminary criteria must complete placement testing.
- Students meeting the placement test score requirements will be offered admission into the PSEO program.

### International (foreign) students:

#### Immigrant/Refugee/Permanent Resident

- Complete the application for admission and pay the \$10 non-refundable application fee.

- Attach a photocopy of the documentation verifying immigration status to the application.
- Submit original or certified photocopies of secondary school records showing graduation in original language and translated into English.
- Complete English as a Second Language placement test. Students with transfer credit in college-level English composition and algebra may not need to complete the entire placement test.

- Complete English as a Second Language placement test. Students with transfer credit in college-level English composition and algebra may not need to complete the entire placement test.

Additional documents may be requested by Columbus State before final admission is granted.

**Non-Immigrant status/visa holders other than F-1**

- All required documents must be received in the International Admissions Office by the following dates:
  - Spring Quarter – FEBRUARY 15
  - Summer Quarter—MAY 15
  - Autumn Quarter – AUGUST 15
  - Winter Quarter – NOVEMBER 15
- Complete the Non-Immigrant visa holders’ application (obtained from the International Admission Office) and pay the \$10 nonrefundable application fee.
- Submit photocopies of both sides of your I-94 card, passport picture, and Visa stamp.
- Submit original or certified photocopies of secondary school records showing graduation in original language and translated into English.
- Complete a health check.

**International students (F-1 Status)**

- All required documents must be received in the International Admissions Office by the following dates:

**F-1 students applying from abroad**

- Spring Quarter – JANUARY 15
- Summer Quarter - APRIL 15
- Autumn Quarter – JULY 15
- Winter Quarter – OCTOBER 15

**F-1 students applying from other U.S. colleges/universities**

- Spring Quarter – FEBRUARY 15
- Summer Quarter—MAY 15
- Autumn Quarter – AUGUST 15
- Winter Quarter – NOVEMBER 15
- Complete the International Student application for admission and pay the \$10 non-refundable application fee.
- Submit original or certified photocopies of secondary school records showing graduation in original language and translated into English.



- Submit original or certified photocopies of college or university records in original language and translated into English.
- If English is not your native language, submit Test of English as a Foreign Language (TOEFL) score of 157 or higher (computer based) or 480 or higher (written) OR a Michigan English Language Assessment Battery (MELAB) score of 78 or higher. If you have completed a college level, non-ESL English course at another U.S. college, the TOEFL and MELAB requirement may be waived.
- Submit the affidavit of support and the financial statement (both found in the application), and an original bank statement.
- If transferring from another U.S. college or university, submit the International Student Advisor Report.
- Complete a health check.

### **F-1 Transient**

- All required documents must be received in the International Admissions Office by the following dates:
  - Spring Quarter – MARCH 1
  - Summer Quarter – JUNE 1
  - Autumn Quarter – SEPTEMBER 1
  - Winter Quarter – DECEMBER 1
- Complete the F-1 Transient application for admission and pay the \$10 nonrefundable application fee.
- Submit photocopies of the following documents: both sides of your I-94 card, picture page of your visa stamp, front and back of your I-20 from the college you attend full-time, your transcript showing completion of college level, non-ESL English at your current college OR a copy of your TOEFL or MELAB score.
- Submit the International Student Advisor Report completed by your advisor at your home school. (Continuing F-1 transient students must submit this form every quarter).
- Complete a health check.

### **Returning Students**

Students who have not taken classes at Columbus State for more than two years, and would like to return to the College, should contact the Records and Registration Office at least one week before the quarter begins to update their academic record. The student should also request official transcripts from any other college they attended during their absence from Columbus State be forwarded to the Records and Registration Office.

## **Senior Citizens “Good as Gold” Educational Program**

As a community service, Columbus State offers senior citizens who are 60 years old or older the opportunity to enroll in credit courses, tuition free, on a space-available basis. To register for credit courses applicable to an Associate Degree, senior citizens pay an application fee of \$10, course lab fees, and the cost of books.

Senior citizens are also admitted to special courses on a tuition-free, space-available basis once the course is financially self-supporting. Lab fees, books and instructional supplies are assessed to senior citizens as required by other students. Courtesy parking permits are provided at no cost to senior citizens. Student rates to concerts and student activities are available to enrolled senior citizens. A “Good as Gold Educational Program” identification card is issued to all enrolled senior citizens upon request.

For information regarding programs and services, please call 287-2453 (or 1-800-621-6407 if calling long distance).

## **General Admission Information**

### **High School Transcript /G.E.D scores**

All students should provide the College with a final official copy of their high school transcript, if required for admission to their chosen program of study, and/or a copy of their official G.E.D. scores. Please check the Specific Program Admissions Information in the Programs of Study section of this catalog to determine if your high school transcript is required for admission to a particular program of study.

The official transcript and/or G.E.D. scores are to be mailed to Columbus State Community College, Student Records and Registration, 550 East Spring Street, P. O. Box 1609, Columbus, Ohio 43216-1609. All information submitted to the College relative to admission and academic status becomes and remains the property of the College.

### **Previous College Transcript**

An official college transcript is requested of applicants who have attended other colleges and/or universities. An official transcript from each college attended is required of all who are seeking transfer credit or who have completed prerequisite coursework at another institution. The transcript is to be mailed from the other college(s) to Columbus State Community College, Student Records and Registration, 550 East Spring Street, P. O. Box 1609, Columbus, Ohio 43216-1609. All information submitted to the College relative to admission and academic status becomes and remains the property of the College.

### **Identification Number**

The College uses the social security number as the student identification number. The College does not release this number to anyone. (Please see the Family Education Rights and Privacy Act information on pages 28-30 of the *Catalog* for further information on the release of student records).

Students who have not been issued a social security number or would prefer not to have the College use this number as an identifier, may request a student identification number be assigned. This request must be made in writing to the Director, Records and Registration. The student identification number must be obtained in person with a picture identification card (to maintain the confidentiality of the number).

## Health Statement

Each student accepted for the following technologies or programs must submit a statement of health prior to registering for or attending technical classes: Dental Hygiene, Dietetic Technician Program, Early Childhood Development, Emergency Medical Services Technology, Health Information Management Technology, Histology, Massage Therapy Program, Medical Assisting Technology, Medical Laboratory Technology, Multi-Competency Health, Nursing, Phlebotomy, Radiography, Respiratory Care, Sports and Fitness Management, Surgical Technology and Veterinary Technology. A health statement form will be provided from the College Health Office or from the department chair or coordinator. Specific requirements vary by technology, but could include a physician's examination, immunizations, and screenings.

All international students are required to complete a health statement in the College Health Office prior to scheduling their first quarter of classes.

## Placement Tests

The COMPASS Placement Testing Lab offers computerized placement testing for new students to identify the appropriate starting level for reading, writing, and math courses. Developmental education courses may be required to maximize the student's opportunity for academic and personal success. After a student completes the COMPASS test, an advisor will assist them in first quarter course selection.

Placement testing is required for the following students:

- All students who plan to register for a course with established reading, writing, and math prerequisites;
- All students who register for 12 or more credit hours during their initial quarter at the College;
- All part-time students who will register for their 12th accumulative credit hour; and
- All high school students intending to take classes.

Students with transfer credit in college-level composition and algebra from an accredited institution may not need to complete the entire placement test. These students should contact an Enrollment Advisor in the Welcome Center (Madison Hall Lower Level, (614) 287-2669) for course selection and registration information.

COMPASS testing is done on a walk-in basis; appointments are not needed. A photo ID is required. For more information, contact the COMPASS Placement Testing Lab in Madison Hall, Room 225, (614) 287-3602, or visit our web site at [www.csc.edu](http://www.csc.edu) (click on the "Student Guide, New" and "Complete the college's placement test"). Sample test items and resources for review are available on this web site.

## Scheduling

Approximately seven weeks prior to the start of classes, both continuing and new students will be informed of the dates and times for scheduling. Advisors will be available to assist students with course selection.

All student scheduling can be processed on the Web at [www.csc.edu](http://www.csc.edu), by CATS (Computer Automated Touchtone System) at (614) 287-3900, through the SITE (Student Information Terminal) system, by telephone with a representative at (614) 287-2666, by the Records and Registration Office, or at one of the off-campus centers. Course additions or section changes after the start of the quarter will be permitted only with the instructor's approval.

Students who wish to register for 22 or more credit hours in a quarter must have the permission of their academic advisor.

## Cross-Registration at Other Institutions

The Higher Education Council of Columbus (HECC) is an association of colleges and universities in Central Ohio, established to develop programs which benefit its member institutions and the community at large.

As a service to students, HECC member institutions have approved a system of cross-registration for regularly enrolled, full-time undergraduate students at the following colleges and universities:

Capital University  
Central Ohio Technical College  
The Columbus College of Art and Design  
Columbus State Community College  
DeVry Institute of Technology  
Franklin University  
Mount Carmel College of Nursing  
Ohio Dominican College  
The Ohio State University  
Otterbein College  
Pontifical College Josephinum

Cross-registration is limited to one course per term (Autumn, Winter and/or Spring only), with a maximum of three cross-registered courses during a student's academic experience. The course taken must be an enrichment class to the student's program of study at Columbus State. To participate in cross-registration, a Columbus State Community College student must be in good academic standing, and maintain full-time status during the quarter he or she is requesting permission to participate in cross-registration. The course section requested for cross-registration must have space available as determined by the host institution. The Columbus State student does not pay tuition to the host institution, but may be charged other enrollment-related fees, such as laboratory or parking fees. A grade for the course taken at a host institution will be posted only on the student's Columbus State transcript.

A Columbus State student interested in cross-registering for a course must obtain approval from the Records and Registration Office, and from the host institution's registrar. It is the student's responsibility to make certain that the host institution's calendar, course schedule, course content, and credit are compatible with his/her goals and Columbus State Community College requirements. Each institution has established cross-registration deadlines which must be met to participate.

For more information, please contact the Records and Registration Office.

## Selective Service System Registration

Under the provisions of Section 3345.32 of the Ohio Revised Code, a male student born after December 31, 1959, who is at least 18 years of age and who is classified as an Ohio resident for fee purposes by the state-assisted college or university he is attending, is required to be registered with the Selective Service System or be charged a tuition surcharge equal to that charged a non-resident student.

Students are exempt from registration with the Selective Service System on the basis of one of the following criteria:

- Female;
- Under 18 years of age;
- 26 years of age or older;
- Currently on active duty in the Armed Forces of the United States. NOTE: Training in a Reserve or National Guard unit does not constitute active duty;
- A non-immigrant alien lawfully in the United States in accordance with Section 101 (a) (15) of the Immigration and Nationality Act, U.S.C. 1101, as amended; or
- A permanent resident of the Federated States of Micronesia, the Marshall Islands or the Republic of Palau.

Note that Selective Service System registration compliance must take place before disbursement of any federal financial aid funds, or the Ohio Instructional Grant, or before the institutional section of a Guaranteed Student Loan or PLUS application will be certified.

If you are a male who is within 30 days of becoming 18 years of age or between 18 and 26 years of age and have never applied for a Selective Service number, registration may be processed on-line at [www.sss.gov](http://www.sss.gov) or through a local post office. You may also contact the Selective Service System at (847) 688-6888 to retrieve your Selective Service number. When you receive your Selective Service number, please report your number to Telephone Registration at (614) 287-2666.

## Change of Name/Address/ Phone Number/ Program of Study

Any change in your name, address, phone number, or program of study must be reported to the Records and Registration Office so the academic record may be updated.

Name changes require submission of official documentation such as a marriage license, court decree, etc.

Address and phone number changes may be made on the Web at [www.csc.edu](http://www.csc.edu), SITE system or by calling Telephone Registration at (614) 287-2666 as well as in the Records and Registration Office. Each student is responsible for complying with any official communication sent to the last reported address.

Program of study changes may be made in the Records and Registration Office. Students may also call the Telephone Information Center, at (614) 287-5353, to change their program of study if the new program of study does not have a separate application procedure (such as many of the health related fields).

## Army Reserve Officers Training Corps (ROTC)

Qualified students interested in obtaining an officer's commission in the United States Army, Ohio National Guard, or Army Reserve may enroll in Army ROTC classes through a contracted agreement between Columbus State Community College and the United States Army.

Training consists of a combination of classroom and outdoor instruction. Freshman and sophomore students may enroll in the four-year program consisting of the two-year general military course and the two-year professional officer course. There is no military obligation for students in the first two years of the program.

Students with a minimum of 2.50 cumulative grade point average may apply for Army ROTC scholarships. Applications for scholarships are normally made during the fall term and must be completed by January 30.

Additional information may be obtained by contacting the Program Chairperson for Military Science, 236-7114.

# Career Services

## Career Planning Assistance

Career Services assists students through graduation with their questions about selecting majors and careers.

An overview of services to assist students with their career development activities follows:

- Assessing skills and interests and relating them to college majors and careers.
- Developing a plan to explore careers.
- Making career and educational decisions.
- Creating a career portfolio and building credentials.
- Preparing a resume for career employment opportunities.
- Planning for the next career and educational transition.

## Career Resource Room Helps Students Get Started

The Career Resource Room, located in the Welcome Center, Madison Hall, Room 131, offers computer-based and paper-and-pencil career interest tests, career guides, and videotapes to assist students with career decision-making and career exploration activities. These activities may be entirely self-paced. For your convenience, Internet links to other effective career interest tests can be found on our website: [www.cscce.edu](http://www.cscce.edu), select "Student Services, Career Services and Career Assessment".

- Discover Career Planning System  
Discover, a computer-based career planning system, is available to students in the Career Resource Room, located in the Welcome Center, Madison Hall, Room 131, and the ERC (Columbus State's Library), located in the computer lab on the top floor of Columbus Hall.
- Career Fairs  
The Collegiate Job and Internship Fair of Greater Columbus, a major employment event sponsored by a consortium of area colleges and universities, is held every Spring.

## Career Services Office Hours

Office hours for appointments and walk-ins are Monday to Thursday, 8 a.m. to 7:30 p.m., and Friday, 9:30 a.m. to 4:30 p.m. Career Services is located in the Welcome Center, Madison Hall, or you may contact Counseling and Advising Services, in Union Hall, Room 048. Please let us know how we can assist you.

## Internship and Co-op Experiences

- Many opportunities exist for students to participate in internships and cooperative work experiences. Many academic departments provide academic credit for these experiences toward degree completion. If you are interested in an internship or co-op opportunity please contact your academic department.

## The Career Placement Center Helps Students and Alumni to Find Jobs

The Career Placement Center assists students and alumni with obtaining career, part-time, temporary, temp-to-hire, and short-term positions. The center is managed by Adecco, a major employment services firm with a number of divisions and offices worldwide. Services include the following:

- Career and job postings
- Job search materials
- Resume matching
- Message center
- On-site interviewing
- Negotiating
- Liaison to employers

The Career Placement Center is located in Nestor Hall, Room 119. Walk-ins and appointments are welcome. Contact the Career Placement Center at (614) 287-5905 to register for services and for further information. Please let us know how we can assist with accommodations.

## Financial Aid

Financial Aid is available in four forms: grants, scholarships, loans, and part-time employment. In general, the amount of assistance that a student may receive depends upon the established financial need of the student. This need is determined through the Central Processing Service and is based on the information submitted in the Free Application for Federal Student Aid (FAFSA). Financial Aid is to be used for tuition, fees, room, board, books, and commuting expenses. For more information please see the *High Finance* publication, available from the Financial Aid Office, or online at <http://www.cscce.edu>.

For all federal financial aid programs, regular admission status to the college and U.S. citizenship or permanent residence status is required. Only those who have declared an intent to pursue a degree and are taking related courses are eligible. Persons with bachelor's degrees are not eligible for grants, but may apply for loans and work-study.

## Application Procedures

Application materials are available in the Financial Aid Office, Rhodes Hall, Lower Level. Students can apply electronically through the Internet at <http://www.fafsa.ed.gov>. Students may also request information by calling (614) 287-2648. You must apply for financial aid each year after January 1. Applications are accepted throughout the academic year, however priority deadlines are established for each academic term. For more information please see the *High Finance* publication, available from the Financial Aid Office, or online at <http://www.cscce.edu>. Campus-based funding is awarded on a first-come, first-awarded basis.



## How Do I Apply?

1. Make application for admission to Columbus State Community College.
2. Complete the Free Application for Federal Student Aid (FAFSA) paper application or apply online at <http://www.fafsa.ed.gov>. Computers can be accessed in the Financial Aid Office or in any computer lab at CSCC.
  - a. Be sure to list Columbus State as the school you plan to attend by denoting school code 006867 on Question #86 in the FAFSA.
  - b. If you are applying online, be sure to print the signature page. You will need to sign it and mail it to the address listed on the signature page. You may use the PIN assigned to you from the U. S. Department of Education to sign the application.See the Financial Aid Web Page for FAFSA application deadlines!  
<http://www.csc.edu/docs/FinAid/>
3. You will receive a Student Aid Report (SAR) as a result of your FAFSA application in approximately 4 weeks. Be sure to review these results. If corrections are necessary, you may bring them to the Financial Aid Office and corrections may be made electronically.
4. Once the Financial Aid Office has received the above materials, we will review your file. Once your file is complete, you will be sent a Financial Aid Award letter that explains what financial aid you are eligible to receive.



## Basic Eligibility Requirements

Eligibility for most federal student aid programs is based on financial need. In addition, the federal student aid programs require that the student recipient:

- Not possess a bachelor's degree for grant eligibility.
- Be a United States citizen, eligible non-citizen, U.S. National, or permanent resident.
- Have a valid social security number.
- Have a high school diploma, G.E.D., or recognized equivalent. Proof of passing G.E.D. scores **MUST** be on file with the Office of Records and Registration before your application can be processed. Students without a high school diploma or G.E.D. may establish eligibility under the Ability-to-Benefit regulations by passing a test approved by the U.S. Department of Education. The COMPASS placement test is the approved test available at Columbus State through the COMPASS Lab, Madison Hall 225. To qualify for consideration students must have the following minimum scores: Writing Skills - 31; Reading - 60; Math (Pre-Algebra) -21.
- Have complied with current selective service registration regulations. For more information on selective service requirements, contact the Financial Aid Office or our web page: <http://www.csc.edu/docs/FinAid/>
- Be a regularly admitted student, enrolled in an eligible program, working toward a degree or certificate;
- Not be in default, or owe a refund on any type of federal financial aid.
- Maintain satisfactory academic progress as defined by the Financial Aid Standards Policy.

## Verification

Verification is the process through which the federal government requires confirmation of the accuracy of the information reported on the Free Application for Federal Student Aid (FAFSA). If you are selected for verification, you must provide clear evidence that the information you reported on your FAFSA is true and correct. The Financial Aid Office will contact you regarding specific requirements pertaining to your application if you are selected. Generally, signed IRS income tax returns, Verification Worksheets, and documentation of untaxed income received are required.

## Satisfactory Academic Progress

Federal regulations require that Columbus State Community College monitor the academic progress of students who apply for and/or receive federal financial aid. These regulations apply to each financial aid applicant, regardless of whether a student has ever previously applied for or received financial aid. To receive any form of federal financial aid, students must maintain satisfactory academic progress toward a degree or certificate. For additional information refer to the *High Finance* publication available from the Financial Aid Office or the web page: <http://csc.edu/docs/FinAid/>. Failure to maintain satisfactory academic progress will result in funds either being terminated or withheld until eligibility is regained.

## Scholarships

A scholarship is financial assistance awarded primarily on the basis of scholastic achievement. They generally do not have to be repaid.

The Columbus State Community College Development Foundation, Inc., provides scholarships based upon availability of funding. Private donors, professional organizations, and the College establish these scholarships. Eligibility varies for each scholarship program. Students may apply for these scholarships by completing the Application for Development Foundation Scholarships available in the Financial Aid Office. In general, these scholarships are based on variable criteria including, but not limited to, academic program, financial need, credit hours earned, and academic and individual achievement. Scholarship applications are available in the spring for the upcoming financial aid year.

### Scholarships to be awarded for use during Summer, Autumn, Winter and Spring Quarters 2002/2003.

- Accountants on Call Scholarship
- The Martha B. Agler Scholarship
- American Culinary Federation Columbus Chapter Scholarship Endowment
- Association for Computing Machinery, Central Ohio Chapter, Scholarship
- Aviation Safety Institute/John B. Galipault Memorial Scholarship
- Hector Boiardi Scholarship
- Business Management Scholarship
- Columbia Gas of Ohio Minority Scholarship
- Columbus Club of Printing House Craftsmen/Rodney G. Bland Scholarship
- Columbus State Scholarship Endowment
- Community Chefs Scholarship
- Construction Financial Management Association (CFMA) Scholarship
- Barbara DeVoe/Sharon Rose Memorial Scholarship
- Donald A. Borrer/Dominion Homes Endowed Scholarship
- Firstar Bank Endowed Scholarship for African-American Students
- Frank P. Gallo SCORE Scholarship
- Grant/Riverside Methodist Hospitals-OhioHealth Scholarship in Medical Assisting Technology
- Grant/Riverside Methodist Hospitals-OhioHealth Scholarship in Surgical Technology
- Greater Columbus Convention and Visitors Bureau Scholarship for Minority Students
- Robert A. Harris Memorial Scholarship
- Hospitality Sales and Marketing Association, International Scholarship (HSMIAI)
- Huntington National Bank Minority Student Scholarship Endowment
- International Facility Management Association Scholarship (IFMA)
- International Student Scholarship (IS)
- International Wine and Food Society Scholarship Endowment
- Janet E. Jackson Minority Scholarship
- JC Penney Scholarship Endowment
- Mary Kay Jockisch Memorial Scholarship
- Dr. Patricia Keats Kasile Scholarship Endowment
- Frank B. Kroeger Engineering Technology Endowed Scholarship
- Latin Ladies' Organization Scholarship
- The Limited Inc., Scholarship Endowment
- The Limited Inc., Women's Scholarship
- Victor Lucas Non-Custodial Parent Scholarship
- MAPSYS Partner in Education Scholarship
- Mechanical Engineering Technology Scholarship (MET)
- Cameron Mitchell Scholarship
- Nationwide Scholarship Endowment
- Nelson Homes Scholarship
- Harold M. Nestor Scholarship
- Ohio Children's Foundation Scholarship
- Phi Theta Kappa Scholarship
- Elijah Pierce Scholarship
- Real Estate Scholarship Endowment
- The Scotts Company Scholarship in Landscape Design/Build
- Social and Behavioral Sciences Scholarship
- State Auto Insurance Companies Scholarship in Computer Programming
- State Auto Insurance Companies Scholarship in Microcomputing
- Student Ambassador Scholarship
- Union Tools Scholarship Endowment
- R. Reid Vance Memorial/Printing Industry of Central Ohio
- Carol Watkins Medical Laboratory Internship Award
- Marybelle Williams Adult Student Scholarship
- Stephen H. Wilson Mental Health/Chemical Dependency/Mental Retardation Endowed Scholarship
- Wolfe Associates Endowed Scholarship in Technical Communication
- Worthington Industries, Inc., Work-Study Scholarship

\*Scholarship availability and amounts contingent upon yearly funding.

**Additionally, the Financial Aid Office has scholarship resource texts available that students may review to locate sources for additional consideration outside the College. Students can view scholarship information electronically at <http://www.fastweb.com>. This site can be visited from CougarNet, any CSCC Computer Lab or the Financial Aid Office Computer Lab.**

If you have been awarded a scholarship from an outside agency or organization, you will be responsible for notifying the Financial Aid Office of this award. The organizations from which the award was made will need to provide, in writing, verification of what school-related expenses may be covered, and/or any requirements for the scholarship. This information is required prior to the release of any scholarship award.

## Return of Unearned Title IV Funds Policy

Financial aid students who completely withdraw from all classes during a given quarter may be subject to owing federal and state funds back to the Department of Education or the State of Ohio. The policy states that a student must attend through the 60 percent point of the quarter in order to earn their federal financial aid. For more information on this policy, please refer to the *High Finance* publication that is available in the Financial Aid Office or the Financial Aid Office web page: <http://csc.edu/docs/FinAid/>

## Veterans Services

Columbus State Community College is approved for the training of Veterans and other eligible persons. Students eligible to receive VA educational benefits must register with the Veterans Services Office, located within the Financial Aid Office, in order to receive their benefits.

To apply for VA educational benefits, students must have completed the College Admissions Application and paid the application fee. Students should contact the VA Coordinator at least six weeks before they plan to attend to start applying for the benefits.

Each applicant will be provided with a copy of the Standards of Satisfactory Academic Progress for VA Recipients, current VA guidelines, and pay scales.

To request an application or to receive more information about VA benefits, contact the VA Coordinator at (614) 287-2644.

## Information and Services

The Financial Aid Office is located in Rhodes Hall, Lower Level. Our Customer Service Representatives are available, in person or over the phone, to answer your questions and direct you to the appropriate resources. Financial Aid Customer Service is located on the lower level of Rhodes Hall or call (614) 287-2648 for assistance.

## Telephone Numbers

Financial Aid Representative ..... (614) 287-2648  
Toll Free Number ..... 1-800-621-6407  
VA Coordinator ..... (614) 287-2644

## Customer Service Hours

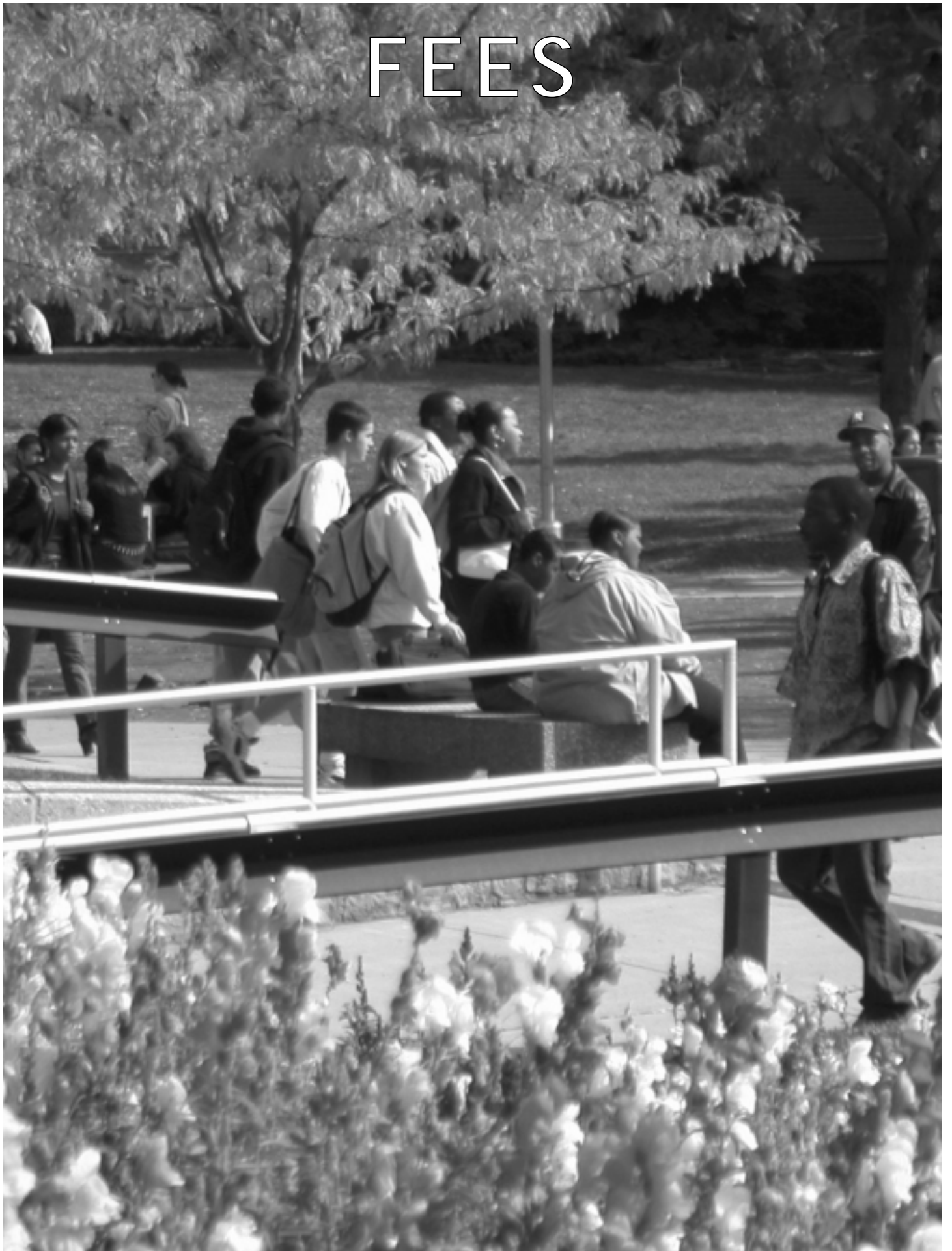
### Financial Aid Office

Monday - Thursday ..... 8 a.m. - 7:30 p.m.  
Friday ..... 9:30 a.m. - 4:30 p.m.  
Saturday ..... 9 a.m. - 12 noon

### Veterans Services Office

Monday, Tuesday, Thursday ..... 8 a.m. - 4:30 p.m.  
Wednesday ..... 11 a.m. - 7:30 p.m.  
Friday ..... 9:30 a.m. - 4:30 p.m.

# FEES



FEES

# Fees

## One-Time-Fees

Application Fee (non-refundable) .....	\$10
Matriculation Fee (non-refundable) .....	\$35
(Payable when the 12th hour of credit is scheduled)	

## Matriculation Fee

The one-time non-refundable \$35 matriculation fee covers the cost for establishing and maintaining a perpetual student record. The matriculation fee will appear and be due for payment on the schedule and fee statement for the academic quarter in which the student schedules his/her 12th hour of credit course work.

## Instructional and General Fees

The resident credit hour fee of \$65 is based on a \$56 instructional fee and a \$9 general fee. The general fee covers expenses for registration, counseling, placement, graduation, health services and other activities and services. Fees for non-Ohio residents and international students reflect a similar prorated instructional and general fee amount. All fees are subject to change.

## Quarterly Academic Fees

### Ohio Residents

Ohio residents are charged a combined instructional and general fee of \$65 ( \$56 instructional fee and \$9 general fee). Ohio resident students are charged \$65 per credit hour for all hours scheduled.

### Non-Ohio, U.S. Residents

Non-Ohio, U.S. residents are charged a combined instructional and general fee of \$143 ( \$127 instructional fee and \$16 general fee). Non-Ohio, U.S. resident students are charged \$143 per credit hour for all hours scheduled.

### International Students

International students are charged a combined instructional and general fee of \$173 (\$152 instructional fee and \$21 general fee). International students are charged \$173 per credit hour for all hours scheduled.

## Lab Fees

Lab fees are charged to cover the cost of consumable materials used by the student. The cost of student liability insurance, required in certain health technologies, will be included in the lab fee.

## Fee Payment

At the time of registering for classes, the student will be given or mailed a combination class schedule and fee statement. Fee payment deadlines are included on this schedule. Fees will not be accepted after the deadline date. Upon payment of fees, the cashier will issue a PAID fee receipt which is the student's verification of having paid fees and permission to enter scheduled classes. Screen prints are available for Internet fee payments.

## Late Payment of Fees

Fees, including any late fees, must be paid in full within the published deadline date.

## Student Health Insurance

Columbus State Community College offers low-cost group accident and sickness insurance. All full-time students are eligible for the plan. Coverage is world-wide, 24 hours a day, at home, at school or while traveling. The fee provides coverage for the entire 12-month period. Extended coverage for family and dependents is also available at an additional cost. For more details, request a student insurance program brochure from the Cashier's Office in Rhodes Hall or the College Health Office, 007 Union Hall.

## Student Identification Card

Upon enrolling at Columbus State, students should obtain a student identification (ID) card. To purchase an ID card, pay a one-time fee of \$4 when paying quarterly fees at the Cashier's Office. Take the paid receipt to the Public Safety Department where the ID card will be processed.

ID cards are required to check out materials from the Educational Resource Center, to use recreation equipment and facilities, to obtain a transcript, and for many other campus activities and services. At the start of each quarter, the student ID card must be validated by the Cashier's Office or the Public Safety Department. A paid fee receipt must be presented to the Public Safety Department for a student ID card to be validated for the following quarter.

## Prior Learning Assessment (N) Credit Fee

Students with life experience that has provided learning similar to academic course outcomes may request a review of that experience by the appropriate academic department chairperson. A non-refundable \$50 fee is charged to review a portfolio evaluation.

## Proficiency Examination Fee

Students who believe they possess the knowledge contained in a course may request of the academic department to take a proficiency examination. A non-refundable \$50 fee is charged for each proficiency examination to be taken and is payable to the Cashier's Office prior to taking the exam. Information concerning proficiency examinations may be obtained by contacting the chairperson of the department offering the course for which the exam is to be taken.

## Transient Student Fees

Transient students (those who are taking one or more courses to transfer back to another college or university) complete a regular application and pay the one-time \$10 application fee. The regular instructional, general, lab and appropriate residency status fees shall be charged for courses taken. A \$35 matriculation fee will be charged upon scheduling the 12th credit hour. It is recommended that transient students receive approval from their home institution to take specific Columbus State Community College courses to assure transferability/applicability of the credit at their home institution.

## Release of Records and Transcripts

Columbus State Community College will not release a copy of the student's official records to individuals and organizations outside of the College without the student's written permission, except when required by law. Students may request that a copy of their official Columbus State transcript be sent to organizations and individuals outside of the College by completing the transcript request form available in the Records and Registration Office or by sending a written request with signature to that office. Students wishing to take a copy of their transcript with them will be required to present a picture identification card.

The Family Education Rights and Privacy Act of 1974, as amended, governs the maintenance and release of records. A copy of the regulations is available in the Records and Registration Office, or by sending a written request, including the student's signature to that office.

## Refunds

The quarterly instructional, general and lab fees are refundable for student-initiated withdrawals in accordance with the following schedule:

- The first through the eighth calendar days of the quarter - 100%
- The ninth through the fifteenth calendar days of the quarter - 50%
- The sixteenth through the twenty-second calendar days of the quarter - 25%
- The twenty-third calendar day through the end of the quarter - 0% (no refund)

Short term and flexibly scheduled course fees and laboratory fees

are refundable on a prorated basis. Please check with the Records and Registration Office for these deadlines, or refer to published refund dates published in the quarterly class schedule.

A total refund of quarterly fees is made when a program is cancelled or closed and the student does not elect or is not permitted to enroll in another program.

## Resident, Non-Resident, and International Student Status for Tuition Purposes

A resident of Ohio "for all other legal purposes" shall mean any person who maintains a 12-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state welfare benefits, and who may be subjected to tax liability; provided such person has not, within the time prescribed by this rule, declared himself or herself to be, or allowed himself or herself to remain, a resident of any other state or nation for any of these or other purposes.

In determining whether an enrolled student is an Ohio resident, the College shall make a determination of fact in accordance with the above standards.

## General Residency for Tuition Surcharge Purposes

The following persons will be classified as residents of the State of Ohio for tuition surcharge purposes:

- A. Dependent students, at least one of whose parents or legal guardians has been a resident of the State of Ohio for 12 consecutive months or more immediately **preceding** the enrollment of such student in an institution of higher education;
- B. Persons who have resided in Ohio for all other legal purposes for at least 12 consecutive months immediately preceding their enrollment in an institution of higher education and who are not receiving and have not directly or indirectly received in the **preceding** 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
- C. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates.

Documentation of full-time employment and domicile shall include both of the following documents:

- I. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full time in Ohio.
- II. A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner

and occupant; or if the parent or spouse is the not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

- D. Persons who live and are gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who are pursuing a part-time program of instruction at an institution of higher education.

## Specific Exceptions and Circumstances

1. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents will be considered residents of Ohio for these purposes.
2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. Any alien holding an immigration visa or classified as a political refugee shall be considered a resident of the State of Ohio for state subsidy and tuition surcharge purposes in the same manner as any other student. (See C.I. and C.II. above.)
4. No persons holding a student or other temporary visa shall be eligible for Ohio residency for these purposes.
5. A dependent person classified as a resident of Ohio for these purposes shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of one academic degree program.
6. In determining residency of a dependent student, removal of the student's parents or legal guardian from Ohio shall not, during a period of 12 months following such removal, constitute relinquishment of Ohio residency status otherwise established under item (C).
7. Any person once classified as a non-resident, upon the completion of 12 consecutive months of residency in Ohio for all other legal purposes, may request reclassification as a resident of Ohio for these purposes. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding 12 consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident (exceptions: non-immigrants.) Evidentiary determinations under this rule shall be made by the College, which may require, among other things, the submission of information regarding the sources of a student's actual financial support to that end.
8. Any reclassification of a person who was once classified as a non-resident for these purposes shall have prospective application only from the date of such reclassification.
9. A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

10. A person who has been employed as a migrant worker in the State of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

For further information on residency for tuition purposes, please contact the Records and Registration Office.

## Parking Regulations

All motor vehicles including motorcycles, parked on campus must be registered with the Public Safety Department. Permits can be purchased from the Cashier's Office located on the Upper level of Rhodes Hall. Hours are Monday – Thursday 8 a.m. – 7:30 p.m.; Friday 8 a.m. – 4:30 p.m, and Saturday 9:00 a.m. to 12:00 noon. To purchase a permit you must:

- Pay your tuition fees
- Know your license plate number

Parking fee for one vehicle is \$15.00 per quarter. You must purchase parking **each quarter**. Additional vehicles can be registered for \$15.00 per quarter.

### Parking Permit Location

1. Parking permit must be affixed to the outside of vehicle on the right rear (passenger) side of the rear window or bumper.
2. Permits are to be displayed so all information including permit number is clearly visible.

### Temporary Permits

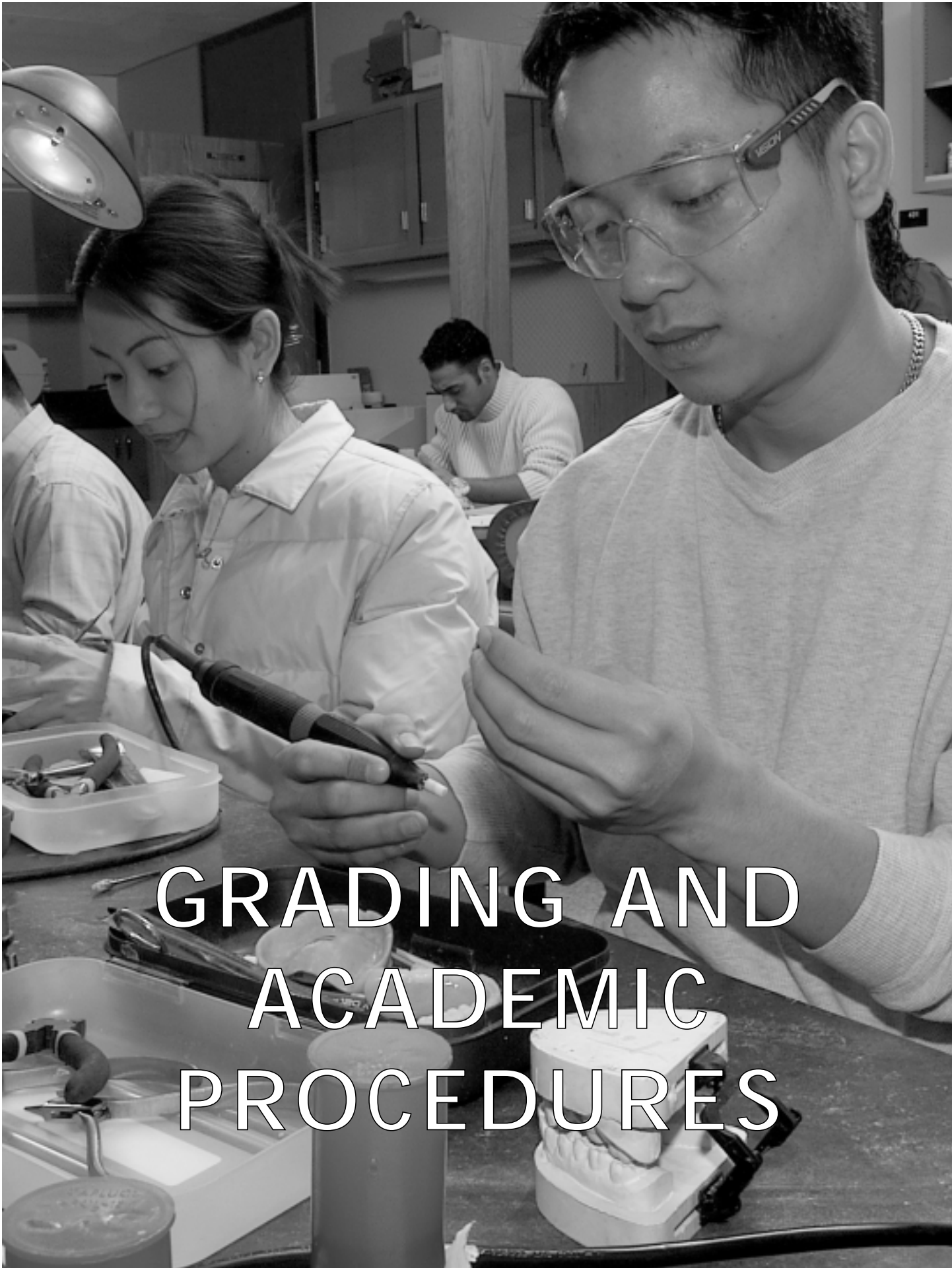
1. Temporary permits are available to those who need to park an unregistered vehicle on campus. Temporary permits may also be issued for special needs such as temporary handicap parking with a doctor's letter.
2. Temporary permits are available from the Public Safety Department at no cost. The temporary permit will be issued for up to 2 weeks, providing verification of the purchase of a regular permit.

### Replacement Permits

Replacement permits can be purchased from the Cashier's Office for a \$15.00 fee. To prevent unauthorized use, the replaced permit will be invalidated and placed on a tow list.

### Misuse of Permits

All parking permits are nontransferable. Any person who gives, sells, lends, or otherwise transfers a permit to another will forfeit their campus parking rights. Parking permits are only valid for those hours which you are on campus. Violators will be cited for misuse use of permit.



# GRADING AND ACADEMIC PROCEDURES

GRADING & ACADEMIC PROCEDURES



# Grading and Academic Procedures

## Grades

At the close of the term and upon the completion of a course the instructor reports a letter grade indicating the quality of a student's work. Points for each quarter hour of credit attempted are assigned according to the following system:

Quality		Value	Credit Awarded
Excellent	A	4	Yes
Good	B	3	Yes
Average	C	2	Yes
Poor	D	1	Yes
Failing	E	0	No
Satisfactory	S	0	Yes
Unsatisfactory	U	0	No

## Other Marks

**INCOMPLETE (I)** - When circumstances beyond the control of a student or a faculty member prevent the completion of course requirements during the quarter, an "I" (Incomplete) may be recorded until the final grade is established. An Incomplete is indicated only when the student has arranged for that grade with the faculty member and specific arrangements have been made for fulfilling the course requirements. Coursework must be completed within six weeks after the beginning of the next quarter. If a new grade is not submitted by the faculty member by that time, a grade of "E" is automatically recorded.

**TRANSFER CREDIT (K)** - To receive credit for a course taken at another college or university, a student must request an official copy of the transcript from each previous institution attended, be mailed to the Records and Registration Office. The official transcript copy becomes and remains the property of the College. In general, all college-level courses from regionally accredited institutions of higher education with a minimum grade of "C" will be considered for transfer credit. Please see page 63 for information on the Ohio Transfer Policy. Transfer credit does not apply to meeting residency credit hour requirements.

**EXAMINATION/PROFICIENCY CREDIT (X)** - A student may, upon the department chairperson's approval of the student's petition, be permitted to take a proficiency examination for credit. Permission is given only in cases when it is evident that previous experience or study warrants. A \$50 non-refundable fee will be charged for each proficiency examination. Examination/proficiency credit does not apply to meeting residency credit hour requirements.

**AUDIT (R)** - A student may audit a course for information instruction only and with the understanding that credit may not be granted or later claimed as a result for the audited course. The course may be taken at a later date for credit. Neither proficiency, non-traditional, transfer or waiver credit will be given for a course that has been audited. Audit status is declared at the time of registration and no later than the fourteenth calendar day of the quarter. A change to or from audit status will not be permitted after classes begin. The student's specific involvement in class shall be determined by the instructor. Any student wishing to audit a course is required to register for the course in the same manner as all other students and pay regular fees. The instructor will record a grade of "R" for the audited course.

**PRIOR LEARNING (N)** - Students have the opportunity to have credit awarded for life experience learning. This process is called *Prior Learning Assessment*. This credit is awarded in recognition of the attainment of knowledge and skills judged to be of collegiate level AND equivalent to a course(s) offered by Columbus State. Prior Learning Assessment is a comprehensive process that allows students to apply previous learning from a variety of sources towards completion of a college degree. It is important for students to understand that the College grants credit for demonstrated learning, not merely for previous experiences or employment. In order to obtain credit the student must be able to provide documentation to verify learning that matches the course objectives. This documentation takes the form of a portfolio that is completed by the student, under the advisement of a CSCC subject specialist. The portfolio is then evaluated to determine if credit is awarded. A non-refundable fee of \$50.00 will be charged for the portfolio evaluation. N credit does not apply to meeting residency requirements. Approved credit will be posted to the transcript after the student has successfully completed one Columbus State course.

**WITHDRAWAL (W)** - Withdrawals during the first 15 calendar days of the quarter are not recorded on the permanent grade transcript. Withdrawals after the 15th calendar day of the quarter through the 63rd calendar day of the quarter (32nd calendar day of first-term courses) are recorded as "W" on permanent grade transcripts. Withdrawal periods for terms of fewer than five weeks are of similar ratio to full-term withdrawal periods. See "Course Drop/Withdrawal Procedure" in this section of the Catalog.

**NO GRADE REPORTED (\*)** - The instructor did not report a grade. The instructor must report a grade within six weeks after the beginning of the next quarter, otherwise a final grade of "E" is automatically recorded. A student receiving an "\*" should contact his/her instructor.

**INCORRECT GRADE REPORTED** – A student who believes a grade reported is incorrect, should contact his/her instructor. If the grade is determined to have been incorrectly reported, the instructor must submit a Grade Change form to the Records and Registration Office to update the student’s transcript.

## Grade Report

Grades are reported to the student at the current address on file with the Records and Registration Office at the end of each term. The Business Office will hold the grades of any student who has not cleared all financial obligations to the College.

## Calculating Grade Point Average

The basis for determining scholastic standing is the accumulative grade point average (GPA). The College uses a 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, E=0.0). The grade point average is calculated by first multiplying credit hours for each course by the grade point value earned for the course. See the example in the following chart (credit hours x grade point value = total grade points earned for a course). Divide the total grade points earned for all courses attempted by the total credit hours for all courses attempted to determine accumulative grade point average.

### EXAMPLE

Course	Credit Hours	Course Grade Received	Grade Point Value	Course Grade Points
Beg Comp (ENGL 101)	3	B	3	3x3 = 9
Med Term (MULT 101)	2	B	3	2x3 = 6
Physiology (BIO 169)	5	C	2	5x2 = 10
Hematology (MLT 141)	6	A	4	6x4 = 24
Emergencies (MULT 103)	2	B	3	2x3 = 6
Total Credit Hours =	18			Total Grade Points =55
Total Grade Points		55		
GPA =		=		= 3.055
Total Credit Hours		18		

## Academic Standing

Each active student’s record is reviewed at the close of each quarter. If a student’s cumulative record (all courses attempted with a grade received) shows a grade-point deficiency, the student is subject to being placed on academic warning, academic probation or academic dismissal. The entire record, including each grade in each credit course attempted, is used to determine academic standing. The extent to which a student’s accumulative average is below a grade point average (GPA) of 2.0 (C average) determines whether the student will be dismissed, placed on probation or continued on probation, or placed or continued on academic warning.

## Dean’s List

To recognize outstanding scholastic achievement, a Dean’s List is compiled each quarter. To qualify for the Dean’s List, a student must complete a minimum of 6 credit hours and earn a grade point average (GPA) of 3.5 or higher in that quarter. All credits must be in courses included in the calculation of the GPA. No student is eligible for the Dean’s List who has a grade of “I”.

## Academic Honors

An Academic Honors List is compiled at the end of spring quarter to recognize students who are not eligible for the Dean’s List, but who have achieved outstanding scholastic success over an academic year. Part-time students who have earned 12 or more hours of credit in any academic year (summer, autumn, winter, and spring quarters) with a GPA of 3.5 or above will be recognized on the Academic Honors List at the end of spring quarter.

## Class Attendance

Students are expected to attend all classes. A student who has excessive unexcused absences during the quarter, and has not officially withdrawn, will receive an “E” in that course. Additional attendance policies may be defined by each technology chairperson, department coordinator, or instructor.

## Satisfactory Academic Progress

Satisfactory Academic Progress is defined as progress in credit courses taken at the college that result in the credit hour to grade point average (GPA) ratio as specified by the Standards of Satisfactory Academic Performance. For the purpose of graduation, a candidate for an Associate of Arts or Associate of Science degree must have a minimum 2.000 cumulative grade point average (GPA). A candidate for an Associate of Applied Science or Associate of Technical Studies degree must have a minimum 2.000 cumulative grade point average (GPA) in all required technical course work and a minimum 2.000 cumulative grade point average (GPA) in all non-technical course work.

## Academic Warning

Any quarter in which a student’s grade point average (GPA) for the term drops below 2.000, he/she will be placed on Academic Warning and “WARNING” is printed on the student’s grade report and transcript.

### Academic Warning, First Term Only Rule

A student who is enrolled in his/her first term and is placed on academic warning will be restricted from registering for classes until he/she meets with an academic advisor or counselor in Coun-

seling and Advising Services (Union Hall, Room 048) for advising assistance. This restriction also applies to first term students on academic warning who attempt to add or drop a class. During the meeting, an Academic Warning form will be completed to designate what difficulties led the student to be placed on academic warning and to provide recommendations for improved grades the next quarter and for academic success at the college.

### **Academic Warning and Students Beyond the First Term**

Students who are beyond their first term of enrollment and receive a grade point average (GPA) of less than 2.000 for ANY term will be strongly recommended to meet with an academic advisor or counselor.

### **Academic Warning and Financial Aid Warning**

Academic Warning does not restrict students from receiving financial aid; however a student who is in his/her first term and whose grade point average (GPA) is below that designated by the Standards of Academic Performance may be placed on financial aid warning.

## **Academic Probation**

A student who is beyond his/her first term is placed on academic probation when his/her cumulative grade point average (GPA) is below that designated by the Standards of Satisfactory Academic Performance and "PROBATION" is printed on the student's grade report and transcript.

The student will be restricted from registering for classes until he/she meets with an academic advisor or counselor in Counseling and Advising Services (Union Hall, Room 048) for advising assistance. This restriction also applies to students on academic probation who attempt to add or drop a class. During the meeting an Academic Probation form will be completed to designate what difficulties led the student to be placed on academic probation and to provide recommendations for improved grades the next quarter and for academic success at the college. A student who has been placed on academic probation will have 24 additional credit hours (over 2 or more terms) to raise his/her cumulative grade point average (GPA) to that designated by the Standards of Academic Performance.

## **Academic Dismissal**

A student will be academically dismissed from the college if after being placed on probation and attempting 24 additional credit hours (over 2 or more quarters), the student's cumulative grade point average (GPA) remains less than that designated by the Standards of Satisfactory Academic Performance. "DISMISSAL" will be printed on the student's grade report and transcript.

A student who is academically dismissed will be sent a letter notifying him/her of dismissal status and explaining the procedure

for readmission. A student who is academically dismissed from the college WILL NOT BE PERMITTED TO ENROLL THE FOLLOWING QUARTER. If the student has already registered for the next quarter, his/her COURSES WILL BE DROPPED AND THE STUDENT WILL NOT BE PERMITTED TO ATTEND. This procedure is done within one week of processing the quarterly grade report/transcript.

## **Petition for Readmission**

Any student petitioning for readmission must submit a Petition for Academic Readmission form, and meet with at least two college reviewers, at least one of whom is in Counseling and Advising Services (to determine conditions under which the student may return). The second reviewer must be the student's academic department chairperson. For undeclared, transient, transfer and pre-health students, the second reviewer may also be from Counseling and Advising Services. If both college reviewers do not grant approval, the Director of Records and Registration will determine final disposition. The entire readmission process (including all needed signatures) must be completed 30 calendar days prior to the beginning of the quarter for which the student seeks readmission (see below). If a student is readmitted to the college, the student is then able to schedule classes and pay fees. The readmitted student must make satisfactory progress in accordance with the Standards of Satisfactory Academic Performance, and meet the conditions as specified on the Petition for Academic Readmission form including receiving a 2.000 term grade point average (GPA) in order to be eligible for continued enrollment.

### **Last Day to Complete Petition for Readmission**

For SUMMER QUARTER 2002, June 3, 2002  
For AUTUMN QUARTER 2002, August 26, 2002  
For WINTER QUARTER 2002, December 9, 2002  
For SPRING QUARTER 2002, March 3, 2003

## **Petition for Academic Review**

Upon a second or any subsequent dismissal, the student who does not meet conditions must appeal for readmission to the Academic Review Board. The student must submit a Petition for Academic Review form to the Coordinating Director of Student Life (Union Hall, Room 048). Petition for Academic Review forms will be available from the Records and Registration Office and from Counseling and Advising Services. The Coordinating Director of Student Life will chair and convene a board comprised of six members in addition to herself/himself. This Academic Review Board will review the petition (explaining the situation leading to the additional dismissal), as well as supporting documentation and the student's verbal explanation. Following its review and consideration of this information, the board will determine whether another readmission is warranted. The decision of the Academic Review Board will be final. Meeting with the Academic Review Board does not guarantee readmission.

## Last Day to Complete Petition for Academic Review

For SUMMER QUARTER 2002, June 3, 2002  
For AUTUMN QUARTER 2002, August 26, 2002  
For WINTER QUARTER 2002, December 9, 2002  
For SPRING QUARTER 2002, March 3, 2003

## Standards of Satisfactory Academic Performance

TOTAL CREDIT HOURS ATTEMPTED	GPA
1-9	1.0
10-19	1.4
20-29	1.5
30-39	1.6
40-49	1.7
50-64	1.8
65-84	1.9
85+	2.0

## Fresh Start Rule

The Fresh Start Rule is intended to help students who were unsuccessful in their previous academic attempts at the College because of immaturity or not being ready for college, and who voluntarily left the College and later returned after a substantial period of time and considerable personal change. In general, a student with courses in which grades of “D”, “E” or “U” were earned, may be eligible to have the grades expunged from the student’s record; the course(s) remain on the transcript. To be eligible for the Fresh Start Rule the basic requirements include, but are not limited to, the following:

- the student must have been away from the College for at least three consecutive years (12 consecutive quarters)
- the student has earned at least 12 credit hours meeting degree requirements with grades of “C” or better since returning to the College following the minimum three year absence

A student may use the rule one time. An information sheet providing the complete requirements of the Fresh Start Rule and petition are available from the Records and Registration Office.

## Course Drop/ Withdrawal Procedure

Students may withdraw from full-quarter and second-term courses through the 63rd calendar day of the quarter and from first-term courses through the 32nd calendar day of the quarter (including Saturdays, Sundays, and holidays). Please see the Records and Registration Office for deadlines for other short-term courses. To withdraw from a class, it is necessary for the student to notify the College by using the Web, [www.csc.edu](http://www.csc.edu), CATS (Computer Automated Touchtone System) registration at (614) 287-3900; SITE (Student Information Terminal) system; calling telephone regis-

tration, (614) 287-2666, submitting a completed Scheduling Form to the Records and Registration Office or an Off-Campus Center during business hours. Receipt of the revised schedule, either in person or by mail, is the student’s verification of completed registration transactions. Failure on the part of a student to follow withdrawal procedures will result in an “E” (failing grade) being recorded for the course or courses on the grade report.

## Retroactive Academic Withdrawal Policy

A student who received failing grades as the result of documentable extenuating circumstances which prevented the student from following academic withdrawal procedures may be eligible to petition to retroactively withdraw from courses and have those grades changed to “W.” Students must provide adequate third-party documentation that explains the extenuating circumstances. More information is available from the Records and Registration Office .

## Repeating Courses

A student may repeat a course. Only the repeated course grade received will be used to compute the overall grade point average. However, both grades shall remain a part of the student’s permanent record. Veterans and other financial aid recipients should check with the Financial Aid Office before repeating a course for which credit has been earned.

## Program of Study Change

Students may request a Program of Study change in the Records and Registration Office. Students may also call the Telephone Information Center, at (614) 287-5353, to change their program of study if the new program of study does not have a separate application procedure (such as many of the health related fields). Students transferring from one technical program to another shall not be required to carry the technical grade point average of the previous technical courses as a part of the technical grade point average of the new technical program. However, the grade point average of all courses taken shall remain as part of the official transcript record. Only those courses comprising the curriculum of the new technology will be considered when calculating the technical and non-technical grade point averages for determining eligibility to graduate.

## Degree Audit Report

The Degree Audit Report System (DARS) is an important advising tool that helps students determine progress toward completion of their program or degree requirements. DARS provides a written report of courses in progress, courses completed and courses

remaining for completion of program or degree requirements. It also reflects technical and non-technical grade point averages (for technical programs) and the overall grade point average (all programs). Your advisor can help you interpret this report. Regular use of the DARS report will assist the student in making prudent course selections. Students may view or request copies of their DARS on the Web at [www.csc.edu](http://www.csc.edu) or from one of the SITE terminals located on campus or in person at the Records and Registration Office.

## Student Status

Students are considered first-year status when they have successfully completed 47 or fewer credit hours as recognized by the College. A student shall be considered second-year after having satisfactorily completed a minimum of 48 credit hours of coursework as recognized by the College.

A full-time student is one who is registered for twelve or more credit hours during a quarter. A half-time student is one who is registered for six to eleven credit hours during a quarter. A less-than-half-time student is one who is registered for five or fewer credit hours during a quarter.

## Petition to Graduate

Each student who wishes to graduate must obtain a "Petition to Graduate" form and Degree Audit Report from the Records and Registration Office at the beginning of the quarter prior to the one in which the student intends to graduate. The student is to meet with his or her advisor for the evaluation of all course work completed, review of cumulative grade point averages, and review of courses for which he or she is registered the current quarter to determine eligibility for graduation. The petition to graduate must be filed with the Records and Registration Office by the published deadline date for the intended quarter of graduation. The student will then be notified of graduation eligibility pending receipt of final grades.

## Graduation Requirements

Graduation requirements for technical and transfer programs are listed in the "Programs of Study" section in this *Catalog*.

## Graduation Honors

Grade calculations through the quarter of graduation determine the appropriateness of posting HONORS on the graduate's transcript and Summa Cum Laude, Magna Cum Laude, or Cum Laude on the diploma. Graduates' grade point averages and honors designations printed in the graduation program are based on calculations

of all grades through the quarter prior to their graduation quarter. Honors categories are as follows:

- \*\*\*Summa Cum Laude (With Greatest Praise) 4.000 GPA
- \*\*Magna Cum Laude (With Great Praise) 3.999-3.850 GPA
- \*Cum Laude (With Praise) 3.849-3.500 GPA

## Commencement

A formal graduation ceremony is held at the end of each quarter. Caps and gowns, furnished by the College, are standard attire for the ceremony. Students graduating with honors are distinguished by wearing gold honor cords. Summa Cum Laude graduates are further distinguished by wearing engraved honor medallions. Class remarks are offered by the graduate attending the ceremony who has maintained a 4.0 accumulative grade point average (GPA) with the largest number of credit hours. The 4.0 graduate with the second largest number of credit hours leads the pledge of allegiance.

## Replacement Diplomas

To obtain a replacement diploma, submit a written request attesting that the original diploma has been lost or destroyed. Include your name, social security number, degree earned, quarter and year of graduation, and your current address. Send the request along with a \$15 replacement fee to: Office of Records and Registration, 550 E. Spring Street, Columbus, Ohio 43216. The replacement diploma will be sent to your current address by certified mail. Please allow six weeks for delivery.

## Student Rights Under the Family Education Rights and Privacy Act of 1974 as Amended

### 1. Definition of Education Record

Under the Act, "education records" mean, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student and are maintained by any unit of the College. The following categories of information are exempted and are not considered to be "education records":

- a. Records made by College personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.
- b. Records maintained by the College Public Safety Department.
- c. Medical and counseling records used solely for treatment. Medical records may be personally reviewed by a physician of the student's choice.

### 2. Right to Inspect and Review



Each student is granted the right to inspect and review all his or her education records except the following:

- a. Financial records of parents.
- b. Confidential letters and statement of recommendations for admission, employment or honorary recognition placed in education records after January 1, 1975, for which a student has signed a waiver of his or her right of access recorded by the Act.

### 3. Waiver of Rights of Access

The Act provides that a student may waive his or her right of access to confidential letters and statements of recommendation. If the student signs a waiver, he or she shall be notified, upon request, of the names of all persons making confidential recommendations. Waivers are valid only so long as they are made for the purposes stated in Paragraph 2b. The College may not require a student to waive his or her right of access accorded by the Act for receipt of College benefits or services.

### 4. Location of Educational Records

Columbus State Community College does not maintain education records in any one central office. Academic education records are maintained in the Admissions Office, Financial Aid/Veteran Services Office, the College Health Office, and the Records and Registration Office. Questions regarding the location of individual student records should be directed to the Records and Registration Office.

### 5. Procedures for Inspection and Review

- a. Requests to review records and/or to obtain copies of such records (a charge of 10 cents per copy shall be paid by the student) must be made separately to each office maintaining records.
- b. If any material or document in the education record of a student includes information on more than one student, the right extends to inspect and review only such part of such material or document as relates to such students or to be informed of the specific information contained in such part of such material.
- c. Periodically, student records are reviewed and expunged and only records which are necessary to determine education status and demography are maintained indefinitely. Transcripts, and other pertinent documents of Columbus State Community College students will be microfilmed periodically and the originals destroyed.

### 6. Right to Challenge Information in Records

Students have the right under the Act to a hearing to challenge the content of their records on the grounds the information contained therein is inaccurate, misleading, inappropriate or in violation of their privacy or other rights. The hearing process includes an opportunity for the correction or deletion of such information and to insert into such records written explanations by the student regarding the content of such records.

NOTE: The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded.

### 7. Procedures for Hearings to Challenge Records

Students challenging information in their records must submit in writing a request for a hearing to the appropriate office maintaining the records, listing the specific information in question and the reasons for the challenge. Hearings shall be conducted and decided and a decision rendered in writing within a reasonable period of time after the challenge is filed.

Hearings will be conducted and a decision rendered by a College official who does not have a direct interest in the outcome of the hearing. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge as referenced in paragraph 6. It shall be the responsibility of the office maintaining the record in question to insure the hearing is conducted in accordance with the provisions of the Act and within applicable Columbus State Community College procedures. Students may appeal the decision of the hearing officer. Appeals shall be in writing and submitted to the Associate Provost within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard and decided, and a decision rendered in writing within a reasonable period of time.

## 8. Consent for Release

In accordance with the Act, written consent must be obtained from students for the release of education records or information that makes it possible to identify the student with reasonable certainty. The consent statement shall specify which records are to be released, the reasons for release, and to whom they are released. A copy of the release record shall be made available to the student if he or she so requests. The requirement for written consent does not apply to the following:

- a. Requests from faculty and staff of Columbus State Community College who have a legitimate educational interest on a “need to know” basis;
- b. Requests in compliance with a lawful subpoena or judicial order. Students shall be notified of all such subpoenas or orders in advance of compliance;
- c. Requests in connection with a student’s application for, or receipt of, financial aid;
- d. Request by State or Federal authorities and agencies specifically exempted from the prior consent requirements by the Act—organizations conducting studies on behalf of the College if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification is destroyed when no longer needed;
- e. Information submitted to accrediting organizations;
- f. In the case of emergencies, the College may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
- g. Requests for “directory information.” (See item 9)

NOTE: The College will not unilaterally send student records to other educational institutions. Students transferring from the College or making application to other educational institutions must notify the Records and Registration Office in writing to release official transcripts to other institutions. A student may request official transcripts for his or her own use (issued to student) by completing the form available from the Records and Registration Office.

## 9. Directory Information

Columbus State Community College, in accordance with the Act, has designated the following categories of information about students as public information.

- a. Name
- b. Address(es) (local and home)
- c. Telephone (local and home)
- d. Program/Technology
- e. Participation in officially recognized activities and sports
- f. Weight and height of members of athletic teams
- g. Inclusive dates of enrollment
- h. Degrees and awards received (to include honor rolls)
- i. Most recent previous educational agency or institution attended

NOTE: Students have the right to have this directory information withheld from the public if they so desire. Each student who desires that any or all directory information be withheld shall so indicate by completing a form available from the Records and Registration Office. During the quarter, students may request directory information be withheld or released by using the Change of Information Form (obtained from the Records and Registration Office). However, at least 10 days should be allowed for processing of these requests by the Records and Registration Office through the student information system and back to the academic program/technology offices.

## 10. Inquiries “Outside” Columbus State Community College

The College receives many inquiries for “directory information” from a variety of sources, including friends, spouses, parents, other relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold “directory information.” Columbus State Community College, in all good faith, will not release directory information requested to be withheld and any request from non-college persons or organizations will be refused.

## 11. Record of Access

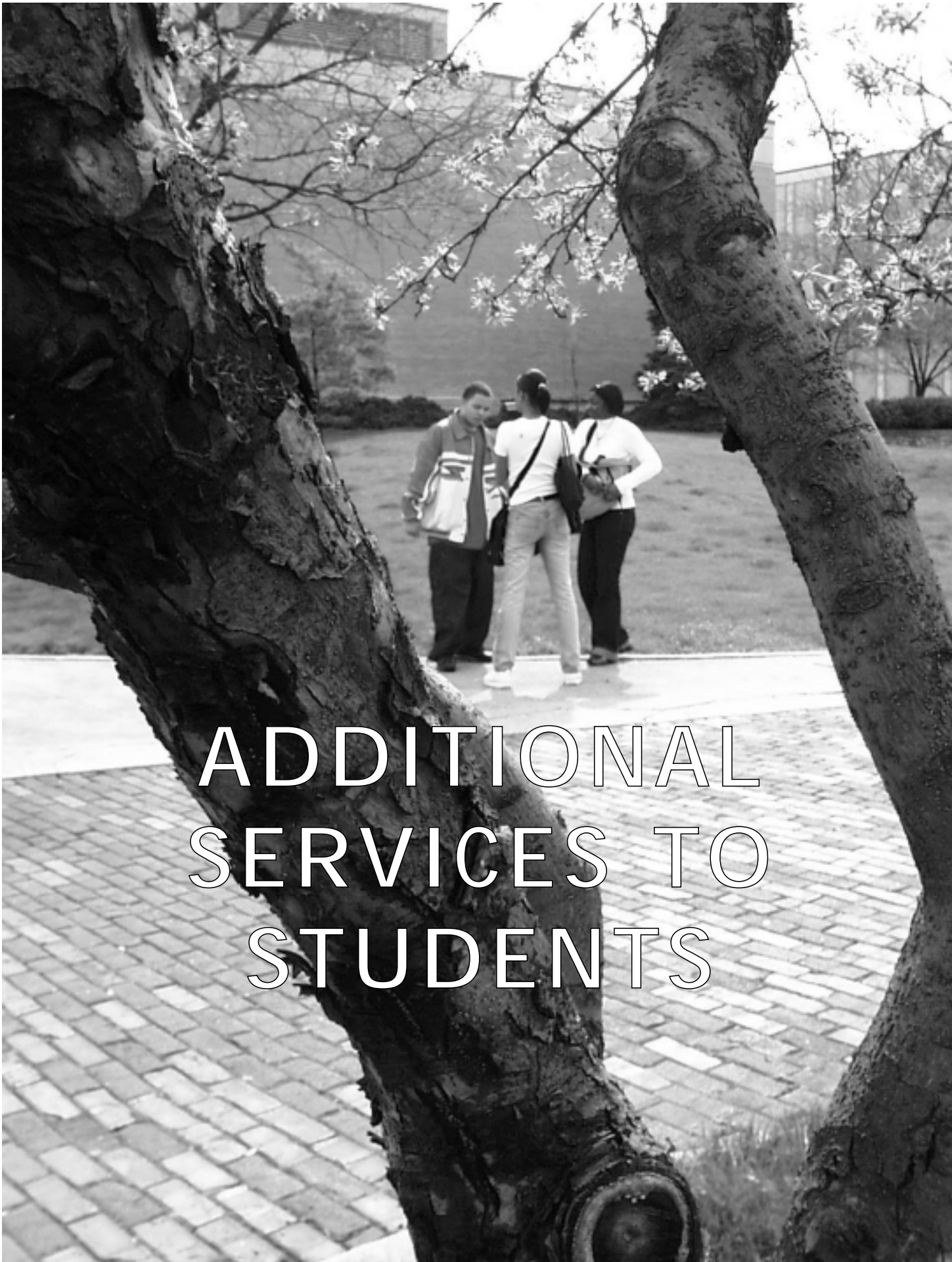
- a. Each office maintaining and releasing student records shall maintain a record, kept with the education records of each student, which will indicate all parties, other than those specified in paragraph 8 above, who have requested or obtained access to the records and specifically the legitimate interest that each such party has in obtaining this information.
- b. Columbus State Community College will not release personal information about students except on the condition the party to which the information is being transferred will not permit access by a third party without the consent of the student.

## 12. Complaints

Any student who has reason to believe the College is not complying with the Act should inform the Associate Provost and the U.S. Department of Education in writing. The Associate Provost shall promptly review all such allegations.

## 13. Questions

Direct questions concerning your understanding of the Act to the Associate Provost.



# ADDITIONAL SERVICES TO STUDENTS



# Additional Services to Students

## Bookstore

The Columbus State Bookstore provides service to students, faculty, staff and alumni of the College. Available in the bookstore are new and used textbooks and supplies required by the academic departments for use in the classroom and laboratory. Students may also purchase software, calculators, clothing, best sellers, trade books, reference books, school supplies, greeting cards, candy and gift items. The Bookstore also buys back used textbooks, sells class rings, orders special books, and sells gift certificates. The bookstore, located on the ground floor of Delaware Hall, is open Monday - Thursday from 8 a.m. - 7:30 p.m., Friday from 8 a.m. - 4:30 p.m., and Saturday from 9 a.m. - 12 noon. These hours are subject to change Summer quarter.

The Bookstore also has locations at the Dublin, Westerville and Southeast centers that are open at the beginning of each quarter. Students may also purchase their textbooks and supplies at our online store at: [www.bookstore.csc.edu](http://www.bookstore.csc.edu). For more information call (614) 287-2427.

## Center for New Directions

Center for New Directions, a not-for-profit organization and a United Way agency, provide services to women who are planning changes in their work life, and to families in transition due to divorce. Their services may be of interest to Columbus State students or to people you know. Call (614) 287-5333 for information about the Center for New Directions, or look for their literature at distribution sites across campus.

## Cashier's Office

The Cashier's office is located on the second floor of Rhodes Hall. Hours of operation are as follows: Monday-Thursday 8:00 a.m. - 7:30 p.m., Friday 8:00 a.m. - 4:30 p.m. and Saturday 9:00 a.m.-12 noon.

The Cashier's Office handles all fee payments including application fee payments (\$10), parking validation stickers (\$15), and identification cards (\$4). Amusement park tickets (King's Island, Cedar Point, The Beach, Jet Express), bus passes, and postage stamps can be purchased at the Cashier's Office.

For additional information, contact the Cashier's Office at (614) 287-5073.

## Child Development Center

The Columbus State Child Development Center is a year-round facility open to the public. It serves families with children from ages six weeks to five years, and adds a school-age summer program for six and seven year-olds each year. The Center accepts both full-time and part-time enrollments. We have developed the reputation as a quality center in the Columbus community. For further information, call (614) 287-3600.

## College Health Office

The College Health Office provides health care by professional nurses for illnesses and injuries, and nursing consultation for health problems and lifestyle changes. Students do not need an appointment and most services are free. Health education programs are offered throughout the year, including an annual health fair, flu shots, and mammograms, and the quarterly Bloodmobile. The College Health Office also promotes healthy lifestyles through seminars, workshops, and individual counseling. Health records for students in the health care technologies are collected, reviewed, and maintained in the Health Office. Office hours are Monday through Thursday 8:00 a.m. to 4:30 p.m. and Friday 9:30 a.m. to 4:30 p.m.

For more information, please visit the College Health Office in Union Hall, Room 007, or phone (614) 287-2450.

## CougarMail

Don't start the quarter without your free e-mail account! Columbus State Community College offers CougarMail: your own e-mail account, to all currently enrolled students. CougarMail is accessible using any web browser such as the Netscape Navigator or Microsoft's Internet Explorer at the website: [www.Cougarmail.com](http://www.Cougarmail.com)

All currently enrolled students will receive a letter in the mail notifying you of your account and instructions. Information and instruction booklets are available at the IT Learner Support Center and at the CougarMail website.

**Support** - IT Learner Support Center: Call (614) 287-3660 from off campus - Located on the ground floor of the Library, Columbus Hall.

Lab assistants are available in pc labs to answer questions regarding your CougarMail account.

## CougarNet

Sign up for CougarNet! CougarNet is Columbus State Community College's Internet access solution for currently enrolled students who do not have home dial up access to the Internet. You can purchase CougarNet at the Cashier's window for only \$35 a quarter. You will be able to dial in from your home computer and receive unlimited access to the Internet. CougarNet allows you to create your own homepage, search on the Internet for information on class assignments and download free software from various shareware sites. Access to CougarNet is provided by NetExpress a Columbus based Internet provider.

**Support** - IT Learner Support Center: Call (614) 287-3660 - Located on the ground floor of the Library, Columbus Hall.

## Counseling and Advising Services

The Counseling and Advising Center offers the following services and programs to assist Columbus State learners:

- Academic and career advising
- New student orientation
- College visitation
- College transfer fair
- Educational workshops and programs
- Counseling for personal concerns
- Alcohol and drug prevention resources
- Student support groups and resources (e.g. SisterFriends, on-line Adult Learner Connection)
- Advising and assistance if you are in academic difficulty (academic warning, probation, dismissal, and petitions for readmission and academic review)

### Academic Advising at Columbus State

When a student first applies to Columbus State, an Enrollment Advisor in the Welcome Center or the COMPASS placement testing lab provides "one-stop" assistance with the enrollment process, including some initial course recommendations for the student's program of study and first quarter of classes. Programs of study for all degrees and certificates are in the Columbus State catalog. Once a student is enrolled and taking their first quarter of classes, they should begin to plan their second quarter of classes and contact the Counseling and Advising Center early in the registration process for continued academic advising. The center provides academic advising for:

- Transfer students seeking the Associate of Arts (AA) or Associate of Science (AS) degrees
- Transient students from other institutions taking classes at Columbus State
- Undecided students who are still exploring their educational and career goals
- Technical program students in their first quarter of classes and not yet assigned to their faculty advisor, in business and related programs or one of the engineering technologies

- Technical program students in one of the health, human and public services programs, including pre-nursing, who have not yet been accepted into the program
- Advising referral information for technical program students who have been assigned a faculty advisor, including students going into their third quarter of classes or more in one of the business or engineering programs or technologies
- Associate of Technical Studies (ATS) degree program students

### Contacting An Academic Advisor

To contact the right academic advisor for your program of study, or if you are unsure of who is your advisor or how to reach them, stop by the main Counseling and Advising Center located in 048 Union Hall, call 287-2668, or go to our web site at [www.csc.edu](http://www.csc.edu), Student Services, Advising and Counseling Services, to contact your academic advisor by e-mail and for other helpful advising information and resources.

Why is academic advising important? Academic advising can assist you in selecting the right courses for your major or career goal and help you in developing a quarter-by-quarter plan for your academic program. Help with choosing a major or finding a career direction is also available, along with a wide range of educational and career-related information, including transfer opportunities and transfer guide information. This information is also available on the Internet. Students can access much of this information directly by exploring our web site. An advisor is also available at the Dublin and Westerville Off Campus Sites – call ahead for walk-in hours. Phone and video-conferencing advising services are also convenient options for our distance learners.

### New Student Orientation

New student orientation sessions are offered for all students and include a returning adult student orientation session designed to address the unique concerns of adults returning to school. Students also meet with academic advisors and receive information about majors, services, policies and procedures, and other academic and social resources needed to be successful at Columbus State. Campus tours are provided after each orientation. Invitations to attend orientation are sent to all new students, or you can call 287-2446 to register. For those students unable to attend a session, check out our web-based new student orientation.

### Personal Counseling

Confidential, personal counseling and consultation services are available at the center, for up to six visits, at no charge. Issues include:

- Adjustment to college and improving study skills
- Stress and time management
- Coping with testing difficulties or test anxiety
- Managing personal or family relationships
- Self-esteem, depression, anxiety, or managing anger
- Alcohol and other drug use/abuse concerns

Information and referral to community resources and long-term assistance are also available. Appointments are recommended; call or stop by the center for more information and assistance.

## **Educational Workshops Now On-Line!**

The Counseling and Advising Center provides educational workshops on-line on many different topics designed to enhance the social, educational, and personal well being of students. These virtual “webshops” and related resources are available on our web site at [www.csc.edu](http://www.csc.edu), click on Student Services, Advising and Counseling, then Workshops. Topics include stress/time management, choosing a major, career/life planning, test-taking, test anxiety, study skills, self-esteem, learning styles, wellness and body image, and many others.

Individual consultations “one on one” with advisor or counselor are also available on these same topics. To arrange a 30-minute appointment call the Center at 287-5668.

## **Contact Us**

The Advising and Counseling Center is located on the ground floor of Union Hall, Room 048. Customer service hours are Monday through Thursday, 8 a.m. - 7:30 p.m., Fridays 9:30 a.m. - 4:30 p.m., and Saturdays, 9 a.m. - 12 noon (closed holiday weekends). Advising walk-in services are available daily; hours may vary for different programs of study. For more information on any of our advising, counseling or other services, or to arrange an appointment, please call (614) 287-2668. To locate our web site and access e-mail contact with an advisor and other information, go to [www.csc.edu](http://www.csc.edu), Student Services, Advising and Counseling Services.

## **Disability Services**

Columbus State Community College offers a wide range of support services to encourage the enrollment of persons with disabilities. Through the Department of Disability Services, support services are made available to qualified students with a documented disability. Determination of eligibility for support services is based on disability documentation received by the Department of Disability Services from appropriate medical, educational and psychological sources. These support services include, but are not limited to, adapted testing procedures, materials in alternate media, textbooks on tape, note taker notebooks, real-time captioning and counseling. In addition, qualified sign language interpreters and assistive listening devices are available for students who are deaf or hard of hearing. Adaptive equipment and software is also available on campus for student training and use in completing course requirements. Students may also meet with department counselors and a learning specialist to develop an individual plan for support services. The department consults with students, consumers and professionals in the field of rehabilitation and education, as well as state and federal resources in the continued development of program accessibility. For further information or to

arrange for support services, please call (614) 287-2570 (VOICE/TTY). The Department of Disability Services is located in Franklin Hall, Rooms 223 and 228 and the Web page address is [www.csc.edu/docs/Disability/indexds.htm](http://www.csc.edu/docs/Disability/indexds.htm). You can also e-mail the department at [disability@csc.edu](mailto:disability@csc.edu).

## **Educational Resources Center (Library)**

The Educational Resources Center in Columbus Hall houses the Library and Media Services, providing a multimedia environment to support a wide range of learning experiences. The Library’s collection includes print, audio-visual and electronic materials. In addition to the collection in the main stacks, there are collections of reference, reserve materials, periodicals (magazines, journals and newspapers), pamphlets and video-based courses. The Library catalog can be accessed through the ERC’s web page ([www.csc.edu/docs/erc/libweb/](http://www.csc.edu/docs/erc/libweb/)), which serves as a gateway to the Library’s electronic resources. Through Columbus State’s membership in the OhioLINK network, library users have access to materials which may be requested online from the libraries of more than seventy Ohio colleges and universities. A valid Columbus State ID is required to request and check out materials.

In addition to the library’s collection of over 500 print periodical titles, users may search over 100 online research databases available through the OhioLINK network. Many of these databases provide links to full-text articles and may be accessed from home computers. Also available through the ERC web site, the Electronic Journal Center provides access to over one million full-text articles from scholarly journals. Reference assistance is available on the main floor of the ERC, and students are encouraged to ask for help in starting their research or in using a particular resource.

A forty-station computer lab, copiers, and typewriters are available for general use and there is a dedicated computer lab for library instruction classes. The Media Production Center, located on the ground floor of the ERC, offers display and presentation development assistance. Their services, which include image scanning, transparencies, dry mounting and lamination, and audio/video duplication, are free with a valid Columbus State ID. For more information about the ERC and the Library, call the Circulation Desk at 287-2465 or Reference Services at 287-2460.

## **Food Service**

Located in Union Hall and operated by Aramark Corporation, the cafeteria is open Monday through Thursday, 7 a.m. - 8 p.m., Friday, 7 a.m. - 2 p.m. and Saturday, 8 a.m. - 1 p.m. (Autumn, Winter and Spring Quarters). The cafeteria is not open on Saturdays during Summer Quarter. Breakfast foods are served until 10:00 a.m. The cafeteria has a wide variety of delicious goods to choose from: The Market offers rotisserie chicken meals, hot carved sub sandwiches, chicken pot pie and many side dishes; Center Stage features chicken salad, pitas, and stir fry dishes; Grille Works is a full

grill featuring combo meals with fries and a drink, seasoned twist fries and more; The Salad Bar features the freshest mixed greens, your favorite toppings, soups and a fruit bar; World's Fare is a hot, top-your-own food bar where you create your own hot meal and top it off your way; Easy Goes is take-out food for when you're in a big hurry; and don't forget Taco Bell, DC Subs and pizza are also on site. Call (614) 287-2483 for more information.

## Student Problem Resolution

A student problem resolution procedure has been established to help students resolve non-academic and non-disciplinary problems they may encounter on campus. A copy of the Columbus State Community College Student Problem Resolution Procedure is published in the *Columbus State Student Handbook* or the Columbus State Policy & Procedures Manual. The *Student Handbook* is available through the Counseling and Advising Services Department, Union 048, the Office of the Associate Provost in Davidson Hall, or access [www.csc.edu](http://www.csc.edu).

## Housing

Opportunities for student housing including information on apartments, home-sharing, and roommate matching are available through Student Activities and Athletics. Out-of-town students are encouraged to stop by the Student Activities Office, Nestor Hall 116, or call (614) 287-2637 for current housing information.

## International Initiatives and Community Outreach

The Office of International Initiatives and Community Outreach is responsible for the development and implementation of programs and long range plans for Columbus State's international students, visitors, exchange students and scholars, and curriculum. The office serves as the liaison and support to faculty, college departments, and staff regarding all of Columbus State's global initiatives work.

The office, which is a part of Multicultural Affairs, works closely with the Global Initiatives Committee, and the Provost Council to internationalize the curriculum.

Additionally, the office works closely with community service agencies, high schools, professional organizations and other institutions on matters related to community outreach; and aids in the planning and implementation of community service projects relating to international students and employers.

## Intramural Sports

The intramural sports program is an integral part of campus life. Intramurals provide opportunities for individuals to enjoy participation in their favorite sports against fair and equal competition. Both team and individual sports are offered to meet the interests and needs of all students, faculty and staff in their pursuit of leisure-time recreational opportunities. Intramural sports include basketball, billiards, card games, chess, volleyball, football, softball, ping-pong, and soccer. For more information call (614) 287-5348 between the hours of 8:00 a.m. - 4:30 p.m.

## Multicultural Affairs

The Office of Multicultural Affairs is responsible for the leadership of all programs and activities of the College which act to increase multicultural student access and retention within established policies and procedures of the College. Several goals of the Office are to:

- Implement orientation and professional development programs related to multicultural affairs, for administrative, instructional, professional, and support personnel of the College;
- Increase the employment of multicultural staff, faculty and administrators;
- Promote activities and programs that will result in increased retention and graduation rates of multicultural students; and
- Market Columbus State Community College as an attractive institution of higher education for students to pursue their career goals.

The accomplishment of these goals are pursued in collaboration with appropriate offices and departments of the College.

The Office is involved in the Columbus community. Working relationships have been developed with middle and high school principals, counselors, teachers, ministers, civic and community leaders and government officials to increase multicultural student enrollment and retention. Through campus visitations and enrollment in college credit articulation programs, students gain exposure to the College.

Quarterly workshops, seminars, lectures, and forums are conducted by the Office. For more information contact the Office of Multicultural Affairs and at (614) 287-2426.

## Peer Tutoring Program

The Campus-wide Peer Tutoring program offers individual or group tutoring to eligible learners through the Student Success Center. The purpose of the program is to supplement learners' academic performance to improve or enhance their grade(s). Tutoring service is based on tutors' availability. Learners are not guaranteed a peer tutor. Walk-in service is available for learners

who need minimal assistance. Learners are encouraged to request a tutor the second or third week of each quarter.

For more information, please call (614) 287-2474.

## Publications

The *Columbus Statement*, a weekly newsletter for students, is published by Student Activities and Athletics. It provides a calendar of events for the upcoming weeks, and furnishes important information about campus clubs, organizations, sports and activities.

## Public Safety/Police

The College's Police officers are commissioned by the State of Ohio and meet all standards of the Ohio Peace Officers Training Council. The officers provide the following services:

- Patrol of campus lots and buildings;
- Investigation of threats, harassment, disruptive or offensive actions and disorder;
- Investigation of forced entry, theft or vandalism;
- Escort service;
- First aid to injured or ill people;
- Enforce Ohio laws, College policy and rules.

The department works closely with the State Highway Patrol, the Franklin County Sheriff and the Columbus Police. The department also has a working relationship with other university police departments.

The Public Safety department serves the Columbus State campus community 24 hours a day, 7 days a week. Many of the officers are also trained as bike patrol officers, increasing visibility and improving student assistance. The Public Safety Office is located in Aquinas Hall, Room 026, and can be reached by telephone at 614-287-2525.

## Recreational Facilities

A Study Lounge and a Recreation Lounge are located in Nestor Hall. The Recreation Lounge has pool tables and a large screen TV. Movies are offered daily in the Nestor Hall Recreation Lounge. A fitness facility for training and weight lifting, aerobics and exercise classes is housed in the lower level of Delaware Hall. A gymnasium, used for varsity and intramural sports, special events and "open gym" hours, is located on the first floor of Delaware Hall.

## Student Activities

The Department of Student Activities and Athletics (Student Activities Office, Nestor Hall 116 and Athletics Office, Delaware Hall 134) offers a variety of co-curricular activities which enhance the student's educational experience and aid in the development

of lifelong skills. Students are also offered a wide range of opportunities to improve their general leadership skills while on campus.

## Student Ambassador Program

The Student Ambassador Program was developed to allow students the opportunity to participate in various public relations and recruiting activities at Columbus State. The primary objectives of the program are to provide students with basic leadership training and to allow students the opportunity to work in a number of departments on campus.

## Special Events and Activities

Student Activities and Athletics offer a number of special events and activities such as Welcome Back Day (Autumn), Cougarmania (Winter), Spring Fling (Spring), and Jazz in July (Summer). In addition, Earth Day, Black History Month, Women's History Month as well as other special interest activities are celebrated.

## Student Athletics

Columbus State currently offers the following varsity sports.

Men's Basketball	Men's Soccer	Men's Track & Field
Women's Basketball	Women's Volleyball	Women's Track & Field
Men's Baseball	Men's Cross Country	Cheerleading
Women's Softball	Women's Cross Country	Golf

The above twelve athletic teams hold open tryouts prior to the beginning of the season. Tryouts are held during autumn quarter, with the exception of men's soccer, men's cross country, women's cross country and women's volleyball, which are held during summer quarter.

Students who intend to participate in athletics must be full-time, registered in a minimum of 12 credit hours of coursework (although some part-time students may be eligible) and maintain a 2.0 GPA for the privilege to participate. The college adheres to the guidelines established by, and is a member of, the National Junior College Athletic Association (NJCAA). Athletic scholarships are available for student athletes playing Men's and Women's basketball. All other sports are non-scholarship. Columbus State is a member of the Ohio Community College Athletic Conference (OCCAC). This conference status allows our students to compete against other two-year colleges as well as other four-year institutions in athletics.

Any questions or concerns pertaining to athletic programs may be addressed by calling (614) 287-2445 or by stopping by the Athletics Office located in Delaware Hall 134. GO COUGARS!!

## Student Organizations

In order to be recognized by Columbus State Community College, and be eligible for benefits of that recognition, student clubs and organizations must register as a new club or organization and annually renew the registration of an existing club or organization

with Student Activities and Athletics, Nestor Hall 116. Registration signifies that the club or organization will comply with the rules, regulations and guidelines of the college. The formed clubs and organizations as of December, 2001 include:

Accounting Honorary Society  
 African American Women's Support Group "Sister Friends"  
 Alpha Phi Omega  
 Campus Outreach  
 Columbus Aviation Technician Students  
 Columbus State Architecture Association  
 Columbus State Computer Club  
 Columbus State Drama Club  
 Columbus State Film Club  
 Columbus State Landscape Association  
 Columbus State Roller Hockey Club  
 Columbus State Running Club  
 Columbus State Student Nurses' Association  
 Columbus State Student Organization of the American  
 Dental Hygienists Association  
 Columbus State TaeKwonDo Club  
 Cougar Chess Club  
 Crime Stoppers  
 El Club de Espanol de Columbus State  
 Equestrian Club  
 Eta Sigma Delta  
 For a Better Ohio  
 GABLE Cougars  
 International Student Association  
 Latter-day Saint Student Association  
 Liberian Students Association  
 Muslim Student Association  
 Pathways to Medicine  
 Phi Theta Kappa  
 Project Brotherhood  
 Silent Connection  
 Society of Manufacturing Engineers  
 Student Advisory Association  
 Student Chapter of the North American Veterinary  
 Technicians Association  
 Student Organization of Legal Assistants  
 The Student Democratic Society  
 Young Republicans

To learn more about our clubs and organizations, please stop by the Student Activities Office, Nestor Hall 116, or call (614) 287-2637.

## Student Rights and Responsibilities

### Student Conduct

The general policy of the Columbus State Community College favors as few rules and regulations as are necessary to be consistent with its educational purposes. Students are expected to act as responsible adults at all times. This expectation includes the honest performance of all work, regular class attendance, proper respect for others, prompt payment of debts, observance of law, and respect for property.

Any student violating Columbus State Community College policies or rules may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and/or immoral conduct are grounds for probation or immediate dismissal. In technologies that include internship employment or clinical experiences, good standing with the cooperating employer or clinical affiliate is expected and is essential to continuation in the program. A copy of the Student Conduct Code and procedures is published in the *Student Handbook*. The *Student Handbook* is available through the Counseling and Advising Services Department, Union 048, the Office of the Associate Provost located in Davidson Hall, or access [www.csc.edu](http://www.csc.edu).

### Student Handbook

The *Student Handbook* is a useful guide to many of the campus resources available to students. The handbook provides information on student rights and responsibilities, policies, procedures, activities, services, and extracurricular opportunities at Columbus State. The *Student Handbook* is available through the Counseling and Advising Services Department, Union 048, the Office of the Associate Provost located in Davidson Hall, or access [www.csc.edu](http://www.csc.edu).

### Sexual Harassment Policy

Columbus State Community College believes that all employees and students should be able to work and learn in an environment free of all discrimination and any form of harassment. To help ensure that employees and students are not subjected to illegal harassment, and in order to create a comfortable work and learning environment, the College strongly opposes and prohibits any offensive physical, written, spoken or nonverbal conduct as defined and otherwise prohibited by state and federal law.

Further, College policy defines sexual harassment by a student as an example of general misconduct, which may result in penalties up to and including dismissal from the College. For more information, or if you or someone you know is being sexually harassed, contact the College's EEO officer in the Human Resources Department, Rhodes Hall lower level, 287-2408. In emergency cases or after business hours, immediately contact the Public Safety Department, Aquinas 026, 614/287-2525.

### Student Problem Resolution

A student problem resolution procedure has been established to help students resolve non-academic and non-disciplinary problems they may encounter on campus. A copy of the Columbus State Community College Student Problem Resolution Procedure is published in the *Columbus State Student Handbook* or the Columbus State Policy & Procedures Manual. The Student Handbook is available in the Counseling and Advising Services Department, Union 048, the Office of the Associate Provost located in Davidson Hall, or access [www.csc.edu](http://www.csc.edu).

### Student Right to Know

Under the terms of the Student Right to Know Act, the College must maintain and report statistics on the number of students receiving aid related to athletics reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general reported

by race and sex, and other relevant statistics. To obtain copies of these reports, contact the Office of the Associate Provost, Davidson Hall, or access [www.csc.edu/InstDisclosure/](http://www.csc.edu/InstDisclosure/)

### **Crime Awareness and Campus Security Act**

Federal legislation requires Columbus State Community College to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information, contact the Public Safety Department, Aquinas 026, or access [www.csc.edu/InstDisclosure/](http://www.csc.edu/InstDisclosure/)

## **Student Success Testing Center (SSTC)**

The Student Success Testing Center (SSTC) is a central testing facility that provides a safe, fair, and secure environment for learners. The Center offers instructional make-up, developmental education re-takes and distance learning (web-based and video-based) testing. The Testing Center is a service for faculty and a partnership between learners, faculty and the Center's staff. In addition, the SSTC will provide proctoring services for individual student's exams as requested by other academic institutions. Hours of operation are designed to serve the needs of the general student population and do not reflect specific testing deadlines. Therefore, it is the learner's responsibility to meet his/her individual course testing deadlines.

Distance Learning tests may be taken any time during hours of operation. However, tests must be completed by the closing time of the SSTC. Extension of time will not be given, so learners should plan sufficient time for taking Distance Learning tests.

The Testing Center is located in Franklin Hall, Room 245. A picture ID is required. Children are not allowed in the Student Success Testing Center.

For more information, please call (614) 287-2478.

## **Tutoring Services**

### **Learning Skills Center (LSC)**

The Learning Skills Center offers tutorial assistance from professional tutors in the following areas: Developmental Education math, reading and writing courses; Communication Skills course; and some Biological and Physical Science courses. To ensure an appointment with a Communication Skills tutor, learners should sign-up in advance, or they can receive walk-in assistance if a tutor has an open appointment. The LSC also houses computers for learners' use and offers VCRs for developmental math learners who wish to view lecture tapes after class. Students are encouraged to visit the LSC to enhance their academic success. The Learning Skills Center is located in Franklin Hall, Room 245B. For more information, please call (614) 287-2478.

### **Math Tutors**

Faculty tutors are available on a walk-in basis for most math courses beginning with MATH 102 through MATH 104 and other selected courses in room 313, Academic Center B.

For more information, please call (614) 287-5313.

## **Upward Bound**

As a unit of the Office of Multicultural Affairs, Upward Bound is a federally funded pre-college program designed to increase the academic skills and motivation of program participants to ensure their high school graduation and success in a post-secondary educational program. Participants come from a low-income family and/or are potentially a first generation college student in addition to being a citizen or permanent resident of the United States.

The expected outcome of the program is that participants will be in a position to successfully choose and complete a college preparatory curriculum leading to enrollment and achievement in a college, university or other post-secondary institution. This will be accomplished through a well-rounded yearlong program designed to address the multiple needs of program participants.

### **During the School Year:**

- Weekly academic enrichment and tutoring sessions to assist students in the basic academic areas of math, science, writing and reading. Upward Bound also provides individual academic, career and personal advising.
- Monthly Saturday Seminars: Guest speakers are invited to discuss special topics, students participate in team building and leadership activities, and special events are planned.

### **During the Summer:**

- A six-week nonresidential academic program is offered. Participants attend Upward Bound academic enrichment classes five days per week, on the campus of Columbus State Community College. Students participate in cultural, social and recreational activities.

## **Wellness Program**

Student Activities and Athletics sponsors a wellness program for students, faculty, and staff of the college. The Wellness Program offers lectures, demonstrations, and group activities in an effort to balance the spiritual, emotional, physical, occupational, and intellectual aspects of life. Examples would include Yoga, Tai Chi, Pilates, spirituality discussions, massage, and self-defense to mention a few. For more information, call (614) 287-5348.

# COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT



COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT



# Community Education and Workforce Development

## Community Education and Workforce Development

**Dr. Janet Wagner, Dean**  
**(614) 287-2511**

There is an ever-increasing need for meaningful, life-long learning for many people; those preparing to go to college, to get their first job, to advance in their current job or change careers. The Community Education and Workforce Development Division, headed by Dr. Janet Wagner, Dean, provides opportunities for these students in traditional and non-traditional settings.

Each department in Community Education and Workforce Development is designed for students of varying ages, professional experience and education levels to assist in learning new skills, or enhancing existing skills. Today's competitive labor market demands that employees are up to date on the latest business equipment, computer software, management techniques, professional trends, market information, computer networking, customer service, and office operations. Through Columbus State's Community Education and Workforce Development departments, students, business professionals, and new or first-time employees have the opportunity to learn many of these work-related skills at convenient times.

## Automotive & Applied Technologies

**Dr. Andrew A. Rezin, Administrator**  
**(614) 287-5303**

The mission of the Applied Technologies is to develop and implement partnership programs with area employers that include the use of college coursework as a part of their employee career preparation programs. The department collaborates with technical programs on campus to 'custom build' programs that will best meet the needs of area employers and to build new programs when existing ones do not meet their educational and training needs. Generally, completion of these programs will result in a certificate or associate degree. These programs can include employer-specific courses as well as integration of employees into mainstream college coursework.

The ultimate goal of this initiative is to assist the college to become the 'preferred educational provider' to meet all of the educational / training needs of the employer at all levels within their organization. These partnerships involve employers in the educational process including recruiting, selection, curriculum development, related work experience, and final placement.

One of the major initiatives of this technology is the Applied Technologies Degree. This degree program is a collaboration between area skilled trades apprenticeship programs and the college. Students combine apprenticeship courses, advanced technical coursework, and general education courses to earn an Associate of Applied Science in Applied Technologies. Electrician and Operating Engineer Majors are currently available in this degree program.

For further information about building a college degree program for your company, please contact Dr. Andy Rezin, Administrator at (614) 287-5303, e-mail: arezin@csc.edu.

## Department of Continuing Professional Education

**Frederick L. Baker, Administrator**  
**(614) 287-5997**

Continuing Professional Education provides a variety of professionals with continuing education through non-credit courses and seminars designed to meet their licensing and certification needs. The department also offers a variety of seminars and courses for those who need continuing education credits (CEUs) to stay current in their field, and for those seeking personal enrichment through life-long learning. All courses and seminars offered by C.P.E. are open to anyone who has an interest in the program. To access the department website, visit [www.csc.edu](http://www.csc.edu), click on Community Education and Workforce Development, then Continuing Professional Education.

## The Columbus State ACT Center for Community Education and Workforce Development

The ACT Centers are partnerships with community colleges throughout the United States. Continuing Professional Education houses the Columbus State ACT Center for Community Education and Workforce Development on campus. The center provides ACT services including testing, assessment and distance training. The center and ACT offers as many as 3000 titles, 80% of which are delivered over the web and 20% via servers located at the center. Some of these publishers are Active Education, ITC Learning Corporation, NIIT (USA), Inc., Test Out!, SkillSoft, and the American Management Association. These titles provide facilitated or unfacilitated training opportunities in 6 different categories:

- Adult Literacy
- Computer Basics
- Industrial/Tech Safety Skills
- Information Technology (Intermediate and Advanced Computer Skills)

Management/Leadership  
Personal Development

Users of on-line training can access courses by clicking on the ACT logo on the Columbus State home page. Instructions for purchasing courses are on the ACT website.

Server based courses are provided at the CSCC ACT Center and can be delivered to the individual or on an instructor facilitated basis.

Both web based and server based courses can be delivered on a contract basis either facilitated or unfacilitated. Contracted web based courses can be delivered on site or in the ACT facility. Server based courses must be delivered in the facility.

Additionally, a variety of assessments are offered, including WorkKeys, Discover, DISC, and SHR. These assessments can be given either by individual appointment, or on a contract basis at the ACT Center or on site, depending on the assessment tool requested.

The Columbus State ACT Center for Community Education and Workforce Development is a VUE testing site for various vendor specific skill and certification testing such as the CISCO, MCSE, and NET, etc. The Center is also a CLEP test site. These tests are given on an appointment basis. The ACT high school assessment is not currently provided through the Center.

Costs for these courses and services vary. Contact the Columbus State Community College ACT Center for Community Education and Workforce Development at 614/287 ACT1 or e-mail the center at ACT1@csc.edu.

## Continuing Professional Education Course Descriptions

With the rapid changes in technology and work methods, many employers and employees seek continuing education classes to stay current in careers and job skills. Continuing Professional Education has several groupings of courses identified as the Continuing Professional Education CERTIFICATE SERIES. The department is a CISCO Networking Academy, offering courses in the CCNA and CCNP Certificate process, and delivering courses in C-Tech copper, fiber and telecommunications cabling. We are a member of the SHRM Learning System and the American Payroll Association PPS system. C.P.E. is also a provider of continuing education in a variety of health care professions including the Ohio Social Worker and Counselor Board.

If you are interested in completing a series for a certificate, contact Continuing Professional Education at (614) 287-5997.

**CPEA - ACCOUNTING/CPA**  
**CPEB - BUSINESS/OFFICE ADMINISTRATION/OFFICE ASSISTANT**  
**CPEC - COMPUTER/TECHNOLOGY**  
**CPEE - EDUCATION**  
**CPEF - FINANCE/PERSONAL FINANCE**

**CPEG - GENERAL**  
**CPEH - HEALTH/ALLIED HEALTH**  
**CPEL - LEGAL**  
**CPEM - LANGUAGE COURSES**  
**CPES - PERSONAL ENRICHMENT/SEMINAR**  
**CPET - PROFESSIONAL/TECHNICAL**

## LEGAL CERTIFICATE SERIES Real Estate Specialist

### CPEL 101 The Real Estate Title

The Real Estate Title consists of an examination of the components of negotiation and development of a contract resulting in the transfer of title to real estate. Interests in, and types of title and ownership will be discussed as well as the process of the transfer of title. Title search and closing is introduced in this course.

### CPEL 102 Title Insurance for Real Property

Title Insurance for Real Property examines the process of protecting the ownership interest and title through real estate title insurance. Both commercial and residential binders will be discussed along with the impact of continuations of abstracts of title as an alternative to title insurance. The liability of title insurers relative to local zoning ordinances, commercial and residential development, quiet title actions and other title issues will be evaluated.

### CPEL 103 Real Estate Civil Litigation

Civil litigation relating to real estate transactions has a wide range of causes of action ranging from title and ownership issues to landlord/tenant matters. Real Estate Civil Litigation will identify various causes of action, demonstrate the development of prima facie cases and defenses, and examine the practice and procedure to complete the cause. ADR will also be discussed as a method of disposing of real estate cases.

### CPEL 104 Real Estate Title Searching and Closing

Real Estate Title Searching and Closing is a course designed to give the student the tools necessary to successfully complete on-site as well as computer accessed real estate title searches and complete the documentation required for the issuance of title insurance or continuation of abstract. Additionally, this course will prepare the student to evaluate the results of real estate title searches, and to incorporate those results into a title closing. Finally, this course will provide the student with the skills required to prepare documents, perform and complete commercial and residential real estate title closings.

## Credit Specialist

### CPEL 106 Legal Relationship of Debtors and Creditors

Legal Relationship of Debtors and Creditors an examination and dissection of the various relationships created and developed by debtors and creditors when negotiating and entering into loan and other types of credit agreements. Among other contracts, secured and unsecured debts, mortgages, credit reporting, and the rights and obligations of each under state and federal law and common law will be investigated so that the student will have a working knowledge of the expectations of creditors and debtors that arise out of the credit agreement.

### CPEL 107 The Process of Debt Collection

The Process of Debt Collection examines various methods appropriate and available to creditors to successfully collect pre-judgment delinquent and defaulted obligations or accounts as well as satisfying judgments. Both formal and informal processes will be explored. Pre-judgment resolution, which is mutually beneficial to debtor and creditor, is emphasized. Development of records, pleadings, discovery, motions and entries filed in appropriate jurisdictions, the effect of bankruptcy and alternatives to bankruptcy will be discussed, including Consumer Credit Counseling.

### **CPEL 108 Regulation of the Debtor/Creditor Relationship**

Regulation of the Debtor/Creditor Relationship will explore various state and federal statutes and regulations that govern the relationship of debtor and creditor. Protection of the rights and obligations of both parties will be examined as well as legal tools that are available to debtors and creditors to avoid potential abuses of credit instruments. Statutes discussed include the Fair Debt Collection Act, Uniform Consumer Credit Code (UCCC) and Article 9 of the Uniform Commercial Code (UCC).

## **Alternative Dispute Resolution Specialist**

### **CPEL 109 Trends in Alternate Dispute Resolution**

The purpose of Trends in Alternate Dispute Resolution is to examine the history of dispute resolution and the statutory/judicial establishment of alternative dispute resolution as a method used for disposal of civil disagreements. The evolution and development of ADR and the growth and impact of the alternative system on American jurisprudence and everyday society is evaluated. As this is an introductory course, the student will examine process of ADR, current trends of ADR; its acceptance by the legal environment, business, society; and its use in the global economy.

### **CPEL 110 The Arbitration Process**

The Arbitration Process is an intensive examination of arbitration and the process for accomplishing dispute resolution through this forum. Students will explore both court annexed arbitration and private arbitration processes. Researching arbitration decisions and the use of legal resources in the arbitration process will be explored. Use of databases and the Internet will be included in the development of research techniques. Students will be able to conduct an arbitration at the completion of the course.

### **CPEL 111 The Process of Mediation**

The Process of Mediation is an overview of the mediation principles and process. Students will explore statutory and private mediation procedures. The course will concentrate on mediation domestic relations; employment practices; and labor mediation. Additionally, the student will be exposed to different models of mediation with particular emphasis on the Seven Step model. Methods of researching decisions and various legal resources utilized in mediation procedures are examined including computer databases and the Internet. Students will be able to conduct a mediation at the completion of the course.

### **CPEL 112 ADR – Methods of Negotiation and Resolution**

The purpose of ADR – Methods of Negotiation and Resolution is to introduce the student to techniques used to achieve successful negotiation of disputes. Students will be introduced to principles of negotiation and will learn how to properly and effectively use the mechanics of client interviewing; recognize non-verbal cues; and define and analyze descriptions of conflicts. Methods of resolving conflicts through an evaluation of various successful negotiation strategies will be explored and applied.

### **CPEL 113 Alternative ADR Procedures**

ADR methods and procedures, other than arbitration and mediation, which are statutorily created and privately contracted in the resolution of business disputes is the focus of Alternative ADR Procedures. Hire-A-Judge, Summary Jury Trial, mini-trials and international ADR methods will be explored for appropriateness of use in a given conflict. Students will be able to prepare forms and summaries required to complete these various ADR processes.

Bankruptcy Specialist

### **CPEL 114 Survey of Bankruptcy Law and Practice**

Survey of Bankruptcy Law and Practice is an overview of the law of bankruptcy designed to familiarize the student with the statutory and regulatory structure of bankruptcy; the process and procedure of completing the bankruptcy process; location and jurisdiction of bankruptcy courts and their non-judicial officers. Parties involved in a bankruptcy petition

as well as judicial and non-judicial proceedings will be through an examination of the bankruptcy chapters.

### **CPEL 115 Chapter 7 Bankruptcy: Liquidation**

Chapter 7 Bankruptcy: Liquidation is a concentrated examination of Chapter 7 of the Bankruptcy Code and the proceedings for liquidation of a debtors' assets pursuant to Chapter 7. The role of creditors and trustees will be discussed in the liquidation process. The student will prepare a packet for Chapter 7 and will be able to apply the practical skills and concepts necessary to complete a Chapter 7 bankruptcy.

### **CPEL 116 Chapter 11 Bankruptcy: Reorganization**

Chapter 11 Bankruptcy: Reorganization examines the requirements to complete a Chapter 11 (Reorganization Process) bankruptcy. The course is designed to provide the student with the practical skills to understand and complete the forms necessary to comply with and achieve the statutory requirements of this legal action. A comparison of Chapter 11 with Chapters 7 and 13 and the advantages and disadvantages of each is addressed. Negotiation strategies to work with creditors will be explored. Students will write reorganization plans for submission to the bankruptcy court as well as research and draft appropriate responses to motions.

### **CPEL 117 Chapter 13 Bankruptcy: Adjustment of Debts**

Chapter 13 Bankruptcy: Adjustment of Debts is an examination of Chapter 13 of the Bankruptcy Code and the proceedings required to achieve the reorganization of debt pursuant to Chapter 13. Students will explore the differences between Chapter 13 and Chapters 7 and 11 and build the skills necessary to complete a Chapter 13 petition. The role of trustees and creditors in the development of a reorganization plan will be discussed. The student will develop reorganization plans and complete forms and documents necessary to effect a Chapter 13 Petition.

### **CPEL 118 Bankruptcy Alternatives**

Bankruptcy Alternatives is an examination of workouts and other alternatives to bankruptcy to accomplish mutually beneficial resolution to bankruptcy issues to the debtor and creditor. Successful negotiating strategies and other methods of credit resolution are discussed. Federal and Ohio Consumer Protection Statutes are explored with an emphasis on the Fair Debt Collection Practices Act. Students will research and draft documents necessary to complete a workout. Legal issues regarding consumer rights and protection are addressed and legislative updates are reviewed.

## **Elder Law Specialist**

### **CPEL 119 Survey of Elder Law**

Survey of Elder Law provides the student with an overview of social and legal issues relevant to the elder person. Common legal issues are identified and methods available to assist such persons to resolve these concerns are examined. Medicare/Medicaid/state and federal benefits estate planning, living wills and P.O.A.s are addressed as well as health care and general legal concerns, e.g. asset protection, confronted elders are discussed. Ethical considerations relevant to working with the elder person are explored.

### **CPEL 120 Survey of Social Security**

Survey of Social Security is designed to provide the student with an overview of the Social Security Administration. The historical and statutory origin of Social Security; jurisdiction and regulation; and practice and procedure within the Social Security Administration is examined with an emphasis on S.S. claims and dispute resolution.

### **CPEL 121 Survey of Medicare/Medicaid**

Survey of Medicare/Medicaid is an overview of the Medicare system. The statutory origin of Medicare will be explored as well as the jurisdiction and regulation of the system. The differences in application of Medi-

care and Medicaid will be defined. Claims practice, asset protection, and procedures for the resolution of Medicare and Medicaid issues will be reviewed. At the completion of the course, students will be able to identify Medicare/Medicaid issues and complete Medicare/Medicaid matters.

#### **CPEL 122 Asset Preservation for the Elder Person**

Asset Preservation for the Elder Person addresses concerns that all persons entering into an independent living, assisted care, or nursing care facilities, as well as the family or other guardians involved. That is how to preserve part or all of the estate of the person entering the facility. The course examines the methods available and appropriate for developing and implementing plans to protect and preserve assets of the elder person as they encounter the need for care due to catastrophe or other voluntary or involuntary long term assisted, medical or nursing care.

### **Probate Specialist**

#### **CPEL 123 Administration of the Probate Estate**

Administration of the Probate Estate is designed to acquaint the student with methods of estate administration. The course addresses the jurisdiction, completion of forms, and the procedures for completing a full administration of a testate and intestate estate, and the process and procedure for seeking relief from the administration of an estate. The law of intestate succession will be examined as well as an introduction to estate tax and estate tax forms. At the completion of the course the student will be able to complete forms required to initiate and conclude both full and no administrations of estates.

#### **CPEL 124 Guardianship**

Guardianship is a course that introduces students to the law of guardianship and that guardianship is petitioned for and awarded by a probate court. Jurisdiction issues are examined and the process and procedures through which guardianships are requested, obtained, and accounted are discussed. At the completion of the course the student will be able to initiate and conclude all necessary requirements to seek and finish a guardianship under the jurisdiction of the probate court.

#### **CPEL 125 Wills, Trusts and P.O.A.**

Wills, Trusts and P.O.A. is a course designed to provide the student with an in-depth examination of the law relating to wills, trusts and various forms of power of attorney. Jurisdiction and requirements necessary for the development and execution of wills, living wills, durable and revocable powers of attorney and trusts are examined. The purposes and application of these probate tools are discussed relative to the development and protection of estates.

#### **CPEL 126 Survey of Civil Issues in Probate**

Survey of Civil Issues in Probate is designed to introduce the student to the variety of matters within the jurisdiction of the Probate Court. The jurisdiction, process and procedures for concluding name changes, legitimation, marriages, ancillary administration, adoptions, land sale proceedings, and the involvement of the Probate Court in wrongful death actions are some of the issues included in this course.

#### **CPEL 127 Estate Taxation**

Estate Taxation is an in-depth examination of the aspects of state and federal taxation as the law applies to estates. At the conclusion of this course, the student will examine the state and federal tax codes, conduct relevant legal research and complete applicable state and federal tax forms necessary to report the tax status of an estate and be able to calculate the appropriate state and federal tax for an estate.

### **Worker's Compensation Specialist**

#### **CPEL 128 The Process of BWC Claims**

The Process of BWC Claims is designed to acquaint the student with how the Bureau of Workers' Compensation processes claims, including how the Bureau works with companies that are self-insured, the calculation of wages and compensation, payment of medical bills, authorization of medical treatment, determination of disability, as well as how the Bureau addresses appeals of decisions, applications to reactivate, and permanent partial disability settlements in the resolution process.

#### **CPEL 130 The Workers' Compensation Adjudication Process**

The Workers' Compensation Adjudication Process is designed to acquaint the student with how the Bureau of workers' Compensation works with contested claims. The course will examine the adjudication of claims process from the claimant position, as well as that of the employer and the Bureau. The emphasis of this course is how to conduct discovery and acquire information available through state files and computer systems, and procedure for adjudicating a claim through an administrative hearing. Violations of specific safety requirements, applications for permanent total disability, the hearing and appeals process will be addressed.

#### **CPEL 131 Rating the Workers' Compensation Risk**

Rating the Workers' Compensation Risk is a course designed to acquaint the student with how the Bureau determines a premium based on an employer's risk factors. Different rating plans available through the Bureau of Workers' Compensation to establish appropriate premiums are discussed, as well as appeals available to an employer who contests a rating assigned. The emphasis is on the underwriting process of the Bureau, however, the self-insured options available are addressed.

#### **CPEL 132 BWC Practice and Procedure**

BWC Practice and Procedure is an in-depth examination of the procedures necessary to request and complete the hearing process in a claim made to the Bureau of Workers' Compensation. The practice and procedures are examined from both the Bureau (internal) and claimant or employer (external) perspective. At the completion of the course, the student will be familiar with the procedures required to practice in the BWC and will further be able to initiate and conclude, or defend a claim made to the Bureau.

### **Health Care**

#### **CPEH 106 Medical Terminology**

Medical Terminology is a basic medical vocabulary course designed for the student who has little or no health care experience. Students will become acquainted with medical terms commonly used by health care professionals when discussing health issues with patients and in health records.

#### **CPEH 107 Critical Thinking Skills for Health Professionals**

Critical Thinking Skills for Health Professionals teaches basic critical thinking skills and concepts for health professionals who work with patients in a clinical environment.

### **Legal**

#### **CPEL 105 Technology in Professional Research**

Technology in Professional Research will introduce the student to the concepts of and use of technology in professional research. Designed to be discipline specific, the student will use various resources to research and retrieve information relevant to their specific professional arena. Remote databases, CD-ROM, Internet will be addressed as well as a review of basic computer literacy. The course will be delivered in computer labs providing each student with a computer station to use in each

session, as well as, instruction through local and remote connections using LCD overhead projection. The student will be acquainted with Internet user groups where questions are asked and answered via email and listservs. The goals of the course are to provide the student with computer competencies that exceed the basics with confidence to be pro-active in the use of technology within the profession and to develop creative thinking skills.

#### **CPEL 140 Basics of Legal Research**

Basics of Legal Research is an overview of the tools used by legal professionals to research statutes and case law. The course is designed for both persons who have little or no experience in the law or legal related fields as well as those who are employed in a legal environment.

#### **CPEL 142 Legal Terminology**

Legal Terminology is a basic legal vocabulary course designed to acquaint persons with little or no experience in the legal environment to "legal ease" commonly used by legal professionals.

#### **CPEL 143 Computer Literacy for Legal Professionals**

Computer Literacy for Legal Professionals acquaints the student with computer applications commonly used in legal research. A basic understanding of legal research material and traditional legal research methods is necessary.

### **Grant Writing**

#### **CPEG 114 Beginning Grant Writing**

Beginning Grant Writing shows how to find grants to fund your project; how to determine the most appropriate funding source; and how to write a basic response to requests for proposals for funding.

#### **CPEG 115 Advanced Grant Writing**

Advanced Grant Writing examines how to draft responses to proposals for funding projects so that your document will provide the best chances for you to receive the grant you are seeking. This course builds upon the basics of grant writing discussed in Beginning Grant Writing, with hands on experience and expert feedback. A variety of methods used to draft RFP's will be explored.

### **Employment Relations**

### **Sign Language**

#### **CPEG 102 Basic Sign Language – The ABC's**

Learn how to communicate effectively with the hearing impaired. Basic Sign Language – The ABC's is an overview of the fundamentals of ASL and will give you the basic skills needed to communicate using sign language.

#### **CPEG 103 Intermediate Sign Language**

Intermediate Sign Language is the second course in the ASL series and builds on the skills developed in Basic Sign Language. Increase your effectiveness in communicating with the hearing impaired by further developing your signing abilities with the interactive skill building class.

### **Language Institute Courses**

#### **CPEM 101 Introduction to French Language and Culture**

In this course, students will learn the basic conversational vocabulary, phrases and cultural information about the French-speaking world.

#### **CPEM 102 Introduction to Italian Language and Culture**

In this course, students will learn the basic conversational vocabulary, phrases and cultural information about the Italian-speaking world.

#### **CPEM 103 Introduction to German Language and Culture**

In this course, students will learn the basic conversational vocabulary, phrases and cultural information about the German-speaking world.

#### **CPEM 104 Introduction to Arabic Language and Culture**

In this course, students will learn the basic conversational vocabulary, phrases and cultural information about the Arabic-speaking world.

#### **CPEM 105 Introduction to Spanish Language and Culture**

In this course, students will learn the basic conversational vocabulary, phrases and cultural information about the Spanish-speaking world.

#### **CPEM 106 Introduction to Japanese Language and Culture**

In this course, students will learn the basic conversational vocabulary, phrases and cultural information about the Japanese-speaking world.

#### **CPEM 108 Spanish for Landscaping**

This course provides a foundation in the Spanish language with a focus on conversational words and phrases needed in the landscaping and grounds-keeping fields. It is offered regularly on the Columbus State campus, and can be presented at other sites to a group by agreement.

#### **CPEM 113 Spanish for Health Care 1**

This course provides a foundation in the Spanish language with a focus on health-care vocabulary, including parts of the body, names of conditions and operations, directions, symptoms, and questions and answers. Courses can provide Continuing Education Credit for nurses and social workers. Spanish for Health Care 1 is offered quarterly on the Columbus State campus, and can be presented at other sites to a group by agreement.

#### **CPEM 114 Spanish for Health Care 2**

This course is a second-level Spanish course with a focus on health-care vocabulary and conversational ability. Courses can provide Continuing Education Credit for nurses and social workers. Spanish for Health Care 2 is offered quarterly on the Columbus State campus, and can be presented at the other sites to a group by agreement.

#### **CPEM 115 Introduction to Somali Language and Culture**

In this course, students will learn basic conversational vocabulary, phrases, and cultural information about the Somali-speaking world.

### **Computer Skills**

#### **CPEC 101 Introduction to PCs**

Introduction to PCs is an introduction to PCs for the end user. No knowledge of computers is needed at all. This class will take you from turning on the computer to using basic word processing, the Internet and email. Offered in general and senior sessions.

#### **CPEC 109 Introduction to the Internet**

Have you ever wanted to "surf the net," do research, use email, or just experience the Internet? Introduction to the Internet is an overview of the Internet that will give you the skills to navigate along the information super highway.

#### **CPEC 110 Intermediate Internet**

Intermediate Internet builds on the skills acquired in Introduction to the Internet and develops techniques for the effective, efficient use of the Internet.

#### **CPEC 111 Advanced Internet**

Advanced Internet teaches the student to become an expert in the use of the information super highway. The newest technology will be explored and the basics of building web sites will be discussed.

## C-Tech Cabling

C-Tech is a company that provides a curriculum teaching the basics in network and fiber optic cabling. It is an academy that teaches students two skills 1) to physically connect copper cables to connectors and test the end product to determine that a proper connection was made that will transmit information through the cable, and 2) placing connectors on the ends on fiber optics tubes and testing them to ensure that there are no rough edges on the ends of the tubes and that there is a clear path for the light to travel. The copper network cabling course is a 35 clock hour course while the fiber optics curriculum is completed in 16 hours. The curriculum requires that a student pass the copper cable portion of the course before entering the fiber optics segment, so there is a one week gap between the two instructional units. Testing and certification is completed by C-Tech with C-Tech certificates awarded.

### **CPEC 208 Network Cabling - Copper**

### **CPEC 209 Network Cabling – Fiber Optics**

## CISCO Academy

The Cisco Academy for CCNA (Cisco Certified Network Assistant) consists of a 4 course curriculum designed to teach the student the basics of computer network systems, and to prepare them to sit for the Cisco Certification Exam for CCNA status. At the completion of the academy the student will be able to assist network engineers in the design, development, installation and implementation of a variety of network systems. Each class is 70 clock hours in length for a total of 280 clock hours of a combination of lecture and lab. The curriculum is available for either credit or non-credit.

### **CPEC 210 Intro to Networking**

Intro to Networking is an overview of networking theory and hardware. The student will learn about Network, Devices, IP Addressing, ARP/RARP, Media and Design, Topology, Structured Cabling, Electronics, and Management.

### **CPEC 211 Routers & IOS**

Routers & IOS expand on the introduction to the student to Routers and IOS. The following are discussed: OSI and the OSI Model, Layers 1–7, WANs, Routing, Using the Router, Router Components and Router Protocols, Startup and Setup, Configuration, IOS, TCP/IP, and IP Addressing.

### **CPEC 212 LANs and Design**

In LANs and Design, the student will learn the concepts of LANs and the design of LANs to meet a variety of needs in the market, including: LAN Switching, VLANs, LAN Design, IGRP, Access List, and Novell IPX

### **CPEC 213 WANs and Design**

In WANs and Design, the student will learn the concepts of WANs and the design of WANs to meet a variety of needs in the market, including: WAN and WAN Design, PPP, ISDN, and Frame Relay

## Business/Office Assistant/ Administrative Assistant

### **American Payroll Professional (Series)**

#### **CPEB 104 Primary Skills (APA Payroll Series)**

Payroll Primary Skills introduces the student to the basics of payroll. This class is a survey class exploring the payroll profession. Basic payroll terminology, law and procedure will be addressed.

#### **CPEB 105 Essential Skills (APA Payroll Series)**

Essential Skills of payroll is the second and intermediate course in the payroll series. This class is a procedures class building on the skills acquired in the Primary Skills class.

#### **CPEB 106 Advanced Skills (APA Payroll Series)**

This class is the final class in the APA payroll series. Advanced topics in payroll are explored such as tax and benefits calculations and other topics that appear in the CPP examination.

## Online Courses

Columbus State's Global Campus offers a series of non-credit courses online for convenient continuing education, anytime, anywhere. Many of the courses are Microsoft approved study guides which can lead to Microsoft Certification. Visit the College's web site at [www.csc.edu](http://www.csc.edu), click on Global Campus, then Continuing Education for a complete course listing.

#### **CPEC 112 Online Professional Series**

User-paced professional development online courses and certificates.

#### **CPEC 113 Online Technical Series**

Technical, self-paced, online courses and certificates.

#### **CPEC214 Cisco Academy Course 5 - Advanced Routing**

Upon completion of this training course, you will be able to select and implement the appropriate Cisco IOS™ services required to build a scalable, routed network.

#### **CPEC215 Cisco Academy Course 6 - Remote Access**

Students learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to control access to the central site, as well as to maximize bandwidth utilization over the remote links.

#### **CPEC216 Cisco Academy Course 7 – LAN Switching**

Course Description not available

#### **CPEC217 Cisco Academy Course 8 - Support**

Course Description not available

#### **CPEC218 Cisco - Unix**

Fundamentals of UNIX® teaches you how to use UNIX® operating system commands and, in the hands-on exercises, basic Sun Microsystems' Solaris™ operating environment commands, and introduces you to the Common Desktop Environment (CDE - graphical interface between different environments). The class is intended for new users of UNIX®. You will learn fundamental command-line features of the Solaris environment including file system navigation, file permissions, the vi text editor, command shells and basic network use. CDE features include Standard Desktop Tools, Text Editor, printing and mail.

### **CPEC219 Cisco - Web design**

Fundamentals of Web Design will focus on the overall production processes surrounding web site design with particular emphasis on design elements involving layout, navigation and interactivity.

### **CPEC220 A+ Certification**

The A+ Certification course is a hands-on entry-level 5- to 7-week course teaching basic PC hardware and Windows software support including installing memory, swapping hard drives, and troubleshooting the Windows operating system. Earning A+ Certification opens the door to the IT field and helps to qualify the participant for positions such as PC/LAN Technician, Help Desk, and Support Technician.

### **CPEC221 MCSE IT200 - Networking Fundamentals, Network+ Certification**

Upon course completion, student will be able to demonstrate understanding of basic network structure; identify the the major network operating systems; associate various networking protocols with their functions; define the seven layers of the OSI model and identify the protocols, services, and functions that pertain to each layer; identify the use of various network hardware components; demonstrate knowledge of TCP/IP configuration concepts and addressing; and troubleshoot, maintain, and support networks. Students will develop networking skills through a combination of lecture and hands-on lab exercises. The knowledge and skills developed by students who complete this course will prepare them for the remainder of the MCSE curriculum.

### **CPEC222 MCSE 2151 - MS Windows 2000 Network & Operating System Essentials**

Upon course completion, students will be able to describe the principal features of Windows 2000 and the basics of networking with Windows 2000; identify the tools used to perform various administrative tasks; describe the types of user accounts and the principal security features of a Windows 2000 network; identify the tools used to perform various administrative tasks; describe the fundamentals of TCP/IP; and describe the network communication models used in a Windows 2000 network. The knowledge and skills developed by students who complete this course, along with the 2152: Implementing Microsoft Windows 2000 Professional and Server course, will prepare them for Exam 70-210: Installing, Configuring, and Administering Microsoft Windows 2000 Professional and Exam 70-215: Installing, Configuring, and Administering Microsoft Windows 2000 Server.

### **CPEC223 MCSE 2152 - Implementing Microsoft Windows 2000 Professional and Server**

Upon course completion, students will be able to install or upgrade to Windows 2000, configure the Windows 2000 environment, create and manage user accounts, implement Windows 2000 clients and servers, implement security in Windows 2000, configure printing, and monitor and optimize performance in Windows 2000. The knowledge and skills developed by students who complete this course, along with the 2151: Microsoft Windows 2000 Network and Operating System Essentials course, will prepare them for Exam 70-210: Installing, Configuring, and Administering Microsoft Windows 2000 Professional and Exam 70-215: Installing, Configuring, and Administering Microsoft Windows 2000 Server.

### **CPEC224 MCSE 2153 - Implementing a Microsoft Windows 2000 Network Infrastructure**

Upon course completion, students will be able to configure networking services such as DHCP, DNS, and WINS; configure and support remote access to a network; configure Windows 2000 as a network router; manage a Windows 2000 network; identify and resolve network connectivity problems by using Windows 2000 troubleshooting tools and utilities; and enable network connectivity between NetWare, Macintosh, and UNIX networks. The knowledge and skills developed by students who com-

plete this course will prepare them for Exam 70-216: Implementing and Administering a Microsoft Windows 2000 Network Infrastructure.

### **CPEC225 MCSE 2154 - Implementing and Administering Microsoft Windows 2000 Directory Services**

Upon course completion, students will be able to identify the concepts of the Active Directory directory service and its logical and physical structures; implement a Domain Name System (DNS) infrastructure in preparation for installing Active Directory; install Active Directory; use Group Policy to manage user environments and deploy software; create and manage trees and forests in a Windows 2000 network; and implement an Active Directory infrastructure based on the business requirements of a fictitious organization. The knowledge and skills developed by students who complete this course will prepare them for Exam 70-217: Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure.

### **CPEC226 MCSE 1561 - Designing a Microsoft Windows 2000 Directory Services Infrastructure**

Upon course completion, students will be able to design an Active Directory naming strategy that accommodates the organizational structure of a business, identify business needs and scenarios that may require modification of the Active Directory schema, plan a policy to govern schema modification, design an Active Directory domain and the organizational unit hierarchy within the domain, and plan for the design of an Active Directory structure that combines administrative, replication, and naming requirements of an organization. The knowledge and skills developed by students who complete this course will prepare them for Exam 70-219, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure.

### **CPEC227 MCSE 2010 - Designing a Microsoft Windows 2000 Migration Strategy**

Upon course completion, students will be able to choose a migration path to Windows 2000 Active Directory; ensure continued productivity during a domain upgrade or a restructure by managing and mitigating risks of a production environment; develop a domain restructure strategy; and plan to deploy a migration strategy. The knowledge and skills developed by students who complete this course will prepare them for Exam 70-222: Upgrading from Microsoft Windows NT 4.0 to Microsoft Windows 2000.

### **CPEC228 MCSE 1562 - Designing a Microsoft Windows 2000 Networking Services Infrastructure**

Upon course completion, students will be able to describe the attributes of a Windows 2000 networking services infrastructure design; define the design requirements for a Transmission Control Protocol/Internet Protocol (TCP/IP) solution; evaluate and create an Internet connectivity design using Network Address Translation; evaluate and create private network connectivity designs using Routing and Remote Access; and evaluate and create designs based upon the applications in use by an organization.

### **CPEC229 CIW - I-Net+/Foundations**

Upon course completion students will be able to access the Internet and its wide array of useful resources. Students will learn how to use Web browsers, electronic mail, newsgroups, File Transfer Protocol (FTP), and Telnet. Students will also learn about search engines and business resources on the World Wide Web using the most popular Internet browsers, Netscape Navigator and Microsoft Internet Explorer. Web page creation and other aspects of Web authoring. Students gain experience developing Web pages in a text editor and a graphic user interface (GUI) editor. Students also learn how to use Cascading Style Sheets (CSS) and study the basics of Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML), and the Document Object Model (DOM). After completing this course, students will be able to create simple Web pages containing text, graphics, hyperlinks, tables, forms, and frames.

Fundamental networking concepts and practices. Topics include network architecture and standards, networking protocols, TCP/IP, Internet servers, server-side scripting and database connectivity, and security.

### **CPEC230 CIW - Design Methodology and Technology**

Upon course completion, students will know how to create and manage Web sites with tools such as Macromedia Dreamweaver 3.0 and Flash 4.0, FrontPage 2000, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development and performance evaluations.

### **CPEC231 CIW - E-commerce Strategy and Practices**

Upon completion of this course students will know how to conduct business online and the technological issues associated with constructing an electronic-commerce Web site. Students will implement a genuine transaction-enabled business-to-consumer Web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions.

For additional on-line courses, contact the Columbus State ACT Center for Community Education and Workforce Development

## **Business and Industry Training Department** **Mary Simpson, Director** **(614) 287-5326**

The Business and Industry Department provides innovative approaches to training, consulting, and education through customer-driven partnerships. Columbus State's Business and Industry training and consulting professionals can help your company assess, analyze and target cost-effective performance consulting and business solutions tailored to the needs of your organization.

Contract training and consulting services

1. Consulting services and business/organizational development programs
2. Leadership, management, and human dynamics training
3. Industrial technology programs relevant to a variety of industries including hydraulics, pneumatics, electric motors, HVAC, and industrial maintenance.
4. ISO9000 and ISO9000:2000 certification
5. End-user computer training on topics such as word processing, spreadsheets, presentations, E-mail, and Web authoring
6. Computer certification programs including A+, Network+, MCSE, Certified Internet Webmaster, and Oracle
7. Customized individual, small, or large training built around the needs of your organization
8. Over 1,200 convenient e-learning options
9. Experienced personnel to coordinate and implement training
10. Quality trainers, consultants and instructors

These are just a few of the contracted services that we can provide to your organization. For more information and to arrange a meet-

ing with your Training Representative, please call (614) 287-5000 or visit our website at <http://www.csc.edu/docs/workforce/BandI.htm>.

## **Professional Development Seminars**

Professional Development Seminars are non-credit courses meeting for one day each, from 8:30 a.m. to 4:30 p.m. Please call (614) 287-5000 or check our Web site at <http://www.csc.edu/docs/Workforce/pdseminars/> for registration and up-to-date information on dates and locations. The following descriptions, titles and fees are current at the time of publication but are subject to change.

## **Competency Builders**

### **990030 Brain Power I**

Learn recent breakthroughs about how your brain works and powerful new techniques that enable you to get through materials faster, comprehend better, and retain more. Double your present reading speed and retention rate to cut through materials and have information at your fingertips

Fee: \$149.00

### **990040 Brain Power II**

Build on what you learned in Brain Power I to take your skills to advanced levels. Learn advanced reading techniques to increase your reading speed 3-4 times your initial rate, how to be more successful in managing the change in your life, and re-wire your brain for success.

Fee: \$149.00

### **990050 Brain Power III**

Learn the very latest in how your brain operates. This comprehensive session will provide you with new tools and techniques that will enable you to master the skills required to achieve success in the Information Age. You'll learn advanced techniques that enable you to soar in your reading ability, burst out of your limiting beliefs, and your ideas in ways that help others to easily buy into your point of view and see things from your perspective.

Fee: \$149.00

### **990060 Brain Power IV**

More and more of our information comes from magazines, newspapers, and computers. Learn specialized techniques that enable you to zip through these kinds of materials. Learn to grasp information and ideas quickly and easily. Truly move into the Information Age with ease and success. Build your confidence in your brain's ability. Imagine: if you can conquer the battle of information overload, what else is possible for you?

Fee: \$149.00

### **700020 Managing Time and Work**

Do you waste time or procrastinate? This course provides participants tools and techniques to set priorities and manage their time.

Fee: \$129.00

### **700030 Office Organizational Skills**

Do misplaced documents make you late for deadlines? Office organization makes our work life much easier. Techniques taught in this course will help you to tackle the endless flow of paperwork.

Fee: \$129.00

### **700040 Stress Management**

This course is designed to provide participants with a series of tools and techniques to better enable them not only to cope with the stress in their lives, but also to turn those stress initiators into powerful drivers for change and accomplishment.

Fee: \$129.00



### **700050 Project Planning and Management**

Focusing on effective project management, this introductory course provides participants the tools necessary to define, plan, implement, and evaluate projects.

NOTE: In addition to basic project management tools and techniques, this course will reinforce skills and topics presented in the MS Project 2000 seminar.

Fee: \$129.00

### **700060 Train-the-Trainer: Critical events for training success**

In a team-oriented workforce, many people must occasionally develop and deliver training. This course introduces participants to a series of tools and techniques designed to build the skills needed to conduct effective training.

Fee: \$149.00

### **700070 Effective Presentations**

Public speaking is said to be the number one fear reported in surveys of American adults—topping such fears as the fear of flying, financial problems, sickness, and even death! This course is intended to alleviate fears by demonstrating personal behaviors related to making group presentations in formal or informal settings, and emphasizes skills to make presentations successful. At the conclusion participants will better understand their own level of self-confidence, the presentation planning process, the steps necessary to prepare a presentation, different methods of making presentations, and will gain direct experience making a public presentation.

Fee: \$129.00

### **700080 Goal Setting**

Goal Setting is a course designed to teach the rationale and process for goal setting. It teaches individuals to set personal and career goals.

Fee: \$129.00

### **530023 Embracing Diversity**

Participants will develop skills to move beyond viewing diversity training as a matter of legal compliance and view it as a viable tool for improving relationships with co-workers, customers, vendors and the general public.

Fee: \$129.00

## **General Knowledge Courses**

### **530010 Basic Statistics**

This introductory course is designed to teach the fundamentals of descriptive statistics. It covers measures of central tendency and measures of variation, and gives special emphasis to the development and interpretation of graphs.

NOTE: Participants should bring a basic calculator to the class.

Fee: \$129.00

### **530020 Accounting and Bookkeeping**

Participants will learn the “why” along with the “how” of accounting and bookkeeping. The seminar will explore the language of accounting and General Accepted Accounting Principles set up by the Financial Accounting Standards Board.

Fee: \$129.00

### **510020 Report and Proposal Writing**

Participants are taught how to analyze report and proposal requirements and prepare reports that demonstrate an understanding of the readers’ needs regarding content and writing style.

Fee: \$129.00

### **510030 Technical and Procedural Writing**

Learn basic techniques of technical writing to successfully convey a message using a minimum of words and images. You will learn elements of style and usage in step-by-step writing, how to assemble material, and how to write a technical report.

Fee: \$129.00

### **510040 Grants Writing**

Grants Writing provides participants with an overview of the grants writing process. The steps from visioning through the actual submission of the proposal will be covered. Enables the participant to find grant opportunities, analyze the grant application submission guidelines, and prepare a winning proposal.

Fee: \$129.00

### **510050 Proofreading and Editing Techniques**

Participants will gain skills in applying grammar rules to a variety of written communication, integrating editing and proofreading skills with grammar usage rules. Proofreading and Editing Techniques will examine techniques and strategies to edit documents in MS Word.

Fee: \$129.00

### **530010 Managing Relationships at Work**

This course is designed to provide participants with the knowledge and skills necessary to communicate effectively in an organizational setting.

Fee: \$129.00

### **530020 Listening and Memory Development**

Do you forget what someone tells you five minutes after they told you? Do you forget what you read right after you’ve finished reading it? Participants of Listening and Memory Development courses will acquire greater appreciation of the importance of listening and techniques for an improved memory. Listening vs. Hearing, Becoming an Effective Listener, and Memory Techniques are the main focuses of this course. The way you do your job is usually greatly improved when listening and memory skills are developed.

Fee: \$129.00

### **530021 Communications Techniques for Customer Service**

Participants will learn strategies to identify customer expectations, display high levels of professional integrity in solving customer conflicts, effectively use customer service techniques to maintain customer loyalty, and recognize professional tools in designing programs for innovative customer service strategies.

Fee: \$129.00

### **600090 Medical Terminology**

Focusing on the development of specialized medical vocabulary, this course enables participants to spell, pronounce, and define language used in the medical community.

Fee: \$129.00

## **Computer User Programs**

### **800010 Keyboarding**

Typing skills are important in a computer-based society, especially in an office setting. This course emphasizes timed character and paragraph drills.

Fee: \$89.00

### **800020 ABC’s of the Personal Computer: Introduction to the PC**

Are you clueless when someone mentions hardware or software? Designed to keep you in the know, this introductory course provides an overview of the personal computer including defining hardware and software, identifying component parts of the PC, and information on how a computer works.

Fee: \$89.00

**800030 Introduction to Windows 2000**

Introducing you to Windows 2000, this course is designed to help you understand Windows 2000 and your computer. You will acquire the skills necessary to customize your desktop, use the taskbar efficiently, manage files and folders, work with documents and the calculator, and surf the Internet.

Fee: \$89.00

**800040 Introduction to the Internet**

This course explores the basic technologies of the Internet and the World Wide Web. You will review Internet fundamentals and gain the skills needed to navigate the Web, search the Internet, explore newsgroups, and customize your browser.

Fee: \$89.00

**800041 Advanced Internet**

This course is designed to build on the skills learned in Introduction to the Internet. Participants will have the opportunity to interact with the World Wide Web through a series of hands-on exercises. Advanced Internet also presents information on how to build and publish a Web site.

Fee: \$129.00

**800600 Introduction to Lotus Notes**

Designed to help you understand e-mail, this introductory course provides the skills necessary to create and send messages, reply to and forward messages, format your electronic mail, use an electronic address and calendar book, and manage your mail.

Fee: \$89.00

**800610 Advanced Lotus Notes**

Expanding upon the introductory course, this course will enable you to enhance your electronic mail skills. You will learn to use database documents, create group calendars, change your web browser, and create DocLinks and messages.

Fee: \$129.00

**800710 Introduction to Office 2000 for Windows**

This course presents the basic features of Word 2000, PowerPoint 2000, Excel 2000, and Access 2000.

Fee: \$89.00

**800700 Transitioning from Office 97 to Office 2000**

Have you recently upgraded your Microsoft Office software from 97 to 2000? This course introduces you to the new features of Office 2000, making the transition from Microsoft Office 97 to Office 2000 effortless.

Fee: \$89.00

**800065 Introduction to Word 2000 or 800061 Introduction to Word 97**

In this introductory course, participants will learn the techniques of creating and editing documents, moving and copying text, formatting text, and using proofing tools.

Fee: \$89.00

**800066 Intermediate Word 2000 or 800062 Intermediate Word 97**

Participants will use advanced techniques with Word 2000 to create templates and documents, use headers and footers, work with tables and menus, and place graphics in documents.

Fee: \$129.00

**800067 Advanced Word 2000 or 800064 Advanced Word 97**

This course is designed to help you master Word 2000. Participants will enhance their Word 2000 knowledge using advanced functions, features,

and shortcuts. This course will guide you through using templates, managing documents, using automation, formatting techniques, using fields and references, and creating web pages.

Fee: \$129.00

**800084 Introduction to Excel 2000 or 800081 Introduction to Excel 97**

Designed to introduce participants to basic spreadsheet concepts, this introductory course provides the skills and tools necessary to create worksheets, work with basic formulas and functions, and use styles and autoforats.

Fee: \$89.00

**800085 Intermediate Excel 2000 or 800082 Intermediate Excel 97**

Participants will build on the introductory Excel 2000 course to work with cells and formulas; find, replace and recalculate data; format zero values; and automat their work.

Fee: \$129.00

**800086 Advanced Excel 2000 or 800082 Advanced Excel 97**

This advanced course will help participants gain a mastery of Excel 2000. Participants will learn to import data, work with PivotTables, use timesavers, work with advanced charting, and use Microsoft Map.

Fee: \$129.00

**800114 Introduction to PowerPoint 2000 or 800111 Introduction to PowerPoint 97**

Designed to introduce participants to creating and editing presentations, this introductory course provides the skills and tools necessary to build and play slide shows; create, edit, and format presentations; work with proofing tools; and use word and clip art.

Fee: \$89.00

**800115 Intermediate PowerPoint 2000 or 800112 Intermediate PowerPoint 97**

Participants will use advanced techniques with PowerPoint 2000 to create slide outlines, work with color schemes and templates, create charts, tables, and organizational charts, use multimedia elements, animate text and objects, and save presentations in other formats.

Fee: \$129.00

**800116 Advanced PowerPoint 2000 or 800113 Advanced PowerPoint 97**

This course is designed to help you master PowerPoint 2000. Participants will improve their PowerPoint knowledge using advanced functions, features, and shortcuts. This course will guide you through the steps of creating design templates, enhancing presentations with multimedia, creating a series of objects, working with slide text, and using additional animation features.

Fee: \$129.00

**800144 Introduction to Access 2000 or 800141 Introduction to Access 97**

In this introductory course, participants will learn how to design databases, create and work with select queries, create table information, and work with Access objects.

Fee: \$89.00

**800145 Intermediate Access 2000 or 800142 Intermediate Access 97**

Expanding upon the introductory course, this course will provide you with the skills and tools to work with charts and filters, maintain database integrity, create macros, and use advanced report and query features.

Fee: \$129.00

**800146 Advanced Access 2000 or 800143 Advanced Access 97**

This advanced course will help participants gain a mastery of Access 2000. Participants will master advanced functions, work with advanced queries, use crosstab queries, build advanced reports, automate tasks with macros, and define switchboards.

Fee: \$129.00

**800410 Microsoft Outlook 2000 or 800400 Microsoft Outlook 97**

Do you have e-mail but don't know how to manage its capabilities? This introductory course is designed to provide you with the skills to create and customize a message, work with attachments, use mail management tools, and work with the electronic calendar.

Fee: \$89.00

**800520 Introduction to Project 2000 or 800500 Introduction to Project 98**

This introductory course provides the skills necessary to organize the tasks involved in the completion of a project, monitor the progression of projects, and make the best use of your time, money, and resources.

NOTE: This course will reinforce concepts presented in the Project Planning and Management seminar.

Fee: \$89.00

**800530 Advanced Microsoft Project 2000 or 800510 Advanced Microsoft Project 98**

Do you want to enhance your project management skills? Expanding upon the introductory course, this course provides tools to enhance your project management skills.

NOTE: This course will reinforce concepts presented in the Project Planning and Management seminar.

Fee: \$129.00

**800300 Introduction to FrontPage 2000 and Web Page Design**

The World Wide Web has the capability to make your life much easier. This introductory course will provide the skills needed to use templates and the web wizard, format text, create hyperlinks, work with bookmarks, insert and import graphic images, use page breaks and horizontal lines, create tables, and manage files on the web.

Fee: \$89.00

**800301 Advanced FrontPage 2000 and Web Page Design**

This advanced course will reinforce and develop FrontPage skills learned in Introduction to FrontPage 2000. You will learn to develop a web, design frames, create pages, integrate databases, administer a web, and publish a web.

Fee: \$129.00

**Pharmacy Technician Program**

This non-credit program prepares students to enter the pharmacy field in hospitals, home-infusion pharmacies, mail-order pharmacies, or community pharmacies as a technician working under the supervision of a registered pharmacist. This course will also prepare the student to take the Pharmacy Technician National Certification Exam.

The course is taught by local registered pharmacists who are members of the part-time faculty of Columbus State Community College. Placement services are included with the program.

Key topics covered

11. Medical terminology specific to the pharmacy
12. Reading and interpreting prescriptions
13. Defining drugs by generic and brand names
14. Dosage calculations
15. Methods of I.V. therapy and aseptic technique
16. I.V. flow rates

17. Drug compounding
18. Dose conversions
19. Dispensing of prescriptions
20. Unit dose
21. Inventory control
22. Billing and reimbursement

This course is offered three times per year and meets 2.5 hours per session, 2 days per week, over a ten-week period for a total of 50 contact hours. For more information on current offerings, locations, and pricing, please call (614) 287-5000 or check our Web site at <http://www.csc.edu/docs/Workforce/pharmtech/>.

**15-hour ServeSafe Certification Course**

A detailed study of the HACCP (Hazard Analysis Critical Control Points) procedure which includes the control of bacteria, materials handling, and safety practices to maintain a safe and healthy environment for the consumer and employees in the food lodging and healthcare industry. Examination of laws and regulations related to food safety and sanitation.

Designed for employees and individuals who may be in-charge of the operation at a given time, this 15-hour non-credit course is based on the ServSafe Essentials textbook. The text will be mailed to the students with pre-class reading assignments two weeks prior to class. Topics that are included in the text and reinforced in the class are:

- The "how and why" of providing safe food
- Microorganisms that cause problems in food
- Personal hygiene
- Purchasing, receiving, storing, preparing and serving safe food
- Principles of the HACCP system
- Kitchen sanitation and pest management
- Food service rules, regulations, and laws

Upon successful completion of an examination from the National Restaurant Association Educational Foundation, students will receive certificates from Columbus State Community College, the National Restaurant Association Educational Foundation, and the State of Ohio Department of Health. This certification satisfies Ohio House Bill 223 for persons who may be in-charge of the operation at any given time.

Cost \$150.00 per individual. Please call (614) 287-5000 or check our Web site at <http://www.csc.edu/docs/Workforce/servsafe/> for more information on dates, times, and location.

## K-12 Initiatives

Laurie Johns, Administrator

(614) 287-5961

The mission of the K-12 Initiatives department is to enhance the educational opportunities of the youth in Columbus State's service area, while fostering the development of life-long learning. The department provides facilitation, support, assistance and programming for students, faculty, and staff to accomplish this mission. This department is directly responsible for the following programs at Columbus State:

**Post Secondary Enrollment Option Program** – which allows students in high school to attend college and apply the college credit to their high school graduation requirements.

**Tech Prep Program** – Pathways for current high school tech prep students to enter into articulated two-year associate degree technical programs with advance placement.

**Cougar Crew Reading Literacy Tutor Program** – Columbus State students and employees serve as reading literacy tutors in area elementary schools during school and after school.

**Enrichment Programs** – Outreach for individuals and families regarding academic enrichment. Some of our programs include Kids In College, Youth In College, Summer Youth, and Literacy Festivals.

**Linkages for Professionals in Primary and Secondary Education** – Opportunities for training & development to enhance knowledge, experiences and practice regarding college and life long learning options for the professional or their students.

## Transitional Workforce

### Department

(614) 287-5620

*Your source for basic education, GED preparation, and career and life skills training.*

The Transitional Workforce Department provides services and courses for individuals not eligible for the programs listed below who wish to pursue their career and educational goals via non-credit course options. Additional programs offered by this department include family literacy, community outreach, and pre-release prison programs.

The following programs and courses are designed to provide individuals with the opportunity to gain the skills needed to enter, reenter or advance in the workforce:

## NON-CREDIT CERTIFICATE JOB TRAINING PROGRAMS

### Orientation to Trade and Apprenticeship Programs(OTAP)

This is a free eight-week job readiness training program, funded by the Franklin County Department of Job and Family Services and the Ohio Department of Education, that provides individuals with an introduction to employment in a variety of career areas, including construction, equipment operations, and welding. Students will have the opportunity to acquire skills necessary to succeed, including blueprint reading, power tools, and fitness.

### Ameritech Workforce +:

This is a free eight-week job readiness training program designed to meet the unique needs of individuals receiving public assistance in Franklin County to make a transition into full time employment. The Ameritech Foundation, the Ohio Board of Regents, and Franklin County Department of Job and Family Services funds this program that provides specialized skills training in basic office skills training.

## CAREER ADVANCEMENT PROGRAM

### BRIDGES Program:

Building Resilient Individual Development Goals with Education and Support (BRIDGES) is a job retention/career advancement program made possible through a Temporary Aid to Needy Families (TANF) Funds ) contract with the Franklin County Department of Job and Family Services. Its purpose is to enable low-income working parents to obtain experience and training (credit and non-credit) that fulfills their individual career plan, thereby increasing their opportunities for career advancement. Job retention support services are also provided.

### NON-CREDIT COURSES:

Transitional Workforce Academic Enhancement – TWAE  
Transitional Workforce Personal Enrichment – TWPE  
Transitional Workforce Career Advancement – TWCA  
Transitional Workforce Workplace - TWWP

### TWAE 102 - Reading Enhancement

This course is designed to focus on improving individual reading skills so students can progress into Academic Enrichment I (GED I).

### TWAE 104 - Academic Enrichment I (GED I)

Self-paced, individualized course in basic reading, writing, and mathematics planned to meet individual educational needs and provide better preparation to Academic Enrichment II (GED II) class.

### TWAE 105 - Academic Enrichment II (GED II)

Designed to help prepare individuals for the State GED Examination. Strong emphasis placed on English grammar, essay writing, and math word problems Provides preparation for Academic Enrichment III (GED III) class.

### TWAE 106 – Academic Enrichment III (GED III)

Designed to help prepare individuals for the State GED Examination. Strong emphasis placed on English grammar, essay writing,

and math word problems. Upon successful completion individuals will receive a fee waiver from the department to take the State GED Examination.

#### **TWAE 110 - Basic English 1**

Students will be introduced to English pronunciation, the alphabet, numbers, and basic literacy (reading and writing), as well as American culture as relates to life skills.

#### **TWAE 111 - Basic English 2**

This is a continuation of the Basic English 1 course. Students will expand their abilities and knowledge in written and spoken vocabulary, questions and answers, and descriptions, using present and past tenses. Also includes a secondary emphasis on life skills, culture and reading comprehension.

#### **TWAE 112 - Basic English 3**

Designed to increase participants' working knowledge of English vocabulary through oral and written practice, while improving their reading comprehension and understanding of English structure and usage. Focus on expanding each individual's passive and active English vocabulary skills in order to improve their ability to communicate effectively in both academic and practical settings.

#### **TWAE 115 – English Computer Lab Instruction**

Provides self-paced learning opportunities for students who are interested in working with computer-based English lessons in our computer lab. This course allows students to review information slowly or work ahead in areas of their own interests or special learning needs.

#### **TWAE 120 – Basic Communications I**

In this course, students will build skills in English pronunciation and communication. The emphasis is on oral communication, including listening comprehension and speaking ability. Prepares students for success in Basic Communications II.

#### **TWAE 121 – Basic Communications II**

More advanced skills taught in English pronunciation and communication. Emphasis on oral communication, including listening comprehension and speaking ability.

#### **TWAE 140 – Citizenship Preparation**

This course provides an overview and practice of the English, civics, and American history work needed to pass the American citizenship test. It is also very useful for those students who would like more English practice and for those who would like to learn more about American history and culture.

#### **TWAE 150 – Consumer Education**

This short-term course helps students to understand some of the important aspects of handling finances in America, including opening a checking account, understanding bank balances, understanding credit applications and statements, and general consumer awareness.

#### **TWAE 200 - NET Preparation**

This course is designed to improve reading comprehension skills, thereby preparing students for success with the Nurse Entrance Test (NET).

#### **TWPE 100 - Lifestyle Management Seminar**

This course will discuss topics such as self-empowerment, time management, stress/anger management, assertive communications, and personal health issues.

#### **TWPE 109- Money Management I**

Students are provided with an introduction to financial planning, important principles of personal finance, and the specifics of managing expenditures.

#### **TWPE 110- Money Management II**

This course will emphasize income and asset protection, investment fundamentals, portfolio management, stocks, bonds, mutual funds, buying and selling securities, and real estate and advanced portfolio management.

#### **TWCA 100 - Career Development**

Emphasizes the principles of career enhancement, including resume writing, cover letters, and thank you letter techniques. Effective interviewing techniques and dress for success skills also covered. Internet job search and other employment strategies included.

#### **TWCA 101 - Team Building**

Designed to provide individuals with the skills necessary to focus on long-term team development, mission and visions clarification, group problem solving and goal setting.

#### **TWWP 102 - Service Relations Methods**

Provides adequate preparation to interact effectively with consumers by phone or in person. Preparation consists of increase understanding of the consumer service industry, current trends, and fundamental skills needed to achieve excellence.

#### **TWWP 154 - Introduction to Basic Office Skills**

This course will focus on topics such as identifying correct keying methods, telephone usage, office equipment usage, word-processing, mail distributions, office etiquette, and computer skills needed to work in an office setting.

## **Language Institute**

**Tara L. Narcross, Coordinator**

**(614) 287-5448**

Central Ohio's growing immigrant population and its increasing international connections have brought new attention to the importance of language instruction. In response to the growing need for focused language programming, The Language Institute provides specialized and occupational language courses as well as Basic English as a Second Language for individuals, companies, and organizations. It offers courses through open enrollment and by contract. Courses can be customized to meet client needs for a particular industry or cultural focus. Course information can be found under the Continuing Professional Education Department and the Transitional Workforce Department sections.

# Entrepreneur Workforce and Real Estate Programs

**Carl Hemmeler, Administrator**

**(614) 287-2447 or (614) 287-5948**

This department provides courses that meet the needs of the self-employed: the small business owner, the micro-enterprise owner, or the entrepreneur and their employees. Central Ohio business owners and educators join forces to package the latest technology into non-credit classes and seminars designed to fit into your schedule. We keep pace with the needs of the self-employed to create and implement classes rich in practical information and technical training. Classes are open to anyone seeking greater expertise in business related arenas.

The surest way to advancement or success is through education. We can help you achieve your personal and professional goals through quality educational enrichment. To access the department website, visit [www.csc.edu](http://www.csc.edu), click on Community Education and Workforce Development, then Entrepreneur Workforce and Real Estate Programs.

The following is a sampling of classes offered through this department.

## ENW101

**Exploring Small Business** is a one-day, non-credit seminar providing an overview of business planning and start-up issues essential to the effective management and development of a business. Issues include an entrepreneurial self-assessment, market research, financial projections, and budgeting. Bring your business idea to this seminar and test its feasibility and your qualifications.

## ENW106

**Micro-Enterprise Business Plan Development** is a comprehensive, 15-week course that guides the potential business-owner through a useable business plan. The business plan is the backbone of a new business. Investors will automatically ask for yours—is it ready? Design your winning business plan and explore self-employment. Rely on the experience and advice of mentors and micro-enterprise counselors throughout this course.

## ENW 107

**Micro-Enterprise Business Start-ups** is a dynamic 12-week course providing a practical, hands-on approach to developing your small business idea. Students will confront issues such as what it takes to be a successful entrepreneur, how to select the best business entry strategy, how to research and market your business, how to understand financial needs and how to get funding for your business idea while developing a working business plan.

## ENW110

**Got Web?** is a nine-hour course designed to familiarize students with Internet terms, laws of internet marketing, establishing a Web presence, web site page elements, search engines, using HTML, and Front Page 2000. Students use a Columbus State computer lab and internet hookup. Establish your company's image on the Web.

## ENW140

**Frannet Franchising Seminar** answers important questions for those considering purchasing a franchise. Objective, professional advice from experienced franchise experts and lenders regarding your financial safety and professional success. This free seminar is open to the public. Call (614) 287-5948 to register.

## ENW150

**Home Inspection Course** provides everything you need to know to become a home inspector. Students use their accumulated skills, experience and knowledge to reinvent themselves as home inspectors. Learn what it takes to start your new home inspection business as you network with other students, perform actual inspections, and submit inspection reports.

# Real Estate Programs

**Carl Hemmeler, Administrator**

**(614) 287-2447 or (614) 287-5397**

Established with a private donation, the Mary Jo and A. Robert Kent Real Estate Resource Center is home to students interested in learning about the business of real estate. Many go on to become licensed real estate agents or brokers. Students may choose pre-licensing classes or degree programs in real estate or related fields.

# Tech Prep/Heart of Ohio Consortium

**Connie Faddis, Director**

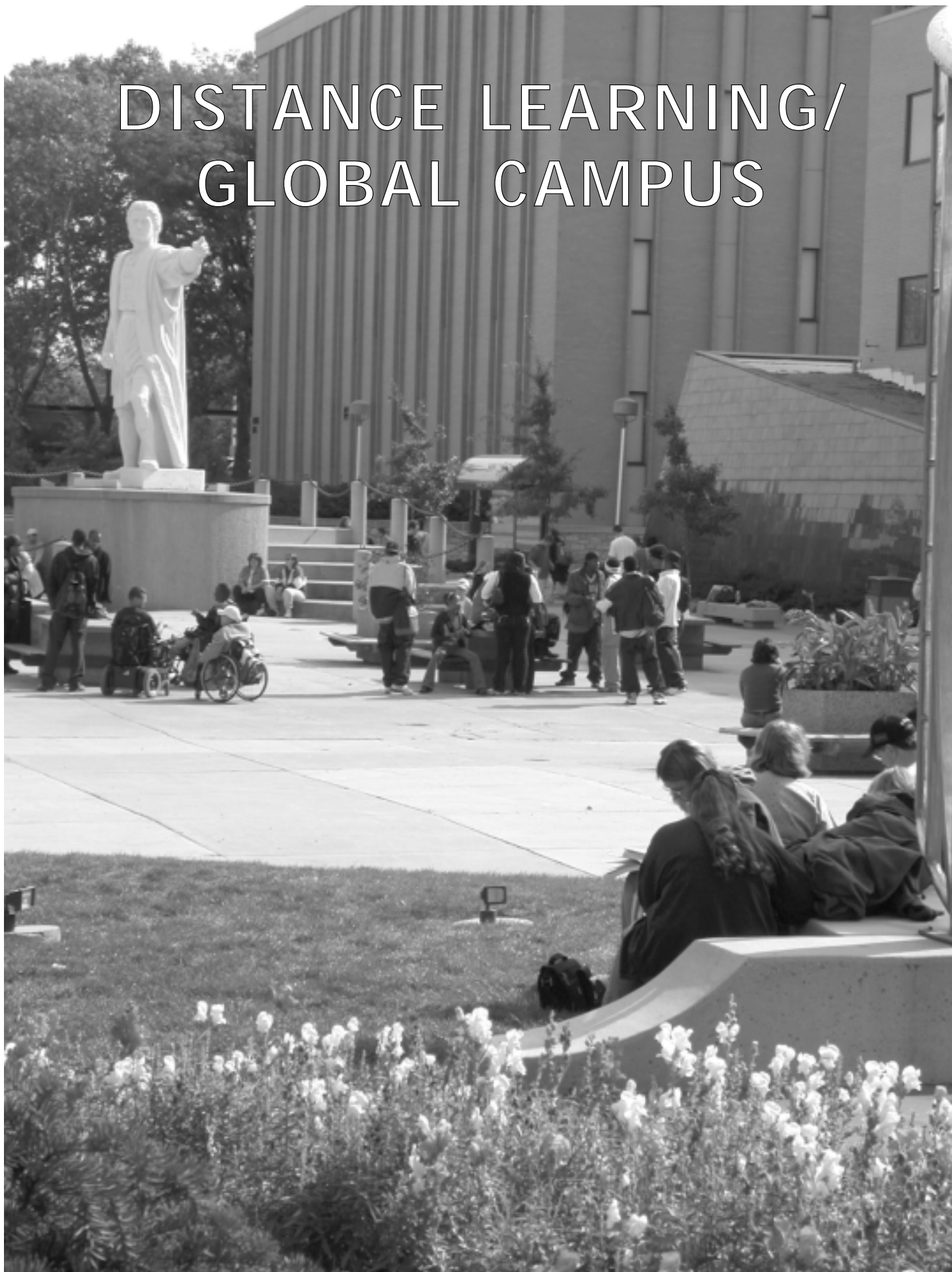
**(614) 287-2452**

Administered by Learning Systems, Columbus State houses the Tech Prep/Heart of Ohio Consortium's central office and acts as fiscal agent. Columbus State is a founding member of the Heart of Ohio Tech Prep Consortium. Since 1992, the college and its consortium partners – 33 high schools, two regional campuses of Ohio University, and central and southern Ohio businesses, industries and labor organizations – have worked together to offer high quality Tech Prep programs.

Students who choose Tech Prep in 11<sup>th</sup> grade enter a seamless curriculum for two years of high school, moving directly into an advanced skills Associate Degree program at Columbus State. Tech Prep college programs are currently available in architecture, automotive technology, business management, civil engineering technology, construction management, electronic engineering technology, environmental technology, graphic communications, heating, ventilation and air conditioning, landscape design/build, mechanical engineering technology, medical assisting, microcomputing, multi-competency health and office administration.



# DISTANCE LEARNING/ GLOBAL CAMPUS





# Distance Learning/Global Campus

## Distance Learning at Columbus State “Learning Anytime, Anywhere”

Now you can take your courses over the web, on videotape, and via video-conferencing.

“Global Campus - Distance Learning at Columbus State” is the name of Columbus State’s distance education program. Distance learning through Columbus State’s Global Campus is a unique alternative to traditional on-campus courses. It utilizes a variety of technologies, including the Internet and electronic communications, computer technologies, and video-based programming. Students enrolled in a Global Campus course are able to interact with the class instructor and classmates through Internet-based communications. Intended to provide greater access and flexibility to college coursework, this method of delivery allows students from around the city, to around the globe, the capability of learning together without the limits of place and time. Visit the Global Campus website (<http://global.csc.edu>) for additional information regarding courses and degree options via distance learning, or consult the Quarterly Schedule of Classes.

**Video-Based Courses** offer access to learning via television and videotape. Students communicate with the instructor in one or more of the following ways: campus meeting, office hours, telephone, fax, and e-mail. These courses are televised on WOSU-TV and Educable, over the local broadcast and cable systems. They are also available on videotape for viewing or renting at Columbus State’s Educational Resource Center (ERC, Columbus Hall) or you can rent your tapes on the web at <http://bookstore.csc.edu>.

**Web-Based Courses** allow students to take classes at their convenience to meet degree or certificate requirements online. All classes are taught using the Internet and e-mail. Students need a computer, modem, and an Internet Service Provider, such as CougarNet, offered by Columbus State as Internet access option. Students without their own computers can use selected computer labs around campus or at the off-campus centers. In addition to our courses for college credit, Global Campus offers web-based continuing education in many professional and technical skill areas. Visit the Global Campus (<http://global.csc.edu>) and click on Skills for a Changing World for more information.

**Video-Conferencing Courses** Video-conferencing is now being used worldwide in many different facets to bring people and resources together. Columbus State is now utilizing this technology to bring you the opportunity to learn and to connect with students and faculty on two or more college campuses. Columbus State offers video-conferencing instruction from the main campus to

four off-campus satellite locations: Dublin, Westerville, Southeast, and Bolton Field.

## Going the Distance

Columbus State Community College offers the Associate of Applied Science in Business Management. The College also offers all the courses necessary for Associate of Arts degree. For course curriculum and requirements, visit the Global Campus Website.

## Regional Learning Network

The Regional Learning Network is an agreement between Columbus State Community College, Edison Community College, Clark State Community College, and Southern State Community College to share curriculum using web- and video-based courses. For more information contact anyone of the colleges listed or go to <http://global.csc.edu> click on Distance Education then RLN.

## Ohio Learning Network

The Ohio Learning Network is a partnership of Ohio colleges and universities using technology to enhance distance learning. It offers access to distance education as outlined in the OhioLEARNS Catalog. The Ohio Learning Network can be found online at [www.olin.org](http://www.olin.org).

## Global Campus Courses

On the following two pages is a list of distance learning courses. Visit the Global Campus website (<http://global.csc.edu>) for additional information regarding courses and degree options via distance learning, or consult the Quarterly Schedule of Classes.

ACCT 106	Introduction to Accounting I	ESL 100	English as a Second Language
ACCT 107	Introduction to Accounting II	FMGT 101	Personal Finance
ANTH 200	Introduction to Anthropology	FMGT 201	Business Finance
AUTO 061	Basic Automotive Systems & Theories of Operation	FREN 101	Elementary French I
AVI 115	Aircraft Maintenance	FREN 102	Elementary French II
BIO 100	Introduction to Biological Sciences	FREN 103	Intermediate French I
BIO 111	Introduction to Biology	FREN 104	Intermediate French II
BIO 112	Introduction to Biology II	GEO 200	World Regional Geography
BIO 115	General Microbiology	GERM 101	Elementary German I
BIO 161	Human Anatomy	HIMT 112	Internet Application in Health Care
BIO 169	Human Physiology	HIMT 113	Managed Care Trends
BIO 174	Biological Science I	HIMT 121	Advanced Medical Terminology
BMGT 101	Introduction to Business	HIMT 256	Clinical Data Analysis
BMGT 111	Management	HIMT 270	Certified Case Manager
BMGT 211	Organizational Behavior	HIMT 133	Legal Aspects of the Health Record
BMGT 216	Business Ethics	HIMT 245	ICD-9-CM Coding
BMGT 218	Management Training for Supervisors	HIMT 255	CPT-4 Coding
BMGT 219	International Business	HIMT 257	Introduction to Health Statistics
BMGT 220	Leadership Fundamentals	HIMT 267	Principles of Management
BMGT 231	Small Business Development	HOSP 107	Food Principles
BMGT 232	Small Business Operations	HOSP 121	Hospitality Industry Computer Applications
BMGT 271	Management Decisions	HOSP 143	Hospitality and Travel Law
BMGT 272	Case Studies in Business	HOSP 145	Lodging Operations
CHEM 100	Introduction to Chemistry	HOSP 153	Nutrition
CHEM 111	Elementary Chemistry I	HOSP 224	Hospitality Supervision and Quality Management
CHEM 112	Elementary Chemistry II	HRM 121	Human Resource Management
CHEM 113	General and Biological Chemistry	HRM 220	Labor Relations
CHEM 171	General Chemistry I	HUM 111	Civilization I
CHEM 172	General Chemistry II	HUM 112	Civilization II
CHEM 173	General Chemistry III	HUM 113	Civilization III
COMM 105	Speech	HUM 151	American Civilization to 1877
COMM 110	Conference and Group Discussion	HUM 222	Classical Mythology
COMM 115	Oral Interpretation	HUM 152	American Civilization Since 1877
COMM 220	Intro to Mass Communication	LEGL 250	Intellectual Property
CPT 101	Computer Literacy I for Windows	LEGL 261	Business Law I
CPT 155	Visual Basic	LEGL 262	Business Law II
CPT 156	Advanced Visual Basic	LEGL 264	Legal Environment of Business
CPT 205	Interactive COBOL	MATH 101	Business Math
CPT 253	Programming for C++	MATH 135	Elementary Statistics
CPT 254	JAVA Programming for Programmers	MATH 148	College Algebra
CPT 295	Special Topics	MCT 106	Computer Literacy 2
DEV 006	Writing Skills/Grammar/Sentence Structure	MCT 131	Advanced Excel
DEV 030	Basic Math	MCT 141	Advanced Access
DEV 031	Pre Algebra	MCT 231	Introduction to the Internet
DEV 044	Critical Reading and Thinking	MCT 235	Web Page Design
DEV 050	Career Life Planning	MCT 236	HTML
ECON 200	Introduction to Microeconomics	MCT 261	Introduction to Visual Basic
ECON 240	Principles of Macroeconomics	MKTG 111	Marketing Principles
ENGL 101	Beginning Composition	MKTG 122	Business & the Internet
ENGL 102	Essay and Research	MKTG 131	Market Research Principles
ENGL 111	English Composition	MKTG 150	Introduction to E-Commerce
ENGL 190	Freshman Experience	MKTG 265	Understanding Interactive Users
ENGL 200	Business Communications	MKTG 242	Marketing Seminar
ENGL 204	Technical Writing	MLT 100	Introduction to Health Care
ENGL 210	Creative Writing	MMPT 101	Introduction to Multimedia Production
ENGL 240	Introduction to Science Fiction	MMPT 111	Multimedia Computer Systems
ENGL 245	Introduction to Film	MMPT 116	Information Logistics
ENGL 250	Writing about the American Experience	MMPT 131	Multimedia Project Planning
ENGL 251	American Identity	MMPT 226	Multimedia Telecomm/Network Systems
ENGL 252	Images of Men/Women	MMPT 237	Animation Development
ENGL 253	Regional American Writing	MMPT 241	Multimedia Authoring for the Internet
ENGL 260	Survey of Modern US Literature	MULT 101	Medical Terminology
ENGL 262	Survey of British Literature	MULT 270	Human Resource Management for the Health Services
ENGL 264	Introduction to Shakespeare	NSCI 101	Natural Science I
ENGL 265	European Literature and Translation	NSCI 102	Natural Science II
ENGL 270	African American Writing	NSCI 103	Natural Science III
ENGL 281	Writing Fiction	NURS 113	Nursing Skills
ENGL 299	Special Topics in English	NURS 190	Special Topics in Nursing
		NURS 191	Basics of Gerontology Nursing

## Global Campus Courses - continued

OADM 101	Business Grammar Usage
OADM 131	Keyboarding I
OADM 132	Keyboarding II
OADM 133	Keyboarding III
OADM 139	Keyboarding Improvement
PHIL 101	Introduction to Philosophy
PHIL 150	Introduction to Logic
PHYS 100	Introduction to Physics
PHYS 177	General Physics I
PHYS 178	General Physics II
PHYS 100	Introduction to Physics
POL 101	Introduction to American Government
PSY 100	Introduction to Psychology
PSY 230	Abnormal Psychology
PSY 261	Introduction to Child Development
RAD 203	Mammography Essentials I
RAD 204	Mammography Essentials II
RAD 205	Mammographic Physics and Quality Assessment
RAD 206	Mammography Essentials III
REAL 111	Real Estate Finance
SOC 101	Introduction to Sociology
SOC 280	American Race and Ethnic Relations
SFMT 100	Personal Fitness Concepts
SSCI 102	America in Transition
SSCI 103	Social Problems
SSCI 104	World Economics
SPAN 101	Elementary Spanish I
SPAN 102	Elementary Spanish II
SPAN 103	Intermediate Spanish I
SPAN 104	Intermediate Spanish II
SSCI 101	Cultural Diversity
THEA 100	Introduction to the Theater

## Baccalaureate Degree Completion Programs via Distance Learning

These programs allow students who have completed their Associate Degree at Columbus State, to complete a related Bachelor degree via distance learning from the following universities:

### **Franklin University**

- Bachelor of Science in Business Administration
- Bachelor of Science in Technical Administration
- Bachelor of Science in Computer Science
- Bachelor of Science in Management of Information Systems
- Bachelor of Science in Health Services Administration

### **University of Cincinnati**

- Bachelor in Liberal Arts and Social Sciences- Addiction Studies

### **Miami University**

- Bachelor in Applied Science/Major Electro-Mechanical Engineering

### **Toledo University**

- Bachelor of Science in Electronic Engineering and Computer Science

# PROGRAMS OF STUDY & COURSE DESCRIPTIONS



PROGRAMS OF STUDY

# Programs of Study & Course Descriptions

## Career & Technical Programs

Associate of Applied Science

Associate of Technical Studies

Certificate Programs

Technical degree programs are designed to prepare students for immediate employment upon graduation. Programs of Study can be completed within two years for students enrolled full-time. Agreements have been made with Ashland University, Capital University, DeVry Institute of Technology, Franklin University, Ohio Dominican College, Otterbein College, Shawnee State University, the University of Akron and Wilberforce University which enable technology students to complete baccalaureate degrees within two years of full-time study at those institutions. Technology Specific 2+2 Agreements for the Associate of Applied Science to the BA/BS degrees have been developed with Circleville Bible College, DeVry Institute of Technology, Embry-Riddle Aeronautical University, Florida International University, Miami University of Ohio, Mount Carmel College of Nursing, Mount St. Joseph College, Ohio University, University of Rio Grande, the University of Cincinnati, The Ohio State University and the University of Toledo. Bachelor degree completion information is available from the academic departments and the Counseling Center.

Within many of the technologies, short-term certificate programs are offered which qualified students can complete in less than two years.

## General Education

Central to the mission of Columbus State Community College is the provision of general education studies as an integral part of all degree programs. General education refers to the measurable knowledge and skills that serve as the foundation to success within all programs of study and throughout life. General education is not an end in itself, but a means to continuing and enhancing education throughout life by enabling the students to:

- Think critically
- Solve problems
- Communicate effectively
- Recognize the value of human diversity
- Demonstrate interpersonal skills
- Demonstrate life management skills

Computational and computer literacy skills appropriate to the program of study are included in the degree requirements for program. Student competence in these areas is assessed throughout the curriculum and at the end of the student's academic program.

## Arts and Sciences/ Transfer Programs

Associate of Arts

Associate of Science

### The Ohio Transfer Module

The Associate of Arts and Associate of Science degrees are specifically designed to allow for the transfer and application of all credits earned at Columbus State to the bachelor degree requirements of most colleges and universities. Specific agreements have been made with colleges at The Ohio State University, Antioch College, Ashland University, Capital University, Central State University, Franklin University, Mount Carmel College of Nursing, Ohio Dominican College, Otterbein College, Shawnee State University, the University of Akron, the University of Toledo, and Wilberforce University which guarantee admission and the application of all courses taken in the Associate of Arts and Associate of Science degree programs at Columbus State to the bachelor degree requirements at those institutions. Guides for course selection to meet specific requirements at these schools are available in the Columbus State Counseling Center or from the Dean of Arts and Sciences.

Completion of the Associate of Arts and Associate of Science degrees at Columbus State ensures completion of the Ohio Transfer Module. This guarantees the application of a minimum of 60 quarter hours to the general education requirements of all state supported institutions in Ohio. Those students who complete the AA or AS degree are to be given preferential consideration for admission to Ohio public colleges.

The Associate of Science Degree is different from the Associate of Arts Degree primarily in the level of mathematics required. The Associate of Science Degree requires completion of Calculus and Analytical Geometry II, which is the foundation for further study in advanced physics, chemistry, mathematics and engineering. Careers in the biological and health sciences may not require this level of mathematics.

Upon completion of the Associate of Arts or Associate of Science degree, the graduate will be able to:

- Read and listen critically and with understanding.
- Write and speak clearly and effectively in standard English.
- Analyze ethical issues and value conflicts and adopt a defensible resolution to those issues.
- Discuss current social and political problems in their cultural and historical contexts and suggests remedies to such problems.
- Critically review works of art and music in the context of the society which produced them.

- Discuss the nature, role, and impact of technology on the environment and society.
- Apply mathematics and reasoning skills to solve problems.
- Explain public policy issues from the viewpoints of psychology, economics, sociology, and potential science.
- Apply the scientific method to examine nature and interpret everyday experiences.

## Graduation Requirements: Catalog Rights

In order for a student to be considered a candidate for an associate degree, he/she must have completed all the requirements for that degree as described in the college *Catalog* in effect at the time the student enrolled in the program leading to that degree. If the requirements for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until he/she earns the degree or for a period of twelve quarters from the time the student initially enrolled in the program. If the student does not receive a degree within twelve quarters of initial enrollment, and there is a change in the degree requirements, the Provost for Learning Systems shall decide what requirements the student shall meet in order to be awarded a degree.

## Graduation Requirements: Associate of Arts and Associate of Science Degrees

1. All students must satisfactorily complete at least 92 credit hours of approved courses, a minimum of 35 hours of which must be completed at Columbus State. Approved courses are designated below. Satisfactory completion requires a final grade of A, B, C, or D. Transfer credit may be awarded for courses in which a “C” or better has been earned at other accredited institutions if the course level equivalencies have been approved by the Dean of Arts and Sciences. Courses listed in the “Transfer Module” of an Ohio college, have been pre-approved for credit toward a Columbus State degree. Credits by examination, proficiency credit, non-traditional credit, and transfer credit do not apply toward meeting residency credit hour requirements.
2. All students must attain an overall grade point average of 2.0 or better for all credit courses at the 100 level or above taken at Columbus State. Grade point averages are calculated on the following scale: A=4, B=3, C=2, D=1, E=0. Number equivalencies are not assigned for grades other than these.
3. All students must complete the following General Education Requirements for the Associate of Arts or the Associate of Science degrees.
4. All students must file a “Petition to Graduation” during the quarter preceding their graduation quarter. Refer to page 28 of this Catalog for complete details.

**ENGL 190 Freshman Seminar** – 2 hours Required for all new degree seeking students or students new to Columbus State with less than 15 applicable hours of transfer credit from their previous college. Students are to take this course in conjunction with ENGL 101 or ENGL 111. Topics should be chosen according to the student’s interest.

**Communication Skills**-12 quarter hours minimum

**College Composition** - (5-6 hours required)

ENGL 101	Beginning Composition (3 hours) and
ENGL 102	Essay and Research (3 hours) or
ENGL 111	English Composition (5 hours)

(Students who place into ENGL 111 may take ENGL 111 instead of ENGL 101 and ENGL 102.)

**Composition and Literature** (3-5 hours required)

**Students who complete ENGL 111 must take a five-hour Composition and Literature course. Additional courses**

**In this category may not be taken as elective hours.**

ENGL 220	Introduction to Literature (3 hours)
ENGL 250	Writing About the Amer. Exp. (5 hours)
ENGL 251	The American Identity (5 hours)
ENGL 252	Images of Men & Women in Amer. (5 hours)
ENGL 253	American Regional Writing (5 hours)

**Oral Communication** (3 hours required)

COMM 105	Speech (3 hours)
COMM 110	Conference and Group Discussion (3 hours)
COMM 115	Oral Interpretation (3 hours)

**Mathematical and Logical Analysis** - Associate of Arts Degree requires 10 quarter hours, 5 must be in mathematics. The remaining 5 hours may be from mathematics, statistics, logic, or computer programming. The Associate of Science Degree requires completion of MATH 152.

**Mathematics**

MATH 125	Mathematics in the Modern World (5 hours)
MATH 148	College Algebra (5 hours)
MATH 150	Precalculus (5 hours)
MATH 151	Calculus and Analytical Geometry I (5 hrs)
MATH 152	Calculus and Analytical Geometry II (5 hrs)
MATH 153	Calculus and Analytical Geometry III (5 hrs)
MATH 254	Multivariable Calculus (5 hrs)
MATH 255	Elementary Differential Equations I (5 hrs)
MATH 268	Elementary Linear Algebra (5 hours)
MATH 285	Ordinary and Partial Differential Equations (6 hrs)
MATH 130	Mathematical Analysis for Business I (5 hours)
MATH 131	Mathematical Analysis for Business II (5 hours)
MATH 132	Business Calculus (5 hours)

**Statistics**

MATH 135	Elementary Statistics (5 hours)
MATH 233	Statistics for Business (5 hours)
MATH 277	Probability and Statistics I (5 hours)
MATH 278	Probability and Statistics II (5 hours)

**Formal Logic**

PHIL 150	Introduction to Logic (5 hours)
PHIL 250	Symbolic Logic (5 hours)

**Computer Programming**

CPT 111	Assembly Language I (5 hours)
CPT 112	Assembly Language II (5 hours)
CPT 201	Cobol I (5 hours)
CPT 202	Cobol II (5 hours)
CPT 205	Cobol III - CICS (5 hours)
CPT 221	Database Programming (3 hours)
CPT 225	Database Systems (3 hours)
CPT 251	Intro. to C++ Programming (5 hours)
CPT 252	Advanced C++ Programming (5 hours)

## Biological and Physical Sciences

### Associate of Arts - 15-20 hours

**Option 1:** (15 hours) NSCI 101, NSCI 102, and NSCI 103.

**Option 2:** 20 hours from the following approved lists. At least one course must be from the Biological Sciences and at least one course must be from the Physical Sciences.

### Associate of Science - 25 hours

**Option 1:** NSCI 101, NSCI 102, and NSCI 103, and 10 additional hours of mathematics above the level of MATH 152 Calculus and Analytic Geometry II or 10 additional hours of laboratory science from the following approved lists.

**Option 2:** 25 hours of laboratory science from the following approved lists, including one approved 10-hour sequence. At least one course must be taken from the Biological Sciences and at least one course must be from the Physical Sciences.

**Option 3:** 15 hours of laboratory science from the approved lists and 10 hours of mathematics above the level of MATH 152 Calculus and Analytic Geometry II.

### Approved 10-hour Sequences

#### Physical Sciences

CHEM 111 & 112  
CHEM 171 & 172  
PHYS 117 & 118  
PHYS 177 & 178

#### Biological Sciences

BIO 111 & BIO 112  
BIO 111 & BIO 115  
BIO 111 & BIO 126  
BIO 111 & BIO 127  
BIO 111 & ANTH 200  
BIO 161 & BIO 169  
BIO 174 & BIO 175

### Approved Individual Courses

#### Physical Sciences

CHEM 113 (5 hours)  
CHEM 173 (5 hours)  
CHEM 251 (5 hours)  
CHEM 252 (5 hours)  
CHEM 253 (5 hours)  
CHEM 261 (5 hours)  
GEOL 101 (5 hours)  
GEOL 121 (5 hours)  
PHYS 119 (5 hours)  
PHYS 179 (5 hours)

#### Biological Sciences

ANTH 200 (5 hours)\*  
ANTH 240 (5 hours)\*  
BIO 104 & 105 (6 hours)  
BIO 115 (5 hours)  
BIO 125 (5 hours)  
BIO 126 (5 hours)  
BIO 127 (5 hours)  
BIO 161 (5 hours)  
BIO 169 (5 hours)  
BIO 170 (5 hours)  
BIO 201 (5 hours)  
BIO 205 & 206 (6 hours)

\*Note: Students may not use ANTH 200 and ANTH 240 to satisfy both Biological Science and Social Science Requirements.

## Social and Behavioral Sciences – 15-20 hours

### Option I: 15 quarter hours - choose three from:

SSCI 101 Cultural Diversity (5 hours)  
SSCI 102 America in Transition (5 hours)  
SSCI 103 Social Problems (5 hours)  
SSCI 104 World Economic Geography (5 hours)

### Option II: 20 quarter hours from at least two areas:

#### Integrated/Interdisciplinary

SSCI 101 Cultural Diversity (5 hours)  
SSCI 102 America in Transition (5 hours)  
SSCI 103 Social Problems (5 hours)  
SSCI 104 World Economic Geography (5 hours)

#### Economic/Geography

ECON 100 Introduction to Economics (5 hours)  
ECON 200 Principles of Microeconomics (5 hours)  
ECON 240 Principles of Macroeconomics (5 hours)  
GEOG 200 World Regional Geography (5 hours)  
GEOG 207 Intro to Geographic Information Systems (5 hours)  
GEOG 280 Elements of Cartography (5 hours)

## Political Science

POLS 101 Introduction to American Government (5 hours)  
POLS 165 Introduction to Politics (5 hours)

## Psychology

PSY 100 Introduction to Psychology (5 hours)  
PSY 200 Educational Psychology (5 hours)  
PSY 230 Abnormal Psychology (3 hours)  
PSY 235 Psychology of Adjustment (3 hours)  
PSY 240 Human Growth and Development (4 hours)  
PSY 251 Adolescent Psychology (5 hours)  
PSY 261 Introduction to Child Development (5 hours)  
PSY 267 Social Psychology (5 hours)

## Sociology/Anthropology

ANTH 200 Introduction to Physical Anthropology (5 hours)\*  
ANTH 201 World Prehistory (5 hours)  
ANTH 202 Introduction to Cultural Anthropology (5 hours)  
ANTH 240 Introduction to Forensic Anthropology (5 hours)\*  
SOC 101 Introduction to Sociology (5 hours)  
SOC 210 Sociology of Deviance (5 hours)  
SOC 230 Marriage and Family Relations (5 hours)  
SOC 280 American Race and Ethnic Relations (5 hours)

\*Note: Students may not use ANTH 200 and ANTH 240 to satisfy both Biological Science and Social Science Requirements.

## Humanities- 15 quarter hours -

### Option I:

HUM 111 Civilization I (5 hours)  
HUM 112 Civilization II (5 hours)  
HUM 113 Civilization III (5 hours)

### Option II:

HUM 111 Civilization I (5 hours)  
HUM 151 American Civilization to 1877 (5 hours)  
HUM 152 American Civilization since 1877 (5 hours)

## 5. Elective Requirements – 15-20 hours

Associate of Arts students select a minimum of 20 elective hours. Associate of Science students select a minimum of 15 hours. Students may complete their degree requirements from any of the courses listed above, or below in the Transfer Module. In addition students may select electives from the following:

**Business Related:** ACCT 106 & 107, BMGT 111, BMGT 219, LEGL 261, 262, & 264.

**Foreign Languages:** Arabic, French, German, Italian, Japanese, Latin, or Spanish,

**Creative Writing:** ENGL 281 through ENGL 285,

**Humanities and Fine Arts:** Any courses listed under ART, COMMUNICATIONS, DANCE, HISTORY, HUMANITIES, MUSIC, THEATER, or ENGL 208 through 215, ENGL 225 through 245, ENGL 260 through 278, ARCH 100, MECH 120, and MECH 251.

**Mathematics:** MATH 105 & 106

Other elective options may be chosen from pre-approved lists available from the Counseling Center or the Dean of Arts and Sciences. Careful selection of Columbus State “elective” courses can ensure the greatest applicability of Columbus State credits to the requirements for a baccalaureate degree. Students should consult a specific college transfer guide or University Parallel Guide available from the Counseling Center or the Dean of Arts and Sciences. On-line advising support is available at [csc.edu](http://csc.edu). Go to Majors/Programs, Arts and Sciences, Course Applicability System (CAS).

6. **A&S 290 Capstone Experience - 3 hours.** Within the last 2 quarters prior to graduation, students must complete a “Capstone” course in the discipline of their intended major at a baccalaureate institution, e.g., BIO 290, ENGL 290, etc., or an approved elective.
7. **Complete a Petition to Graduate the Quarter prior to Graduation.**

## Ohio Transfer Policy

The Ohio Board of Regents has established the Transfer Module, which is a specific set of courses from a college or university’s general education requirements. The Transfer Module contains 54-60 quarter hours (or 36-40 semester hours) of course credits in English composition, mathematics, fine arts, humanities, social science, behavioral science, natural science, physical science and interdisciplinary courses.

A Transfer Module completed at one public college or university will automatically meet the requirements of the Transfer Module at the receiving institution, after the student has been accepted. Students may be required to meet additional general education requirements that are not included in the Transfer Module. Since private colleges and universities in Ohio may or may not be participating in the Transfer Module policy, students are encouraged to check with the college of their choice regarding their transfer agreements.

Students who complete Columbus State’s degree requirements in Communication Skills, Mathematics, Humanities, Biological and Physical Sciences, and Social and Behavioral Sciences will automatically have completed the Transfer Module.

## Transfer Module

### English Composition -

#### College Composition - 5 - 6 hours required

- ENGL 101 Beginning Composition (3) and  
 ENGL 102 Essay and Research (3) or  
 ENGL 111 English Composition (5)

#### Literature-based Composition - select one course (students with credit for ENGL 111 must take a 5 hour course).

- ENGL 220 Introduction to Literature (3)  
 ENGL 250 Writing About the American Experience (5)  
 ENGL 251 The American Identity (5)  
 ENGL 252 Images of Men and Women in America (5)  
 ENGL 253 Regional American Writing (5)

### Mathematics and Logical Analysis - select a minimum of one course

#### Mathematics - 5 hours required

- MATH 125 Mathematics in the Modern World (5)  
 MATH 130 Mathematical Analysis for Business I (5)  
 MATH 131 Mathematical Analysis for Business II (5)  
 MATH 132 Business Calculus (5)  
 MATH 148 College Algebra (5)  
 MATH 150 Precalculus (5)  
 MATH 151 Calculus and Analytic Geometry I (5)

- MATH 152 Calculus and Analytic Geometry II (5)  
 MATH 153 Calculus and Analytic Geometry III (5)  
 MATH 254 Multivariable Calculus (5)  
 MATH 255 Elementary Differential Equations (5)  
 MATH 266 Discrete Mathematical Structures (5)  
 MATH 268 Elementary Linear Algebra (5)  
 MATH 285 Ordinary and Partial Differential Equations (6)

### Biological and Physical Sciences - select Option I or Option II

#### **OPTION I:**

##### Integrated/Interdisciplinary

- NSCI 101 Natural Science I (5)  
 NSCI 102 Natural Science II (5)  
 NSCI 103 Natural Science III (5)

#### **OPTION II: select three courses from at least two areas**

##### Biological Sciences

- BIO 111 Introductory Biology I (5)  
 BIO 112 Introductory Biology II (5)  
 BIO 115 General Microbiology (5)  
 BIO 125 General Botany (5)  
 BIO 126 Introduction to Ecology (5)  
 BIO 161 Human Anatomy (5)  
 BIO 169 Human Physiology (5)  
 BIO 174 Biological Sciences I (5)  
 BIO 175 Biological Sciences II (5)  
 BIO 201 Animal Diversity and Systemics (5)

##### Physical Sciences

- CHEM 111 Elementary Chemistry I (5)  
 CHEM 112 Elementary Chemistry II (5)  
 CHEM 113 General and Biological Chemistry (5)  
 CHEM 171 General Chemistry I (5)  
 CHEM 172 General Chemistry II (5)  
 CHEM 173 General Chemistry III (5)  
 GEOL 121 Physical Geology (5)  
 PHYS 117 College Physics - Mechanics and Heat (5)  
 PHYS 118 College Physics - Elect, Magnetism & Light (5)  
 PHYS 119 College Physics - Modern Physics (5)  
 PHYS 177 General Physics I (5)  
 PHYS 178 General Physics II (5)  
 PHYS 179 General Physics III (5)

### Arts/Humanities - select Option I or Option II

#### **OPTION I: select one of the Civilization sequences**

##### Integrated/Interdisciplinary

- HUM 111 Civilization I (5) and  
 HUM 112 Civilization II (5) and  
 HUM 113 Civilization III (5) or  
 HUM 111 Civilization I (5) and  
 HUM 151 American Civilization to 1877 (5) and  
 HUM 152 American Civilization since 1877 (5)

#### **OPTION II: select three courses from at least two areas**

##### Interdisciplinary

- HUM 205 Medicine and the Humanities (5)  
 HUM 222 Classical Mythology (5)  
 HUM 245 Music and Art Since 1945 (5)

##### Western Arts

- ART 101 History of Western Art (5)  
 MUS 101 History of Western Music (5)  
 THEA 100 Introduction to the Theater (5)

##### Philosophy

- PHIL 101 Introduction to Philosophy (5)  
 PHIL 130 Ethics (5)  
 PHIL 270 Philosophy of Religion (5)



### **World/Non-Western Cultures**

HUM 251	History of Latin America (5)
HUM 252	The Islamic World and the Middle East (5)
HUM 253	History of China and Japan (5)
HUM 254	Introduction to African Literature (5)
HUM 270	Comparative Religions (5)

### **Literature**

ENGL 230	Introduction to Dramatic Literature (5)
ENGL 235	Introduction to Poetry (5)
ENGL 240	Introduction to Science Fiction (3)
ENGL 262	Survey of British Literature (5)
ENGL 264	Introduction to Shakespeare (5)
ENGL 265	Modern European Lit. in Translation (5)
ENGL 270	Black American Writers (5)
ENGL 272	Introduction to Folklore (5)
ENGL 276	Women in Literature (5)
ENGL 274	Introduction to Non-Western Literature (5)

## **Social and Behavioral Sciences - select Option I or Option II**

### **OPTION I: select three courses from the following**

#### **Integrated/Interdisciplinary**

SSCI 101	Cultural Diversity (5)
SSCI 102	America in Transition (5)
SSCI 103	Social Problems (5)
SSCI 104	World Economic Geography (5)

### **OPTION II: select three courses from at least two areas**

#### **Economics/Geography**

ECON 100	Introduction to Economics (5)
ECON 200	Principles of Microeconomics (5)
ECON 240	Principles of Macroeconomics (5)
GEOG 200	World Regional Geography (5)

#### **Political Science**

POLS 101	Introduction to American Government (5)
POLS 165	Introduction to Politics (5)

#### **Psychology**

PSY 100	Introduction to Psychology (5)
PSY 200	Educational Psychology (5)
PSY 230	Abnormal Psychology (3)
PSY 235	Psychology of Adjustment (3)
PSY 240	Human Growth and Development (4)
PSY 261	Introduction to Child Development (5)
PSY 267	Social Psychology (5)

#### **Sociology/Anthropology**

ANTH 200	Introduction to Physical Anthropology (5)
ANTH 201	World Prehistory (5)
ANTH 202	Introduction to Cultural Anthropology (5)
ANTH 240	Forensic Anthropology (5)
SOC 101	Introduction to Sociology (5)
SOC 210	Sociology of Deviance (5)
SOC 230	Marriage and Family Relations (5)
SOC 280	American Race and Ethnic Relations (5)

## **Conditions for Transfer Admission**

Students who meet the Transfer Module requirements are subject to the following conditions:

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module and either the Associate of Arts or the Associate of Science degrees. These students will be able to transfer all courses in which they received a passing grade of "D" or better. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module.

2. The policy also encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a grade of "C" or better in each course and 90 quarter hours or 60 semester hours. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module. For individual courses, only those in which a "C" or better has been earned will transfer.
3. The policy encourages receiving institutions to admit on a non-preferential consideration basis, students who complete the Transfer Module with a grade of "C" or better in each course, and less than 90 quarter hours or 60 semester hours. These students will be able to transfer all courses in which they received a grade of "C" or better.

Admission to a given institution does not guarantee that a transfer student will be automatically admitted to any major, minor or field of study offered at that institution. Once admitted, transfer students will be subject to the same catalog requirements as all other students. Transfer students will be accorded the same class standing and other privileges as all other students based on the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

## **Responsibility of Students**

Early in their college career, students should identify the major and the university they wish to transfer into from Columbus State. They should plan their course of study to meet the requirements of the degree program they wish to pursue at the receiving four-year institution. Students should determine if there are foreign language or special course requirements that can be completed in the freshman or sophomore year. Students are encouraged to consult with an academic advisor to determine their specific transfer requirements.

## **Appeals Process**

An appeals process is required at each institution, which allows students who disagree with application of transfer credits to file an appeal. If a transfer student's appeal is denied by the institution, the student must be advised in writing how to appeal at the state level Articulation and Transfer Appeals Review Committee. This committee will recommend a resolution to each case.

The appeals process begins after the student receives a copy of the Transfer of Credit form, which indicates that some previous coursework may not be applicable to the student's new degree. The student may then appeal by asking the Director of Records and Registration for an explanation of the appeals process. The Director of Records and Registration will provide the student with additional information regarding the appeals process.

## **FULFILLMENT OF THE ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS ASSURES FULFILLMENT OF TRANSFER MODULE REQUIREMENTS.**

# Columbus State Community College Transfer Agreements

Columbus State Community College has established transfer agreements with the following institutions. Please see your academic advisor for specific transfer course information.

## Associate of Arts and Associate of Science Degrees to B.A. and B.S. Degrees

Antioch College  
Ashland University  
Capital University  
Central State University  
Franklin University  
Mount Carmel College of Nursing  
Ohio Dominican College  
The Ohio State University - All Colleges  
Otterbein College  
Shawnee State University  
University of Akron  
University of Cincinnati- School of Planning, College of Design, Art, Architecture and Planning  
University of Toledo  
Wilberforce College

## 2 + 2 Agreements for all Degree Programs

Ashland University  
Capital University  
Central State University  
Devry Institute of Technology  
Franklin University  
Ohio Dominican College  
Otterbein College  
The University of Akron  
Wilberforce University  
Shawnee State University

## Guaranteed Admission to all Graduates of Columbus State (AA,AS, or AAS)

Ashland University  
Central State University  
Ohio Dominican College  
Otterbein College  
Shawnee State University  
The University of Akron  
Wilberforce University

## Technology Specific Agreements for Associate of Applied Science Degrees

Circleville Bible College:  
Accounting Technology  
Business Management Technology  
Early Childhood Development Technology  
Nursing Technology

### Devry Institute of Technology:

Accounting Technology  
Business Management Technology  
Computer Programming Technology

Electronic Engineering Technology  
**Embry-Riddle Aeronautical University:**

Aviation Maintenance Technology

**Florida International University:**

Hospitality Management to Hotel and Food Service Mgmt.

**Miami University:**

Electronic Engineering Technology  
Electro-Mechanical Engineering Technology  
Mechanical Engineering Technology

**Mount Carmel College of Nursing:**

A.A.S. in Nursing to B.S. in Nursing

**Mount St. Joseph College:**

All A.A.S. degrees in Health, Human and Public Services

**Ohio University:**

Hospitality Management to Hotel and Food Service Mgmt.

**University of Cincinnati:**

Chemical Dependency to Addictions Major, Sociology

**University of Rio Grande:**

Associate of Science Degree to B.S. in Mathematics

**University of Toledo:**

Electronics Engineering Technology to Computer and Information Science Technology

**The Ohio State University:**

Mechanical Engineering to Industrial Tech. Education  
Mechanical Engineering to Welding Engineering

## Graduation Requirements: Associate of Applied Science Degree

### Requirements of All Graduates

1. The satisfactory completion of 90-110 quarter credit hours as required by the particular program.
2. The attainment of a "C" (2.00) average in all technical courses and a "C" (2.00) average in all non-technical courses.
3. The completion of no fewer than 35 of the required credit hours, including no fewer than 20 credit hours in technical courses approved by the department chairperson, while in attendance at Columbus State Community College. Credits by examination/proficiency, non-traditional credit, and transfer credit do not apply toward meeting residency credit hour requirements.
4. All students must file a "Petition to Graduation" during the quarter preceding their graduation quarter. Refer to page 28 of this Catalog for complete details.

### General Education Requirements

1. 12 credit hours in English/Communication Skills : ENGL 101, ENGL 102 (students placing into ENGL 111 can take ENGL 111 instead of ENGL 101 AND ENGL 102), COMM 105, COMM 110 or COMM 115 (depending on the technology requirement), and one of the following three courses: ENGL 204, ENGL 202, or ENGL 200.
2. Five credit hours in Humanities: HUM 111, HUM 112, HUM 113, HUM 151, HUM 152, or HUM 224.
3. Five credit hours in Social and Behavioral Sciences for students in Engineering and Health and Human Services degree programs: SSCI 101, SSCI 102, SSCI 103 or SSCI 104.

Five credit hours in Biological and Physical Sciences for students in the Business and Public Services degree programs: NSCI 101 or BIO 104 & 105.

Following are exceptions to this requirement:

- a. Mental Health/Chemical Dependency/Mental Retardation students must take BIO 112 to fulfill the requirement.
- b. Early Childhood Development, and Interpreting/Transliterating students must take NSCI 101 or BIO 104 & 105 to fulfill the requirement.
- c. Computer Programming, Microcomputing, Dietetic Technician Major, EDP Auditing and Medical Office Administration students must take SSCI 101, SSCI 102, SSCI 103 or SSCI 104 to fulfill the requirements.

### Basic Studies Requirements

Each technical program requires completion of at least 21 credit hours in basic studies. Basic studies are those that provide students with the scientific and theoretical foundations of their technology, or those that provide students with an understanding of the legal, social, economic, or political environments within which they will practice their technology. Courses that fulfill the basic studies requirements vary from program to program. They are listed in the following section, with the listings of technical program requirements.

### Technical Studies Requirements

Each technical program requires completion of 45 to 67 credit hours in courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency. Technical studies requirements also vary from program to program; they are also listed in the following section, by program.

Students need to work closely with an assigned advisor to assure they meet all requirements for graduation. The student is responsible for meeting all requirements.

## Graduation Requirements: Associate of Technical Studies Degree—“Designing Your Own Degree”

### Application Procedures

The Associate of Technical Studies Degree program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any one of the College's technical programs. This is accomplished by selecting courses from up to four different technical disciplines, thereby fashioning a coherent technical program. In order to be considered for admission to this program, an applicant must:

1. Demonstrate a level of maturity and motivation which gives promise of successfully handling the responsibilities inherent in this program.

2. Satisfy the general admission requirements of Columbus State Community College.
3. Prepare and submit the Associate of Technical Studies application which includes the proposed program of study. The Associate of Technical Studies Coordinator will assist the student in planning an Associate of Technical Studies Degree program.
4. To obtain the Associate of Technical Study application, contact Associate of Technical Studies Coordinator at 614/ 287-2663, or stop by the Career Services Office in 108 Nestor Hall.

### Graduation Requirements of all ATS Graduates

1. The satisfactory completion of 90-110 credit hours.
2. The attainment of a “C” (2.00) average in all technical courses, and a “C” (2.00) average in all non-technical courses.
3. The completion of no fewer than 35 of the required credit hours, including no fewer than 20 credit hours in technical courses approved by the department chairperson(s), while in attendance at Columbus State Community College. Credit by examination/proficiency, non-traditional credit, and transfer credit do not apply toward meeting residency credit hour requirements.
4. All students must file a “Petition to Graduate” during the quarter preceding their graduation quarter. Refer to page 28 of this Catalog for complete details.

### Specific Program Requirements

In this section, the requirements for Columbus State's programs of study are listed alphabetically by department or technology. After you have located the program you are interested in, you will find a listing of the courses to be taken. The first three or four alpha identifiers of each course number indicate which department offers the course. For example, course numbers beginning with EET are all from the Electronic Engineering Technology and VET indicates Veterinary Technician Technology. A chart in the Course Description Section shows all the departments and their corresponding numbers.

Course descriptions can be found in the next section of the *Catalog* listed alphabetically by department.

## Honors Program

Columbus State offers an honors program for eligible students. Honor courses offer students more challenging, faster-paced coursework. Courses in English, humanities, and social sciences will be open to students who have completed or placed into ENGL 111, and have received permission from the Director of the Honors Program. Please see the quarterly list of course offerings for the complete listing of honors courses. For more information on the honors program, please call (614) 287-2532.

# Academic Programs

Columbus State's technical degree programs are offered in more than 50 career fields in the areas of business, health, engineering, human service, and public service. These programs are grouped under the heading of Career and Technical Programs. Students enrolled in these programs can attend classes on either a full- or part-time basis. Graduates receive the Associate of Applied Science or Associate of Technical Studies degree. Upon successful completion of these programs, the graduate can work as a technician or paraprofessional in his/her field.

Each of the College's career and technical programs is developed in response to needs of local employers. Many of them serve on our professional advisory committees.

Listed below (in bold) are the degree programs leading to the Associate of Applied Science. Also listed are all the majors, tracks and short-term certificate programs in each field of study.

## ARTS AND SCIENCES DIVISION

### Associate of Arts Degree

### Associate of Science Degree

### Technical Communication

## CAREER AND TECHNICAL PROGRAMS

### Accounting

- EDP Auditing Major
- Bookkeeping Certificate
- Certificate of Accounting Concentration

### Architecture

- Facility Management Certificate

### Automotive Technology

- Automotive Service Management Major
- Ford ASSET Program
- Maintenance and Light Repair Certificate
- TechLINK Program
- YAATC

### Aviation Maintenance Technology

- Airframe Certificate
- Powerplant Certificate

### Business Management

- Business Management Major
- Small Business Management Major
- Training and Development Certificate
- Managing Interpersonal Skills Certificate

### Civil Engineering Technology

- Surveying Certificate

### Computer Programming Technology

- Networking and Distributed Systems Certificate
- AS/400 Program Language Certificate
- AS/400 Operations Certificate
- Object-Oriented Programming Certificate

### Construction Management

- Estimating/Bidding Certificate
- Field Supervision Certificate
- Residential Construction Management Certificate

### Dental Hygiene

### Dental Laboratory Technology/Small Business Management (ATS)

- Dental Laboratory Technology Certificate

### Early Childhood Development

- Child Care Administration Certificate

### Electro-Mechanical Engineering Technology

### Electronic Engineering Technology

- Computer Electronics Major

### Emergency Medical Services Technology

- EMT-Basic Certificate
- EMT-Intermediate Certificate
- EMT-Paramedic Certificate

### EMS/Fire Science (ATS)

### Environmental Technology

- Health and Safety for Hazardous Waste Operations Certificate
- Water/Wastewater Technology Certificate

### Facility Management (See Architecture)

### Finance

### Fire Science

### Graphic Communication Technology

- Desktop Publishing Certificate
- Graphic Communication Design Certificate

### Health Information Management Technology

- Medical Coding Specialist Certificate
- Medical Transcription Certificate

### Heating, Ventilating and Air Conditioning Technology

- High Pressure Boiler License Training Program

- Large Commercial Certificate

- Residential/Light Commercial Certificate

### Horticulture (See Landscape/Design Build)

### Hospitality Management

- Chef Apprenticeship Major
- Dietetic Technician Major
- Food Service/Restaurant Management Major
- Travel/Tourism/Hotel Management Major
- Dietary Manager Certificate
- Lodging Management Certificate
- Travel Industry Certificate

### Human Resources Management Technology

### Interactive Multimedia Production Technology

- Macromedia Web Design Series I Certificate
- Macromedia Freehand Certificate

### Interpreting/American Sign Language Education

- American Sign Language/Deaf Studies Certificate

### Landscape Design/Build

### Law Enforcement

- Corrections Major
- Law Enforcement Major
- Law Enforcement Management Major
- Law Enforcement Major - Academy Track

### Legal Assisting

- Legal Assisting Certificate (Post Baccalaureate Option)
- Workers' Compensation Certificate

### Logistics

- Purchasing Major
- Purchasing Certificate

### Marketing

- Customer Service Major
- Direct Marketing Major
- Retail Management Major
- Direct Marketing Certificate
- E-Commerce Certificate

### Massage Therapy

- Massage Therapy Certificate

### Mechanical Engineering Technology

### Medical Assisting Technology

### Medical Laboratory Technology

### Medical Legal Assisting (ATS)

### Mental Health/Chemical Dependency/Mental Retardation

- Mental Health Track
- Chemical Dependency Track
- Mental Retardation Track
- Advanced Level Chemical Dependency Certificate
- Community Living Specialist Certificate
- Foster Parent Treatment Specialist Certificate

### Microcomputing Technology

- Networking Technician
- PC Technician
- Web Technician
- PC Specialist Certificate

### Multi-Competency Health

- EMT- Paramedic Degree Track
- Histology Degree Track
- Patient Care Degree Track
- Animal Assisted Therapy in Education Certificate
- Basic Electrocardiography Certificate
- Health Care Manager Certificate
- Histology Certificate
- Nurse Aide Training Program Certificate
- Phlebotomy Certificate
- Registered Nurse First Assistant Certificate
- Respiratory Care Rehabilitation/Home Care Certificate
- Train the Trainer Certificate

### Nursing

### Office Administration

- Administrative Assistant Major
- Administrative Assistant Legal Cognate
- Administrative Assistant Medical Cognate
- Office Skills Certificate

### Quality Assurance Technology

### Radiography

### Real Estate

### Respiratory Care

- Registered Respiratory Therapist Program

### Retail Management (See Marketing)

### Sports & Fitness Management

- Exercise Specialist Certificate

### Surgical Technology

- Surgical Technology Certificate

### Veterinary Technology

# Accounting

## Accounting Associate Degree EDP Auditing Major Certificate of Accounting Concentration Bookkeeping Certificate

Accountants, and or theoretical principles they use in their work, stand at the very center of our financial and economic activities. Economists, investors, business executives, labor leaders, bankers, and government officials all rely upon financial statements and other reports prepared by accountants to summarize and interpret the multitude of financial transactions that comprise day-to-day economic activity. The true value of an accountant is measured by his or her ability to develop and present understandable, reliable analyses of financial positions and the results of operations upon which business decisions are based.

The Accounting Associate Degree program prepares graduates for employment as accountants in business, industry, and government. Many experienced accountants become owners/operators of their own public accounting firms. The program emphasizes the use of personal computers along with manual procedures of accounting. The Accounting Associate Degree program is ideally suited to the needs of those who wish to take the Ohio CPA Examination with qualifying examinations upon graduation.

The Associate Degree major in EDP Auditing serves many student and employer requests for accounting training that emphasizes systems analysis and programming. This major fills a gap for those trained in accounting or computer science who do not have the opportunity to gain expertise in both areas without on-the-job training or pursuit of advanced degrees. Job opportunities for EDP auditing specialists exist in public accounting firms, industrial-commercial accounting departments (particularly internal auditing), and with governmental accounting employers. The program's diversity also enables graduates to seek employment in data processing management, systems analysis, programming, controlling, cost accounting, and general accounting. Graduates of this program may also qualify to take the Ohio CPA Examination through qualifying equivalency examinations.

The Certificate of Accounting Concentration is intended for individuals that currently possess a bachelor's, master's or Ph.D. in an area other than accounting and want to qualify under Ohio law to sit for the Ohio CPA exam. The 54 hours of course work recommended would provide candidates with the broadest possible knowledge of all four parts of the Ohio exam.

The one-year Bookkeeping Certificate program develops the competencies needed for success as a full-charge bookkeeper. Credits earned in the Certificate program may be applied to an Associate Degree in Accounting, EDP Auditing, or other business technologies.

Columbus State Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate

in the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees.

Upon completion of the Associate Degree in Accounting, the graduate will be able to:

- Apply generally accepted accounting principles to measure, process, and communicate financial information about a business entity.
- Use accounting computer software to maintain accounting records and prepare financial statements.
- Apply theory and practical applications of job order, process, and activity based cost systems including the evaluation of actual to standard costs.
- Prepare systems flowcharts and evaluate the internal control of a business system.
- Compare and use financial statements for decision making purposes.
- Explain the purpose and standards for an independent audit.
- Explain the procedures used in applying auditing standards in conducting an independent audit.
- Prepare budgets and forecasts for financial decisions.
- Identify and describe each of the rules contained in the AICPA Code of Professional Conduct.
- Prepare individual income tax returns and research tax questions.
- Prepare federal, state, and local payroll tax returns as well as franchise and personal property tax returns.
- Demonstrate knowledge of business law as it applies to the accounting profession with an emphasis on those topics relating to the law section of the Certified Public Accountants Examination, including the professional responsibility of the C.P.A.

## EDP Auditing Major

In addition to many of the Accounting competencies, a graduate majoring in EDP Auditing will be able to:

- Write, debug, test, maintain and document programs, according to a program specification, in IBM mainframe Assembly Language or Structured ANSI COBOL.
- Use an on-line editor for program development.
- Analyze an existing internal control system and reconfigure its specifications to conform to auditing software.
- Perform system analysis to improve accountability of system results.

## Accounting Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101    Beginning Composition .....	3
BMGT 111    Management .....	5
ACCT 106    Introduction To Accounting I .....	5
CPT 101     PC Application 1 .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>Quarter 2</b>	
ENGL 102    Essay & Research .....	3
SSCI 104    World Economic Geography .....	5
ACCT 107    Introduction To Accounting II .....	5
ACCT 121    Data Processing for Accountants .....	4
HUM XXX    Humanities 111,112,113,151, 152 or 224 .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>22</b>

**Quarter 3**

ENGL 200	Business Communications .....	3
COMM 105	Speech .....	3
LEGL 265	Business Law for Accountants .....	5
ACCT 201	Intermediate Accounting I .....	5
ACCT 126	Accounting Systems .....	5
<b>TOTAL CREDIT HOURS</b>		<b>21</b>

**Quarter 4**

MATH 135	Elementary Statistics .....	5
ACCT 202	Intermediate Accounting II .....	5
ACCT 211	Cost Accounting .....	5
ACCT 221	Financial Statement Analysis I .....	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

**Quarter 5**

ACCT 203	Advanced Accounting .....	5
ACCT 232	Federal Taxation .....	5
ACCT 222	Financial Statement Analysis II .....	3
ACCT 241	Auditing I, Principles .....	3
<b>TOTAL CREDIT HOURS</b>		<b>16</b>

**Quarter 6**

BMGT 272	Case Studies in Business Seminar .....	3
ACCT xxx	Accounting Technical Elective .....	4
ACCT 231	State & Local Taxation .....	3
ACCT 242	Auditing II, Applications .....	3
ACCT 251	Accounting Practice .....	4
<b>TOTAL CREDIT HOURS</b>		<b>17</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>110</b>

**Technical Elective must be selected from the following list of courses:**

ACCT 236	Advanced Taxation .....	4
ACCT 261	Controllership/CPA Review .....	4
ACCT 266	Public Admin./Fund Accounting .....	4
ACCT 271	Accounting Internship* .....	2
ACCT 272	Internship Seminar* .....	2

\* Must be taken together

**EDP Auditing Major**

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 121	Mathematics for Computer Technology .....	5
ACCT 106	Introduction To Accounting I .....	5
CPT 101	PC Application 1 .....	3
<b>TOTAL CREDIT HOURS</b>		<b>16</b>

**Quarter 2**

ENGL 102	Essay & Research .....	3
CPT 108	Program Design & Development .....	3
CPT 111	Assembly Language I .....	5
LEGL 261	Business Law I .....	3
ACCT 107	Introduction To Accounting II .....	5
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

**Quarter 3**

ENGL 200	Business Communications .....	3
CPT 112	Assembly Language II .....	5
ACCT 121	Data Processing for Accountants .....	4
ACCT 201	Intermediate Accounting I .....	5
COMM 105	Speech .....	3
<b>TOTAL CREDIT HOURS</b>		<b>20</b>

**Quarter 4**

CPT 201	COBOL I .....	5
CPT 211	Systems Analysis I .....	4
ACCT 202	Intermediate Accounting II .....	5
SSCI 104	World Economic Geography .....	5
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

**Quarter 5**

CPT 202	COBOL II .....	5
CPT 212	Systems Analysis II .....	4
ACCT 203	Advanced Accounting .....	5
ACCT 241	Auditing I, Principles .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

**Quarter 6**

ACCT 242	Auditing II, Applications .....	3
ACCT 256	Final Project .....	5
xxxx xxx	Technical Elective .....	3
HUM XXX	Humanities 111,112,113,151,152 or 224 .....	5
<b>TOTAL CREDIT HOURS</b>		<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>107</b>

**Technical Elective must be selected from the following list of courses:**

CPT 241	Introduction to AS/400 .....	3
CPT 151	Basic Business Language .....	3
CPT 155	Visual Basic .....	5
CPT 245	Introduction to RPG .....	5
CPT 246	Advanced RPG .....	5
CPT 205	Interactive COBOL .....	5
CPT 221	Database Programming .....	3
MCT 131	Expert Excel .....	3
CPT 251	Introduction to C++ Programming .....	5
CPT 252	Advanced C++ Programming .....	5
MCT 221	Local Area Networks .....	3
ACCT 232	Federal Taxation .....	5
ACCT 266	Public Administration/Fund Accounting .....	4

**Certificate of Accounting Concentration**

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ACCT 106	Introduction To Accounting I .....	5
<b>TOTAL CREDIT HOURS</b>		<b>5</b>

**Quarter 2**

ACCT 107	Introduction To Accounting I .....	5
ACCT 121	Data Processing for Accountants <b>OR</b> .....	4
MCT 131	Expert Excel .....	3
<b>TOTAL CREDIT HOURS</b>		<b>8-9</b>

**Quarter 3**

LEGL 265	Business Law for Accountants .....	5
ACCT 201	Intermediate Accounting I .....	5
<b>TOTAL CREDIT HOURS</b>		<b>10</b>

**Quarter 4**

ACCT 202	Intermediate Accounting II .....	5
ACCT211	Cost Accounting .....	5
<b>TOTAL CREDIT HOURS</b>		<b>10</b>

**Quarter 5**

ACCT 203	Advanced Accounting .....	5
ACCT 232	Federal Taxation .....	5
ACCT 241	Auditing I, Principles .....	3
<b>TOTAL CREDIT HOURS</b>		<b>13</b>

**Quarter 6**

ACCT 266	Public Admin/Fund Accounting <b>OR</b> .....	
ACCT 261	Controllership/CPA Review .....	4
ACCT 242	Auditing II, Applications .....	3
<b>TOTAL CREDIT HOURS</b>		<b>7</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>		<b>53 - 54</b>

## Bookkeeping Certificate

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
MATH 102	Beginning Algebra I ..... 4
CPT 101	PC Application 1 ..... 3
ACCT 106	Introduction To Accounting I ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>15</b>
<b>Quarter 2</b>	
ENGL 102	Essay and Research ..... 3
OADM 131	Keyboarding I ..... 3
ACCT 121	Data Processing for Accountants ..... 4
ACCT 107	Introduction To Accounting II ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>15</b>
<b>Quarter 3</b>	
ENGL 200	Business Communications ..... 3
OADM 132	Keyboarding II ..... 3
ACCT 126	Accounting Machines Systems ..... 5
ACCT 201	Intermediate Accounting I ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>16</b>
<b>Quarter 4</b>	
HUM XXX	Humanities 111,112,113,151,152 or 224 ..... 5
LEGL 261	Business Law I ..... 3
ACCT 231	State & Local Taxation ..... 3
ACCT 211	Cost Accounting OR ..... 5
ACCT 232	Federal Taxation ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>16</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>62</b>

## Architecture

### Architecture Transfer Option Facility Management Certificate

Architecture graduates assist architects and others in preparing plans and specifications. Many also work for builders and contractors, land developers, remodelers, facility and property managers, and with building product manufacturers and retailers. The Columbus job market for architecture graduates is remaining strong as Columbus continues to grow.

Columbus State's Associate Degree program in Architecture teaches manual and CAD drafting, product selection and specification, and code evaluation skills used daily in the occupation. Students in the program share common courses in materials, structures, blueprint reading and co-op work experiences with other programs in the Construction Sciences Department. This provides architecture students with a strong foundation of technical skills and a sense of teamwork required in the construction industry.

The Architecture program provides students with a solid educational background in communication skills, math, computer literacy and operations, and humanities and behavioral sciences.

- Upon completion of the Associate Degree in Architecture, the graduate will be able to: Use building codes and standards to ensure that architectural drawings and specifications comply with legal and safety requirements.
- Generate and organize a complete set of architectural working drawings.
- Research materials, consult with industry experts, and use CSI standards in the support of specifications and architectural drawings.
- Read and interpret information from architectural and engineering drawings.
- Utilize wood, steel, and concrete information and handbooks to detail building structures.
- Create isometric layouts of basic mechanical systems employed in commercial buildings.
- Work with one- and two-point perspectives, and drawing techniques to express relevant ideas graphically.

### Architecture Transfer Option

To enhance a student's opportunity for transferring to a four-year institution with a major in architecture this plan of study should be considered. This transfer option contains additional course requirements in mathematics and the physical sciences and fewer architecture courses than the basic Architecture program. The student interested in this track should consult with an academic advisor in the department at the start of the program.

### Facility Management Certificate

With the completion of the six basic courses comprising the Facility Management Certificate, a student will understand basic facility management functions and apply current management techniques and principles to facility management situations. The stu-

dent acquires an awareness of Facility Management as a profession, is equipped with many of the basic tools of that profession and can be distinguished from applicants with no background in facility management.

These courses may be taken by themselves, or combined with other courses as an Associate of Technical Studies degree (ATS). [see “Designing Your Own Degree”.]

The thriving economy of Columbus and the current anticipated boom in capital development will increase the need for skilled facility managers for years to come.

This certificate is not to be confused with the phrase “Certified Facility Manager” (CFM), as established by the International Facility Managers Association (IFMA), which carries with it an implication of extensive experience and testing.

## Architecture Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ARCH 110 Construction Drafting - Manual I (First Term)	2
ARCH 112 Construction Drafting – CAD I (Second Term)	2
CIVL 120 Basic Construction Materials	3
CPT 101 PC Applications 1	3
ENGL 101 Beginning Composition	3
MATH 104 Intermediate Algebra	5
<b>TOTAL CREDIT HOURS</b>	<b>18</b>
<b>Quarter 2</b>	
ARCH 100 Intro to the History of Architecture	5
ARCH 111 Architectural Drafting -Manual II	4
ARCH 113 Architectural Drafting – CAD II	2
CMGT 121 Building Construction Drawings	3
MATH 148 College Algebra	5
<b>TOTAL CREDIT HOURS</b>	<b>19</b>
<b>Quarter 3</b>	
ARCH 114 Architectural Drafting – CAD III	2
ARCH 161 Presentation Drawings	2
ARCH 232 Building Construction Standards	3
ARCH 250 Building Enclosure Materials	3
BMGT 111 Management	5
ENGL 102 Essay & Research	3
<b>TOTAL CREDIT HOURS</b>	<b>18</b>
<b>Quarter 4</b>	
ARCH 155 Structures - Wood	3
ARCH 240 3D Modeling & Rendering Overview	3
ARCH 263 Working Drawings I	4
COMM 105 Speech or COMM 110 Conference & Group Discussion	3
HAC 222 Load Calculations I	4
LAND 152 Site Planning	4
<b>TOTAL CREDIT HOURS</b>	<b>21</b>
<b>Quarter 5</b>	
ARCH 116 Piping Systems	3
ARCH 237 Structures - Steel and Concrete	4
ARCH 264 Working Drawings II	4
ENGL 204 Technical Writing	3
ARCH 214 Electricity	2
ARCH 215 Lighting	2
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 6</b>	
ARCH 270 Professional Practice and Management	3
xxx xxx Technical Elective	3
HUM 1xx Humanities 111, 112, 113, 151, 152 or 224	5
SSCI 10x Social Science 101, 102, 103 or 104	5
<b>TOTAL CREDIT HOURS</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>110</b>

### Technical Electives must be selected from the following list of courses:

ARCH 115 Micro Station CAD Drafting	3
ARCH 130 Introduction to Interior Design	4
ARCH 290 Work Experience Seminar	1
ARCH 291 Co-Op Work Experience	4
CMGT 105 Construction Contract Documents	3
LAND 101 Landscape Principles	3
LAND 206 Landscape Graphics	4
SURV 247 Townsite & Urban Development	3
ARCH 299 Special Topics in Architecture	1-5

## Architecture Transfer Option

COURSE	CR
<b>Quarter 1</b>	
ARCH 110 Construction Drafting - Manual I (First Term)	2
ARCH 112 Construction Drafting – CAD I (Second Term)	2
CIVL 120 Basic Construction Materials	3
ENGL 101 Beginning Composition	3
MATH 150 PreCalculus	5
<b>TOTAL CREDIT HOURS</b>	<b>15</b>
<b>Quarter 2</b>	
ARCH 100 Intro to the History of Architecture	5
ARCH 111 Architectural Drafting -Manual II	4
ARCH 113 Architectural Drafting – CAD II	2
CMGT 121 Building Construction Drawings	3
MATH 151 Calculus and Analytical Geometry I	5
<b>TOTAL CREDIT HOURS</b>	<b>19</b>
<b>Quarter 3</b>	
ARCH 114 Architectural Drafting – CAD III	2
ARCH 161 Presentation Drawings	2
ARCH 232 Building Construction Standards	3
ARCH 250 Building Enclosure Materials	3
MATH 152 Calculus and Analytical Geometry II	5
ENGL 102 Essay & Research	3
<b>TOTAL CREDIT HOURS</b>	<b>18</b>
<b>Quarter 4</b>	
ARCH 155 Structures - Wood	3
ARCH 240 3D Modeling & Rendering Overview	3
PHYS 117 College Physics (Mechanical and Heat)	5
COMM 105 Speech or COMM 110 Conference & Group Discussion	3
HAC 222 Load Calculations I	4
LAND 152 Site Planning	4
<b>TOTAL CREDIT HOURS</b>	<b>22</b>
<b>Quarter 5</b>	
ARCH 116 Piping Systems	3
ARCH 237 Structures - Steel and Concrete	4
ARCH 214 Electricity	2
ARCH 215 Lighting	2
PHYS 118 College Physics	5
ENGL 204 Technical Writing	3
<b>TOTAL CREDIT HOURS</b>	<b>19</b>
<b>Quarter 6</b>	
ARCH 270 Professional Practice and Management	3
xxx xxx Technical Elective	3
SSCI 10x Social Science 101, 102, 103 or 104	5
HUM 1xx Humanities 111, 112, 113, 151, 152 or 224	5
<b>TOTAL CREDIT HOURS</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>109</b>



**Technical Electives must be selected from the following list of courses:**

ARCH 115	Micro Station CAD Drafting .....	3
ARCH 130	Introduction to Interior Design .....	4
ARCH 290	Work Experience Seminar .....	1
ARCH 291	Co-Op Work Experience .....	4
CMGT 105	Construction Contract Documents .....	3
LAND 101	Landscape Principles .....	3
LAND 206	Landscape Graphics .....	4
SURV 247	Townsite & Urban Development .....	3
ARCH 299	Special Topics in Architecture .....	1-5

### Facility Management Certificate

COURSE		CR
<b>Quarter 1</b>		
FAC 111	Introduction to Facility Management .....	3
CMGT 121	Building Construction Drawings .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>6</b>
<b>Quarter 2</b>		
FAC 150	Operations & Maintenance .....	3
XXX xxx	Technical Elective .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>6</b>
<b>Quarter 3</b>		
FAC 240	Voice and Data Systems .....	3
ARCH 270	Professional Practice and Management .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>6</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	.....	<b>18</b>

**Technical Electives must be selected from the following list of courses:**

HAC 141	Principles of Refrigeration .....	4
CMGT 115	Building Construction Methods .....	3
HRM 121	Human Resources Management .....	4
ARCH 232	Building Construction Standards .....	3



# Automotive Technology

## Automotive Technology Associate Degree Automotive Service Management Major Ford ASSET Program Maintenance & Light Repair Certificate TECHLINK Program YAATC

Graduates of the Associate Degree program in Automotive Technology are qualified for entry-level positions as automotive service technicians, service writers, and entry-level managers. Many persons already employed in the field use the program to progress to advanced technical or management positions, and to prepare for Automotive Service Excellence (ASE) certification examinations.

The Automotive Technology Program at Columbus State is Master Certified by NATEF, the educational branch of ASE. To receive this certification, the program was evaluated against industry standards of quality. To earn an Associate Degree, students complete 60 credit hours in automotive technical courses. These courses cover all aspects of mechanical and electrical automotive systems. Students are able to specialize by selecting courses focused on their specialty areas. These specialty areas include the eight basic areas of ASE, alternative fuels, plus service and parts department management. To earn the degree, students must complete 46 credit hours of related coursework (including communication skills, math, management skills, and computer literacy).

The program is designed to allow students to enter at the level most appropriate for their present knowledge and skills. Students with experience and/or prior training may enroll in technical courses to update and improve their knowledge and skills. Courses AUTO 061 and AUTO 062 are designed to prepare students with little experience for other technical courses. Students may receive credit in these courses by satisfactorily completing the courses, by passing proficiency exams, or by presenting evidence of ASE certification. Students who have completed a high school vocational program in Automotive Technology may also receive advanced placement through our articulation agreements with area schools. ASE certification may also be used to earn credit for additional technical courses.

Upon completion of the Associate Degree in Automotive Technology, the graduate will be able to:

- Solve automotive problems in a systematic, logical, and efficient manner.
- Diagnose and repair driveability problems on early and current car models, including those with fuel injection and computerized engine controls.
- Diagnose and repair simple and complex electrical problems.
- Diagnose and repair engine mechanical problems.
- Diagnose and repair automatic transmissions and transaxles, including total rebuilding of units.
- Diagnose and repair manual transmissions and transaxles, as well as other driveline components such as driveshafts, drive axles, and differentials.

- Precisely measure engine and other automotive parts, using the appropriate measuring instruments.
- Diagnose brake system problems and perform a complete brake service (including necessary machining).
- Diagnose and repair steering and suspension problems and properly align the suspension of all types of automobiles and light trucks, using either two- or four-wheel alignment machines.
- Diagnose and repair automotive air-conditioning systems.
- Demonstrate an understanding of basic principles needed for understanding of new technologies as they become incorporated into automobile designs.
- Make repair estimates and complete the necessary paperwork for customer service and warranty repairs.
- Apply basic business practices, including cultivation of good customer and employee relations.

## TECHLINK

TECHLINK is a cooperative learning program co-sponsored by the Columbus Automobile Dealers Association and the Automotive Technology Department at Columbus State. The total length of the program is 10 quarters (2 1/2 years). This includes an initial two quarters as a full-time student on campus followed by two years working at the sponsoring dealer's site under the guidance of a master technician while completing the remaining coursework at the college. This paid work experience provides students the opportunity to apply what they have learned on campus in a real-world environment and earn an income in the automotive industry while completing their college degree. The program follows the same curriculum as the Automotive Technology program. However, since students are working in dealerships as well as taking coursework on campus, the scheduling of courses is arranged to coordinate with the students' work schedule. See Mark Mitchell (287-3612), the department TechLINK advisor, for further information on course scheduling.

Graduates of the TECHLINK program meet all of the objectives of the Automotive Technology Program (listed above). In addition, the program is designed to:

- Fill the local shortage of qualified, entry-level technicians needed by area new car dealership service departments.
- Provide interested students with the skills and knowledge necessary to prepare them for a successful career in automotive repair and prepare them for A.S.E. certification.
- Provide participating students with paid industry work experience to enhance the learning experience and to enable them to successfully transition from the classroom to the workplace.
- Provide a course of study that will enable successful graduates to have the knowledge and skills necessary to develop an upward career path in automotive repair.

## Automotive Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
MATH 101 Business Mathematics .....	5
AUTO 061 Basic Automotive Systems & Theories of Operation .....	4

AUTO 062 Auto Shop Orientation & Service .....	4
CPT 101 PC Applications 1 .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

### Quarter 2

AUTO150 Brake Systems Theory & Operation .....	4
AUTO160 Electrical Systems Theory & Operation .....	3
ENGL 102 Essay & Research .....	3
HUM xxx Humanities 111, 112, 113, 151, or 152 .....	5
BMGT xxx Business Management Elective .....	3-5
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

### Quarter 3

AUTO170 HAC Systems Theory & Operation .....	3
AUTO120 Automatic Transmission Operation & Overhaul .....	4
AUTO125 Automatic Transmission Diagnosis & In-Car Repair .....	3
AUTO165 Electrical/Electronic Diagnosis & Repair .....	3
Science Elective: NSCI101 or PHYS100 .....	4-5
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

### Quarter 4

AUTO110 Engine Operation & Overhaul .....	4
AUTO115 Engine Diagnosis & In-Car Repair .....	3
AUTO140 Steering and Suspension Theory & Operation .....	4
SSCI 10x SSCE 101, 102, 103 or 104 .....	5
AUTO175 HAC Systems Diagnosis & Repair .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

### Quarter 5

AUTO130 Manual Trans/Drivelines Operation & Overhaul .....	3
AUTO135 Manual Transmissions Diagnosis & In-Car Repair .....	3
AUTO180 Engine Performance Theory & Operation .....	4
ENGL204 Technical Writing .....	3
AUTO155 Brake Systems Diagnosis & Repair .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

### Quarter 6

AUTO185 Computerized Engine Performance .....	4
COMM105 Speech .....	3
AUTO145 Steering & Suspension Diagnosis & Repair .....	3
xxx xxx Technical Elective .....	2
AUTO300 Shop Experience .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>105</b>

### TECHNICAL ELECTIVES -

AUTO 210 Current Trends in Engine Repair .....	2
AUTO 220 Current Trends in Auto. Trans. ....	2
AUTO 230 Current Trends in Man. Trans. ....	2
AUTO 240 Current Trends in Susp. Stg. ....	2
AUTO 250 Current Trends in Brake Systems .....	2
AUTO 260 Current Trends in Electrical Syst. ....	2
AUTO 270 Current Trends in Heating & A/C .....	2
AUTO 280 Current Trends in Engine Perf. ....	2
AUTO181 Fundamentals of Alternative Fuels .....	3
AUTO 186 Advanced Alternative Fuel Sys. ....	2
AUTO 190 Automotive Bus. Mgmt. ....	3
AUTO 191 Service Advising .....	3
AUTO 192 Auto. Service Management .....	3
FORD240 Steering, Suspension & Brakes Diagnosis & Evaluation ....	3
FORD260 Electrical Diagnosis & Evaluation .....	3

## Automotive Service Management Major

The program is designed to prepare students for entry-level management positions in automotive service operations. Students will attain a sound foundation in the technical systems of the automobile as well as a broad spectrum of principles and practices needed in managing a repair operation. Students with experience and/or prior training may enroll in technical courses to update and improve their knowledge and skills.

Upon completion of the program students earn an Associate Degree of Applied Science in Automotive Technology. The program is designed to:

- Provide students with fundamental knowledge of the theory and operation of all automotive systems
- Provide students with a broad-based background in general business management principles and practices  
Provide students with knowledge of a wide range of current automotive-specific management practices and principles
- Prepare students for entry-level management-track positions in the automotive repair industry

### Automotive Service Management Major

COURSE	CR
<b>Quarter 1</b>	
AUTO 061 Basic Automotive Systems & Theories of Operation .....	4
AUTO 062 AUTO Shop Orientation & Service .....	3
MATH 101 Business Math .....	5
ENGL 101 Beginning Composition .....	3
CPT 101 PC Applications 1 .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 2</b>	
AUTO 110 Engine Operation & Overhaul .....	4
AUTO 150 Brake Systems Theory & Operation .....	4
AUTO 160 Electrical Systems Theory & Operation .....	4
BMGT 101 Introduction to Business .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>
<b>Quarter 3</b>	
AUTO 170 HAC Systems Theory & Operation .....	3
AUTO 120 Automatic Transmissions Operation & Overhaul .....	4
AUTO 180 Engine Performance Theory & Operation .....	4
BMGT 111 Management .....	5
ENGL 102 Essay & Research .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>
<b>Quarter 4</b>	
AUTO 140 Steering and Suspension Theory & Operation .....	4
AUTO 130 Manual Trans/Drivelines Operation & Overhaul .....	3
ENGL 200 Business Communications .....	3
AUTO 190 Auto. Business Mgmt. ....	3
AUTO 191 Service Advising .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>Quarter 5</b>	
HUM xxx Humanities 111, 112, 113, 151, 152, or 224 .....	5
COMM 105 Speech .....	3
AUTO 192 Automotive Service Mgmt. ....	3
NSCI 101 Natural Science I or .....	3
PHYS 100 Physics .....	5
AUTO 193 Automotive Service Merchandising. ....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>
<b>Quarter 6</b>	
SSCI 10x Social Science 101, 102, 103, or 104 .....	5
QUAL 240 Total Quality Management .....	3
AUTO 197 Automotive Parts Management .....	3
xxx xxx Technical Elective .....	2
xxx xxx Technical Elective .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>104</b>
<b>TECHNICAL ELECTIVES</b>	
BMGT 216 Business Ethics .....	3
AUTO 195 Automotive Parts Inventory Control. ....	2
AUTO 196 Automotive Parts Sales .....	2
AUTO 101 Automotive Care .....	3

### Ford ASSET

The Automotive Technology Department also offers a two-year cooperative training program sponsored by Ford Motor Company. This program, called ASSET, covers the same subject areas as the Automotive Technology two-year program but is unique in two ways: (1) all lecture and lab exercises are specific to Ford Motor Company products; and (2) ASSET includes 3 quarters of cooperative paid work experience at a sponsoring Ford, Lincoln or Mercury Dealer. For specific information on the Ford ASSET program, contact the Ford ASSET Coordinator. Graduates of this program receive an Associate's degree in Automotive Technology and have the opportunity to earn ASE certifications and advanced Ford certifications.

### Ford ASSET Program

COURSE	CR
<b>Quarter 1</b>	
CPT 101 PC Applications 1 .....	3
ENGL 101 Beginning Composition .....	3
AUTO160 Electrical Systems Theory & Operation .....	4
AUTO150 Brake Systems Theory & Operation .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>14</b>
<b>Quarter 2</b>	
AUTO140 Steering & Suspension Theory & Operation .....	4
AUTO170 Heating & A/C Systems Theory & Operation .....	3
ENGL102 Essay & Research .....	3
SSCI 10x SSCI 101, 102, 103 or 104 .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>
<b>Quarter 3</b>	
FORD100 Introduction to Ford Technology .....	4
FORD103 Manual Transmissions / Drivelines .....	4
FORD101 Basic Engines .....	4
FORD114 Steering and Suspension Diagnosis .....	2
ENGL200 Business Communication .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>
<b>Quarter 4</b>	
FORD201 Cooperative Experience .....	4
FORD211 Automotive Seminar .....	1
COMM105 Speech .....	3
MATH101 Business Math .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>13</b>
<b>Quarter 5</b>	
FORD 116 Auto Electronics/Engine Controls .....	4
FORD 165 Antilock Brake Systems .....	2
FORD 164 Electronic Steering & Suspension Systems .....	2
FORD108 Engine Performance .....	5
HUM 1XX HUM111,112,113,151 or 152 .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 6</b>	
FORD270 Advanced Climate Control Diagnosis .....	3
FORD202 Cooperative Exp. ....	4
FORD212 Automotive Seminar .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>8</b>
<b>Quarter 7</b>	
Science Elective NSCI101 or PHYS100 .....	5
FORD 102 Automatic Transmissions .....	5
FORD 111 Engine Repair .....	2
FORD 126 Advanced Electronic Engine Controls .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

### Quarter 8

Business Elective BMGT101, BMGT231 or FMGT101 .....	4
FORD 203 Cooperative Exp. ....	4
FORD 213 Automotive Seminar .....	1
<b>TOTAL CREDIT HOURS</b> .....	<b>9</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>110</b>

## Maintenance & Light Repair Certificate Program

Area employers have expressed a need for more employees to perform maintenance and light repairs. This short-term certificate program prepares students for employment as entry-level automotive maintenance technicians. The program can be completed part-time in three quarters. Successful completers of the program are employable in both dealerships and independent repair shops. Students also have the option to obtain Ford Motor Company training credentials by completing two additional courses. Graduates of the M&LR Certificate can apply all of the credits earned in this program towards future completion of the Automotive Technology or Ford ASSET Associate Degree programs.

### COURSE CR

#### Quarter 1

AUTO061 Basic Automotive Systems & Theories of Operation .....	4
AUTO062 Auto Shop Orientation & Service .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>

#### Quarter 2

AUTO150 Brake Systems Theory & Operation .....	4
AUTO160 Electrical Systems Theory & Operation .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>

#### Quarter 3

AUTO140 Suspension & Steering Theory & Operation .....	4
AUTO170 Heating and A/C Systems Theory & Operation .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>7</b>
<b>TOTAL CREDIT HOURS</b> .....	<b>23</b>

#### Optional (Ford Certifications):

FORD 240 Steering & Brakes Diagnosis .....	3
FORD 260 Electrical System Diagnosis .....	3

## YAATC

The Youth and Adult Automotive Training Center (Y.A.A.T.C.) is designed to provide an opportunity for disadvantaged, at-risk persons who have a desire to gain technical knowledge in automotive repair as well as increasing their self-sufficiency. This will allow students to build a new perspective on life and their careers. Y.A.A.T.C will prepare each dedicated student to graduate with the technical knowledge to perform automotive maintenance and light repairs and have the opportunity to begin an extremely rewarding career in the automotive industry. Another purpose of Y.A.A.T.C is to create a more diverse workforce in the automotive industry and to fill the void of qualified automotive technicians. It will provide students with basic skills training, case management services, community agency referrals, job readiness instruction, intensive automotive technical instruction, co-op experiences and permanent job placements in the automotive repair industry.

### Who is eligible?

Any person who is:

- Drug Free
- 18 years old (at time of graduation from YAATC)
- Able to possess a valid driver's license within 6 months
- Unemployed or Underemployed
- Interested in the automotive industry
- Willing to dedicate 12 months to Y.A.A.T.C
- Motivated and interested in making a positive change
- High School Diploma or G.E.D. (at time of graduation from YAATC)

The Y.A.A.T.C program will take 12 months for each student to complete. The first session will be intensive testing to assess what each person needs in order to better prepare for successful completion. Upon completion of testing, students will be linked with appropriate community agencies (i.e.: substance abuse counseling, GED classes and life skills training.) Next, students will begin basic skills training until they reach the required level to begin the program. Following these services, students will undergo the job readiness portion of the program where work ethic, resume preparation and interviewing skills will be covered. Once these services are completed, students will begin the technical skills training in the automotive department at Columbus State Community College. This phase will last for the remaining 9 months. Inclusive case management services and individual counseling will be offered throughout the entire program.

While taking 418 hours of technical education and instruction, students will be placed with a partnering dealership to begin a Co-op assignment. Students will be paid for their work in the dealerships and will be working 20-30 hours a week gaining valuable industry experience under the guidance of a master technician while finishing the remainder of their technical instruction at CSCC. Upon successful completion of the program, students will be offered permanent positions with the dealerships where they completed their co-op assignments.

*If you have any questions regarding Y.A.A.T.C. or would like to apply for the program please contact: **Molly Robbins at 224-8720, mrobbins@csc.edu, or Jim Brady at 287-5738, jbrady@csc.edu***

# Aviation Maintenance Technology

## Aviation Maintenance Technology Associate Degree Airframe Certificate Powerplant Certificate

Aviation maintenance technicians find many job opportunities with airlines, airport operators, companies with aircraft, oil companies, the space program, and manufacturers. Industry studies predict a shortage of these mechanics during the next 10 years. Many industries not associated with aviation also recognize the skills of these technicians and hire them for non-aviation jobs.

Students in the Aviation Maintenance Technology program may pursue technical training for the Airframe Certificate, the Powerplant Certificate, both certificates, or the Associate Degree. The Airframe Certificate program covers the structure as well as mechanical, electrical, and hydraulic systems of airplanes. The Powerplant Certificate program covers the engine and its accessories. Students who complete both Certificate programs may take additional course work to receive an Associate Degree. The Associate Degree or both of the certificate programs may be completed in eight quarters.

The Aviation Maintenance facility is located at the Columbus State Southwest Center at Bolton Field Airport southwest of Columbus. The 10,000 square foot hangar houses the College's fleet of single- and multi-engine, reciprocating and jet engine aircraft. Well-equipped classrooms and laboratories provide students with hands-on experience in an airport environment.

The Aviation Maintenance Technology program is approved by the Federal Aviation Administration (FAA Certificate No. DL9T090R) and meets the requirements of FAA Regulation Part 147. Students successfully completing the appropriate technical studies are qualified to take the exam for the FAA Airframe and/or Powerplant certificate rating.

Upon completion of the Associate Degree or both Certificate programs in Aviation Maintenance Technology, the graduate will be able to:

- Use precision measuring tools to work on airframes and aviation powerplants.
- Identify and select aviation industry hardware.
- Read and use blueprints for fabrication and repair procedures.
- Identify aircraft materials and their structural properties.
- Inspect, check, service, troubleshoot, and repair aircraft hydraulic systems; electrical systems; fuel systems; pneumatic vacuum systems; heating, cooling, and pressurization systems; and control systems.
- Perform structural repairs for both metal and composite airframe structures.
- Use corrosion control materials and procedures correctly and safely.
- Identify and select aircraft finishing material.

- Inspect, check, service, troubleshoot and repair landing gear and related systems.
- Inspect, check, service, troubleshoot and repair turbine engines and related systems.
- Inspect, check, service, troubleshoot and repair propellers and related systems.
- Meet FAA certification requirements for the Airframe and Powerplant certificates.

## Aviation Maintenance Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
AVI 111 Aviation Theory .....	5
AVI 115 Aircraft Maint Regs., Pubs., & Records .....	2
AVI 117 Basic Aviation Maintenance .....	6
AVI 119 Aircraft Drawings .....	2
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 2</b>	
ENGL 102 Essay and Research .....	3
MATH 103 Beginning Algebra .....	4
AVI 121 Basic Electricity .....	9
AVI 125 Ground Operations & Cleaning .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 3</b>	
MATH 111 Technical Math I .....	4
AVI 211 Aircraft Environmental Controls .....	3
AVI 213 Aircraft Instruments & Electronics .....	6
AVI 215 Aircraft Electrical Systems .....	6
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 4</b>	
ENGL 204 Technical Writing .....	3
COMM 105 Speech .....	3
AVI 221 Aircraft Structures I .....	4
AVI 223 Aircraft Structures II .....	9
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 5</b>	
PHYS 181 Technical Physics (Mechanics) .....	4
AVI 244 Aircraft Fluid Systems .....	6
AVI 246 Landing Gear Systems .....	4
AVI 249 Airframe Inspection, Rigging and Assembly .....	6
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>
<b>Quarter 6</b>	
PHYS 183 Technical Physics (Prop. Of Matter) .....	4
AVI 311 Reciprocating Engine Theory, Overhaul, & Repair .....	6
AVI 313 Reciprocating Engine Ignition & Fuel Systems .....	6
AVI 315 Reciprocating Engine Cooling, Induction & Exhaust Systems .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 7</b>	
HUM xxx Humanities 111, 112, 113, 151, 152, or 224 .....	5
AVI 324 Turbine Engine Theory & Maintenance*** .....	10
AVI 325 Turbine Engine Fuel & Ignition Systems .....	6
<b>TOTAL CREDIT HOURS</b> .....	<b>21</b>
<b>Quarter 8</b>	
SSCI 10x Social Science 101, 102, 103, or 104 .....	5
AVI 331 Propellers .....	6
AVI 333 Engine Instruments & Electrical Systems .....	3
AVI 335 Powerplant Inspection & Fire Protection .....	7
<b>TOTAL CREDIT HOURS</b> .....	<b>21</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>156</b>

## Airframe Certificate

COURSE	CR
<b>Quarter 1</b>	
AVI 111 Aviation Theory .....	5
AVI 115 Aircraft Maint Regs., Pubs., & Records .....	2
AVI 117 Basic Aviation Maintenance .....	6
AVI 119 Aircraft Drawings .....	2
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>
<b>Quarter 2</b>	
AVI 121 Basic Electricity .....	9
AVI 125 Ground Operations & Cleaning .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>12</b>
<b>Quarter 3</b>	
AVI 211 Aircraft Environmental Controls .....	3
AVI 213 Aircraft Instruments & Electronics .....	6
AVI 215 Aircraft Electrical Systems .....	6
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>
<b>Quarter 4</b>	
AVI 221 Aircraft Structures I .....	4
AVI 223 Aircraft Structures II .....	9
<b>TOTAL CREDIT HOURS</b> .....	<b>13</b>
<b>Quarter 5</b>	
AVI 244 Aircraft Fluid Systems .....	6
AVI 246 Landing Gear Systems .....	4
AVI 249 Airframe Inspection, Rigging and Assembly .....	6
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....	<b>71</b>

## Powerplant Certificate Program

COURSE	CR
<b>Quarter 1</b>	
AVI 111 Aviation Theory .....	5
AVI 115 Aircraft Maint Regs., Pubs., & Records .....	2
AVI 117 Basic Aviation Maintenance .....	6
AVI 119 Aircraft Drawings .....	2
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>
<b>Quarter 2</b>	
AVI 121 Basic Electricity .....	9
AVI 125 Ground Operations & Cleaning .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>12</b>
<b>Quarter 3</b>	
AVI 311 Reciprocating Engine Theory, Overhaul, & Repair .....	6
AVI 313 Reciprocating Engine Ignition & Fuel Systems .....	6
AVI 315 Reciprocating Engine Cooling, Induction & Exhaust Systems .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>
<b>Quarter 4</b>	
AVI 324 Turbine Engine Theory & Maintenance .....	10
AVI 325 Turbine Engine Fuel & Ignition Systems .....	6
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>
<b>Quarter 5</b>	
AVI 331 Propellers .....	6
AVI 333 Engine Instruments & Electrical Systems .....	3
AVI 335 Powerplant Inspection & Fire Protection .....	7
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....	<b>74</b>

## Business Management

### Business Management Associate Degree

### Business Management Major

### Small Business Management Major

### Training and Development Certificate

### Managing Interpersonal Skills Certificate

In order to compete effectively in the 21st Century successful managers and entrepreneurs will need a complex set of interpersonal, communication, analytical and decision-making skills. Columbus State's Business Management program focuses on meeting these requirements for students who wish to attain a two-year degree in business management or who wish to upgrade current job performance skills. The emphasis in the program is on skill applications through the latest teaching techniques and technologies available. An electronic classroom is available on main campus for selected topical presentations, tutorials and group study. Included in the program are opportunities for the student to elect to take a hands-on internship experience with a local company or government agency, or to pursue independent research projects. The program is also available to students via distance learning, through the medium of television and computer-based instruction (See "Going the Distance" in the Distance Learning section).

To meet the demands of students desiring to own or operate a small business, the program includes a Small Business Management Major described below.

The Business Management Department also offers a Training and Development Certificate, intended to provide a unique opportunity to build your training and development skills, even if you are not working in human resources or training departments of your company. Professionals in all areas, such as managers who train, can benefit from skills and knowledge gained in these courses. This is a three-course certificate program available to degree as well as non-degree seeking students interested in improving training and development skills.

The Managing Interpersonal Skills certificate program is designed to provide students with the knowledge and skills necessary to develop and maintain effective interpersonal relationships both professionally and personally. Since more than two-thirds of the competencies desired of the average employee are interpersonal rather than technical in nature this set of knowledge and skills is essential to job performance. Historically interpersonal skills were considered important only for Human Resources employees. Today a high level of interpersonal skills is essential for all employees. Consequently professionals in all areas can benefit from the knowledge and skills acquired in this certificate. This sequence of innovative, highly interactive courses provides students the opportunity to learn about themselves as well as others. This is a four-course certificate program available to degree as well as non-degree seeking students interested in improving their interpersonal skills.

Columbus State Community College's business degree programs are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Upon completion of the Associate Degree program in Business Management, the graduate will be able to:

- Demonstrate knowledge of management theory, functions, and skills.
- Apply knowledge of current technology appropriately to business activities.
- Demonstrate a working knowledge of, and the ability to deal effectively with, current legal, ethical, social, financial, economic and other environmental factors as they apply to business.
- Prepare and present written and oral business related reports for a variety of audiences at a generally accepted level of business English.
- Work effectively as a member of a team.
- Compile, analyze, synthesize and apply information to solve business problems.
- Apply the principles of the strategic planning process to a business simulation and case studies.

In addition to the Business Management core outcomes, a graduate pursuing the Business Management degree on-campus will be able to:

- Assess and develop their own communication, leadership, and team building styles and skills.
- Recognize and adapt to the communication, leadership, and team building styles of others.
- Apply the skills of creative thinking, communication, adapting to change, motivation, and teamwork.

### Small Business Management Major

In addition to the Business Management core outcomes, a graduate pursuing the Small Business Management degree will be able to:

- Demonstrate knowledge of the skills needed to start a new business.
- Demonstrate knowledge of the methods used to conduct research into selecting an established business for purchase.
- List and explain the major factors influencing the success or failure of a small business.
- Develop a business plan.
- Demonstrate knowledge of the management skills needed to operate a small business.
- Demonstrate knowledge of the necessary accounting principles and records to operate a small business.
- Demonstrate knowledge of marketing and customer service principles as they apply to small business operations.

### Business Management Major

COURSE	CR
<b>Quarter 1</b>	
OADM 101 Business Grammar Review .....	3
MATH 101 Business Math .....	5
CPT 101 PC Applications I .....	3
BMGT 101 Principles of Business .....	5
*BMGT 102 Managing Interpersonal Skills I .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

\*Not required for distance learning degree students

<b>Quarter 2</b>	
BMGT 111 Management Principles .....	5
PSY 100 Introduction to Psychology .....	5
ENGL 101 Beginning Composition .....	3
*MCT 211 Information Presentation .....	3
#XXX XXX Business Elective .....	6
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

\*Not required for distance learning students

#Required for distance learning degree students only

<b>Quarter 3</b>	
ENGL 102 Essay & Research .....	3
BMGT 220 Leadership Fundamentals .....	3
COMM 110 Conference & Group Discussion <b>or</b>	
COMM 105 Speech .....	3
LEGL 264 Legal Environment of Business .....	4
ECON 200 Principles of Microeconomics .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 4</b>	
ENGL 200 Business Communication .....	3
BMGT 211 Organizational Behavior .....	4
HRM 121 Human Resource Management .....	4
ACCT 106 Introduction to Accounting I .....	5
MKTG 111 Marketing Principles .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>21</b>

<b>Quarter 5</b>	
ACCT 107 Introduction to Accounting II .....	5
HRM 220 Labor Relations .....	5
FMGT 201 Business Finance .....	5
HUM XXX Humanities 111,112,113,151,152, or 224 .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>

<b>Quarter 6</b>	
NSCI 101 Natural Science .....	5
BMGT 271 Management Decisions .....	2
BMGT 272 Case Studies in Business Seminar .....	3
BMGT 216 Business Ethics .....	3
XXX XXX Technical Elective .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>110</b>

#### Technical Electives:

In the courses listed below, BMGT prefix courses are approved for "business elective" requirements; all courses are approved for "technical elective" requirements:

BMGT 103 Interpersonal Skills II .....	3
BMGT 201 Creative Problem Solving .....	3
BMGT 202 Facilitating Organizational Processes .....	3
BMGT 212 Organization Communication .....	3
**BMGT 218 Management Training for Supervisors .....	5
**BMGT 219 International Business .....	3
BMGT 229 International Management .....	4
**BMGT 231 Small Business Development .....	4
**BMGT 232 Small Business Operations .....	4
BMGT 245 Introduction to Non-Profit Management .....	5
BMGT 253 Negotiation Principles .....	4
BMGT 261 Business Mgmt Internship I .....	4
BMGT 262 Special Problems in Business Management I .....	2
BMGT 273 Management Service Project .....	3
BMGT 276 Assessment, Analysis, & Evaluation Skills .....	4

BMGT 277	Instructional Design & Development Skills .....	4
BMGT 278	Training Delivery Skills .....	4
BMGT 280	Business Etiquette .....	3
**BMGT 281-285	Studies in Contemporary Business .....	1-5
HRM 124	Personnel Interviewing .....	4
MATH 135	Elementary Statistics (Math 103 prerequisite) .....	5
MCT 106	PC Applications II .....	3
MKTG 122	Business and the Internet .....	3
MKTG 266	Customer Service .....	3
OADM 172	Microsoft Excel .....	3

\*\*Also offered in distance learning/independent studies modes.

## Small Business Management Major

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 101	Business Mathematics .....	5
CPT 101	PC Applications I .....	3
BMGT 101	Principles of Business .....	5
BMGT 102	Managing Interpersonal Skills .....	3
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

<b>Quarter 2</b>		
ENGL 102	Essay & Research .....	3
ECON 100	Introduction to Economics .....	5
BMGT 111	Management .....	5
MKTG 111	Marketing .....	5
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

<b>Quarter 3</b>		
ENGL 200	Business Communications .....	3
PSY 100	Introduction to Psychology .....	5
LEGL 264	Legal Environment of Business .....	4
ACCT106	Introduction to Accounting I .....	5
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 4</b>		
COMM 105	Speech .....	3
ACCT107	Introduction to Accounting II .....	5
HRM 121	Human Resources Management .....	4
BMGT 231	Small Business Development .....	4
NSCI 101	Natural Science .....	5
<b>TOTAL CREDIT HOURS</b>		<b>21</b>

<b>Quarter 5</b>		
HUM XXX	Humanities 111,112,113,151, 152 or 224 .....	5
BMGT 232	Small Business Operations .....	4
MKTG 226	Customer Service Principles .....	3
FMGT 201	Business Finance .....	5
XXX XXX	Technical Elective .....	3
<b>TOTAL CREDIT HOURS</b>		<b>20</b>

<b>Quarter 6</b>		
BMGT 234	Cases in Small Business .....	4
BMGT 238	Small Business Management Internship .....	4
BMGT 239	Small Business Management Internship Seminar .....	2
BMGT 235	Strategic Business Planning .....	5
<b>TOTAL CREDIT HOURS</b>		<b>15</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>110</b>

Note: The following courses may be used by Small Business Management majors to satisfy the Technical Elective requirements. Students currently serving as owner/manager of a small business, upon proof of ownership/management, may substitute the following electives for the BMGT 238 and 239 Internship Experience.

<b>Electives:</b>		
BMGT 201	Creative Problem Solving .....	3
BMGT 211	Organizational Behavior .....	4
BMGT 216	Business Ethics .....	3
BMGT 219	International Business .....	3
BMGT 229	International Management .....	4
HRM 124	Personnel Interviewing .....	4

BMGT 236	Franchising .....	3
BMGT 237	Home-Based Business .....	3
BMGT 245	Introduction to Non-Profit Management .....	5
BMGT 253	Negotiation Principles .....	4
BMGT 280	Business Etiquette .....	3
MCT 211	Information Presentation .....	3
MKTG 230	Small Business Marketing .....	3

## Training and Development Certificate

COURSE		CR
<b>Quarter 1</b>		
BMGT 276	Assessment, Analysis &Evaluation .....	4
<b>Quarter 2</b>		
BMGT 277	Instructional Design &Development .....	4
<b>Quarter 3</b>		
BMGT 278	Training Delivery Skills .....	4
<b>TOTAL CERTIFICATE CREDIT HOURS</b>		<b>12</b>

## Managing Interpersonal Skills Certificate

COURSE		CR
<b>Quarter 1</b>		
BMGT 102	Managing Interpersonal Skills I .....	3
<b>Quarter 2</b>		
BMGT 103	Managing Interpersonal Skills II .....	3
<b>Quarter 3</b>		
BMGT 202	Facilitating Organizational Processes .....	3
<b>Quarter 4</b>		
BMGT 201	Creative Problem Solving.....	3
OR		
BMGT 253	Negotiation Principles .....	4
<b>TOTAL CERTIFICATE CREDIT HOURS</b>		<b>12/13</b>



# Civil Engineering Technology

## Civil Engineering Technology Associate Degree Surveying Certificate

The Associate of Applied Science Degree in Civil Engineering Technology provides a basis for entry-level careers in all phases of the construction continuum; planning, design, construction and operations. The Associate of Applied Science is designed as a terminal degree providing those skills necessary for immediate employment. Graduates of the program are prepared to work for either private or governmental segments of the construction industry requiring civil engineering technicians. Specific employment positions include manual or computer assisted (CAD) construction drawing and contract document preparation for commercial, heavy and industrial/institutional projects, construction inspection, survey crew operations, and construction material quality control and quality assurance.

In addition to providing entry-level positions, the degree provides opportunities for individuals seeking career changes, continuing education and skills enhancement. The Civil Engineering Technology Degree is preparation for immediate, productive employment.

The Civil Engineering Technology Surveying Certificate is a one-year, three-quarter program, which provides a basis for entry-level careers in survey field and office operations. The one-year certificate is a directed focus program, which empowers students with those skills necessary for construction layout of buildings and roadways and, working under the direction of a Registered Surveyor, in land surveying and subdivision of land. Specific employment positions include instrument person, field crew chief and drafter/designer.

The Surveying Certificate encompasses those surveying courses, which when coupled with a Bachelor of Science in Civil Engineering fulfills the State of Ohio Board of Registration for Engineers and Surveyors Education Requirements toward registration as a Professional Surveyor.

Upon completion of the Associate Degree in Civil Engineering Technology, the graduate will be able to:

- Manually or with the assistance of computer aided drafting (CAD) prepare engineering drawings for public and private work projects.
- Apply appropriate proportioning, mixing, placing, curing and admixtures to ensure quality structural concrete structures.
- Perform appropriate testing of soils, aggregates, asphalt and portland cement concrete, masonry, steel and wood in accordance with American Society of Testing Methods (ASTM) procedures.
- Correctly apply regulatory and industry standards to design stormwater management systems.
- Correctly apply regulatory and industry standards to design sanitary wastewater collection systems.

- Perform all field operations to determine preliminary route alignment, prepare centerline, offset staking notes, and stake a proposed project for finish grade complete with cut sheet.
- Correctly, apply Ohio Department of Transportation (ODOT), Federal Highway Administration (FHWA) and industry design standards to plan, design and detail a simulated highway including drainage structures.
- Apply subdivision regulations and surveying laws in the preparation of preliminary sketch, preliminary plat and final plat for a major private land subdivision.
- Perform preliminary site investigations, research infrastructure records, secure appropriate codes and regulations and prepare a set of preliminary drawings of an urban redevelopment site.
- Perform quantity takeoffs for bid preparation.

## Civil Engineering Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ARCH 110 Construction Drafting - Manual I (First Term) .....	2
ARCH 112 Construction Drafting – CAD I (Second Term) .....	2
CIVL 120 Basic Construction Materials .....	3
CMGT 121 Building Construction Drawings .....	3
ENGL 101 Beginning Composition .....	3
MATH 148 College Algebra .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>

<b>Quarter 2</b>	
ARCH 113 Architectural Drafting – CAD II .....	2
CIVL 121 Heavy Construction Materials .....	3
CIVL 123 Heavy Construction Drawings .....	3
CMGT 125 Heavy Construction Methods .....	3
ENGL 102 Essay & Research .....	3
MATH 135 Elementary Statistics <b>or</b> MATH 150 Pre Calculus .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>

<b>Quarter 3</b>	
CMGT 105 Construction Contract Documents .....	3
CMGT 131 Construction Quantity Survey .....	3
CPT 101 PC Applications 1 .....	3
SURV 141 Basic Surveying .....	4
PHYS 181* Technical Physics or (REAL 102 Real Estate Law and MULT 102 Cardiopulmonary Resuscitation) .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>

<b>Quarter 4</b>	
CIVL 221 Elementary Hydraulics .....	3
COMM 105 Speech or COMM 110 Conference/Group Discussion .....	3
ENGL 204 Technical Writing .....	3
LAND 152 Site Planning .....	4
MECH 130 Statics or EET 144 PC Hardware .....	3
SURV 241 Route Surveying .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>

<b>Quarter 5</b>	
CIVL 223 Public Utility Systems .....	3
ENVR 252 Health and Safety Training .....	3
MECH 242 Strength of Materials or .....	3
ARCH 115 Micro Station CAD Drafting .....	3
SSCI 10x Social Science 101, 102, 103 or 104 .....	5
SURV 245 Survey Law .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>

# Computer Programming Technology

## Networking & Distributed Systems Certificate

### AS/400 Program Language Certificate

### AS/400 Operations Certificate

### Object-Oriented Programming Certificate

Also see: EDP Auditing Major (Accounting)

Also see: Computer Electronics Major (Electronic Engineering Technology)

Also see: Microcomputing Technology

Society's increasing dependence on computers ensures a growing demand for qualified computer programming graduates. To meet this demand, Columbus State's Associate of Applied Science Degree program in Computer Programming Technology provides students with the technical skills required for entry-level programming and related positions in business. Students learn to write programs and use commercially available software on mainframe, mini and microcomputers. Laboratory exercises using up-to date equipment are an integral part of the program.

Columbus State Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees.

Upon completion of the Associate of Applied Science Degree in Computer Programming Technology, the graduate will be able to:

- Write, debug, test, maintain, and document programs, according to a program specification, in ANSI COBOL, Interactive COBOL, IBM mainframe Assembly Language, ORACLE and some of the following languages: RPG, C++ VISUAL BASIC and Java.
- Write procedures to execute typical business applications on various computer platforms.
- Use new program languages, application software or command languages, given the appropriate reference manuals.
- Use PC based word processing, spreadsheet, database and other application software.
- Design, normalize and develop a corporate database using a relational Database Management System (DBMS).
- Understand the fundamental concepts of data communications applicable to business systems.
- Write program specifications for a typical business application using an appropriate system specification.
- Work effectively as part of a project or system team.

In addition to many of the Computer Programming Technology competencies, a graduate with a Certificate in Networking and Distributed Systems will be able to:

- Describe the various types of distributed processing systems and operating systems.
- Design, create, and operate a distributed DBMS.
- Use at least one major LAN operating system.

## Quarter 6

HUM xxx	Humanities 111, 112, 113, 151, 152 or 224 .....	5
SURV 243	Heavy Construction Standards .....	4
SURV 247	Townsite/Urban Development .....	3
SURV 249	Land Subdivision Systems .....	3
xxx xxx	Technical Elective .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>18</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....		<b>109</b>

Technical Electives must be selected from the following list of courses:

ARCH 237	Structures - Steel & Concrete .....	4
CIVL 290	Work Experience Seminar .....	1
CIVL 291	Co-Op Work Experience .....	4
CMGT 106	Supervising Field Operations .....	3
SURV 248	Advanced Surveying Systems .....	4

\* Students wishing to take a CIVL, CMGT or ARCH technical elective or are considering transferring to another college or university are directed to take PHYS 181, MECH 130 and MECH 242. Students wishing to take SURV 248 Advanced Surveying Systems as a technical elective are directed to take REAL 102 Real Estate Law, MULT 102 Cardiopulmonary Resuscitation (CPR), EET 144 P. C. Hardware and ARCH 115 Micro Station Drafting.

## Surveying Certificate

COURSE		CR
<b>Quarter 1</b>		
ARCH 110	Construction Drafting – Manual I (First Term) .....	2
ARCH 112	Construction Drafting –CAD I (Second Term) .....	2
CIVL 123	Heavy Construction Drawings .....	3
ENGL 101	Beginning Composition .....	3
MATH 148	College Algebra .....	5
SURV 141	Basic Surveying .....	4
<b>TOTAL CREDIT HOURS</b> .....		<b>19</b>

## Quarter 2

ENGL 102	Essay & Research .....	3
MATH 135	Elementary Statistics <b>OR</b> .....	5
MATH 150	Pre Calculus .....	5
REAL 102	Real Estate Law .....	3
SURV 241	Route Surveying .....	4
SURV 245	Survey Law .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>18</b>

## Quarter 3

ENGL 204	Technical Writing .....	3
SURV 243	Heavy Construction Standards .....	4
SURV 247	Townsite/Urban Development .....	3
SURV 249	Land Subdivision Systems .....	3
*xxxx xxx	Technical Elective .....	4
<b>TOTAL CREDIT HOURS</b> .....		<b>17</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....		<b>54</b>

## \*Technical Elective Options

LAND 152	Site Planning .....	4
SURV 248	Advanced Surveying Systems .....	4

- Sit for an industry standard network system examination.
- Design, create, and implement a distributed processing system to support the information processing requirements for a large information management organization to include installing a DBMS.

In addition to many of the Computer Programming Technology competencies, a graduate with a Certificate in AS/400 Program Language will be able to:

- Use the basic features of the AS/400 including, handling messages, running programs, memory allocation, job types; starting and terminating jobs, controlling the printer output, the menu system, the help feature, the concepts of objects and libraries, the command language, and the Program Development Manager.
- Use programming constructs needed to develop CL programs and commands.
- Write batch RPG/400 programs utilizing structured code, create physical and logical files, define and access externally described files, and compile and debug RPG/400 programs for business applications.
- Write interactive programs utilizing subfiles.
- Write report programs utilizing external printer files.

In addition to many of the Computer Programming Technology competencies, a graduate with a Certificate in Object-Oriented Programming will be able to:

- Demonstrate techniques of Object Analysis and Object Design.
- Design, code and process ANSI Standard C++ programs.
- Design, code and process ANSI Standard Object-Oriented COBOL programs.
- Design objects and classes associated with Object Technology.
- Develop Windows programs using Object Technology.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Computer Programming Technology and following Certificate programs.

#### Computer Programming Technology

- Placement into MATH 121 - Mathematics for Computer Technology, or complete MATH 103
- Beginning Algebra II
- Placement into ENGL101 or 111

#### Networking and Distributed Systems Certificate

- Complete MCT 221 - Local Area Networks
- Complete AAS degree in Computer Programming, Microcomputing or the equivalent

#### AS/400 Program Language Certificate

- CPT 101 - PC Applications 1
- CPT 111 - Assembly Language I

#### AS/400 Operations Certificate

- CPT 101 - PC Applications 1

#### Object-Oriented Programming Certificate

- CPT 111 - Assembly Language 1
- CPT 201 - COBOL I
- Associate of Applied Science Degree in Computer Programming Technology or
- Equivalent work experience approved by the Department Chair of Computer Science.

### Computer Programming Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
CPT 101 PC Applications 1 .....	3
CPT 108 CIS Concepts .....	3
MATH 121 Mathematics for Computer Technology .....	5
ACCT106 Introduction to Accounting I .....	5
ENGL 101 Beginning Composition .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>

<b>Quarter 2</b>	
CPT 111 Programming 1 .....	5
ACCT 107 Introduction to Accounting II .....	5
ENGL 102 Essay & Research .....	3
SSCI 10x Social Science 101, 102, 103 or 104 .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>

<b>Quarter 3</b>	
CPT 112 Programming 2 .....	5
CPT 131 Operating Systems .....	3
CPT xxx Technical Electives .....	3
BMGT xxx Business Elective .....	3
xxxx xxx Basic Studies Elective .....	5
	(Accounting, Business Management, or Mathematics)
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>

<b>Quarter 4</b>	
CPT 201 COBOL1 .....	5
CPT 211 Systems Analysis 1 .....	4
CPT 221 Database Programming .....	3
CPT xxx Technical Elective .....	3
COMM 105 Speech .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>

<b>Quarter 5</b>	
CPT 202 COBOL 2 .....	5
CPT 212 Systems Analysis 2 .....	4
CPT 225 Database Systems .....	3
ENGL 200 Business Communications .....	3
HUM xxx Humanities 111, 112, 113, 151, 152 OR 224 .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>

<b>Quarter 6</b>	
CPT 205 Interactive Cobol .....	5
CPT 281 Final Project .....	5
CPT 289 ACP Examination .....	1
CPT xxx Technical Elective .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>110</b>

#### Technical Electives must be selected from the following list of courses:

CPT 155 Visual Basic .....	5
CPT 156 Advanced Visual Basic .....	5
CPT 206 Introduction to Object-Oriented COBOL .....	5
CPT 241 Introduction to AS/400 .....	3
CPT 243 Command Language/400 .....	3

CPT 244	AS/400 System Operations .....	3
CPT 245	Beginning RPG .....	5
CPT 246	Advanced RPG .....	5
CPT 248	RPG IV .....	5
CPT 251	C ++Language Programming .....	5
CPT 252	Advanced C ++ .....	5
CPT 254	JAVA Programming for Programmers .....	5
CPT 261	Network Communication Systems .....	5
CPT 262	Client/Server Systems .....	3
CPT 263	Networking .....	5
CPT 264	Advanced Networking .....	5
CPT 265	Distributed Database Management Systems .....	5
CPT 266	Certification Test Review .....	1
CPT 267	TCP/IP .....	3
CPT 291-6	Special Topics in Computer Science .....	1-5
CPT 297-9	Computer Science Internship/Field Experience .....	1-3
MCT 221	Local Area Networks .....	3

### AS/400 Program Language Certificate

COURSE	CR	
<b>Quarter 1</b>		
CPT 241	Introduction to AS/400 .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>3</b>
<b>Quarter 2</b>		
CPT 243	Command Language/400 .....	3
CPT 244	AS/400 System Operation .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>6</b>
<b>Quarter 3</b>		
CPT 245	Introduction to RPG .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>
<b>Quarter 4</b>		
PT 246	Advanced RPG .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>
<b>Quarter 5</b>		
CPT 248	RPG IV .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>24</b>

### AS/400 Operations Certificate

COURSE	CR	
<b>Quarter 1</b>		
CPT 241	Introduction to AS/400 .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>3</b>
<b>Quarter 2</b>		
CPT 243	Command Language/400 .....	3
CPT 244	AS/400 System Operation .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>6</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>9</b>

### Object-Oriented Programming Certificate

COURSE	CR	
<b>Quarter 1</b>		
CPT 251	Introduction to C++ Programming .....	5
CPT 155	Introduction to Visual Basic .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>10</b>
<b>Quarter 2</b>		
CPT 252	Advanced C++ Programming .....	5
CPT 206	Introduction to Object-Oriented COBOL .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>10</b>

<b>Quarter 3</b>		
CPT 254	JAVA Programming for Programmers or	
CPT 156	Advanced Visual Basic .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>25</b>

### Networking & Distributed Systems Certificate

COURSE	CR	
<b>Quarter 1</b>		
CPT 261	Network Communication Systems .....	5
CPT 262	Client/Server Systems .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>8</b>
<b>Quarter 2</b>		
CPT 263	Networking .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>

<b>Quarter 3</b>		
CPT 264	Advanced Networking .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>

<b>Quarter 4</b>		
CPT 265	Distributed Database Management Systems .....	5
CPT 266	Certification Test Review .....	1
<b>TOTAL CREDIT HOURS .....</b>		<b>6</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>24</b>



PROGRAMS OF STUDY

# Construction Management

## Field Supervision Certificate

## Estimating/Bidding Certificate

## Residential Construction Management Certificate

The Construction Management program prepares graduates for entry-level employment with all types of construction companies. Inside positions include work assignments in marketing, sales, estimating and purchasing; field assignments include those in scheduling, cost control, quality assurance, assisting field superintendents, and monitoring safety programs. The local job market for these graduates is expected to continue to grow as the Columbus construction industry steadily expands.

In addition to technical and management courses taught at the College, Associate Degree students have the opportunity to work directly with employers through a summer quarter cooperative job program that fulfills part of the degree program requirements. Students in the program share a course core curriculum with other programs in the Construction Sciences Department. This core provides students with a strong foundation of technical skills as well as a sense of the teamwork needed in the construction field. Students also complete courses in communication skills, technical math and computer literacy.

Upon completion of the Associate Degree in Construction Management, the graduate will be able to:

- Analyze and interpret all types of construction drawings and documents.
- Calculate quantities of material, labor, and equipment needed for a project.
- Analyze financial data relative to construction work in the field and office.
- Control field operations through cost analysis and productivity analysis.
- Apply data analysis to identify construction problems, specify goals, and execute projects.
- Utilize the critical path and Gantt bar chart methods to organize complex construction projects.
- Identify and understand the major elements in construction labor and contract law.
- Operate and use microcomputers, pre-packaged project management software, and scan machine.
- Stake out control points for projects using modern laser surveying equipment.
- Assist in developing marketing tools and objectives to increase the sales of no-bid jobs for their employers.
- Assist in purchasing or safety/loss control of equipment and materials.
- Apply bid strategies to marketing proposals for building and heavy construction type projects.
- Assist in resolving construction disputes, claims and arbitration/litigations.

# Construction Management Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
CMGT 101	Managing a Construction Company ..... 3
CMGT 105	Construction Contract Documents ..... 3
CMGT 115	Building Construction Methods ..... 3
CMGT 121	Building Construction Drawings ..... 3
CMGT 125	Heavy Construction Methods ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 2</b>	
ARCH 110	Construction Drafting – Manual I (First Term) ..... 2
ARCH 112	Construction Drafting – CAD I (Second Term) ..... 2
CPT 101	PC Applications 1 ..... 3
CMGT 106	Supervision of Field Operations ..... 3
CIVL 123	Heavy Construction Drawings ..... 3
CMGT 131	Construction Quantity Survey ..... 3
ENGL 102	Essay & Research ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>19</b>

<b>Quarter 3</b>	
CIVL 120	Basic Construction Materials ..... 3
CMGT 135	Safety and Loss Prevention ..... 3
CMGT 141	Building Estimating ..... 3
MATH 148	College Algebra ..... 5
ENVR 101	Intro. To Environmental Technology ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>17</b>

<b>Quarter 4</b>	
CMGT 241	Planning and Scheduling ..... 3
CMGT 243	Construction Labor Law ..... 3
CMGT 248	Heavy Construction Estimating ..... 3
MATH 135	Elementary Statistics ..... 5
SURV 141	Basic Surveying ..... 4
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 5</b>	
COMM 105	Speech ..... 3
CMGT 251	Construction Cost Controls ..... 3
CMGT 252	Construction Contract Law ..... 3
HUM xxx	Humanities 111, 112, 113, 151, 152 or 224 ..... 5
BMGT 101	Principles of Business ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>19</b>

<b>Quarter 6</b>	
CMGT 261	Project Management ..... 3
CMGT 2xx	CMGT 231 or 281 ..... 3
ENGL 200	Business Communications ..... 3
SSCI 10x	Social Science 101, 102, 103 or 104 ..... 5
xxx xxx	Tech Elective ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>17</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>108</b>

### Technical Electives must be selected from the following list of courses:

CIVL 121	Heavy Construction Materials ..... 3
CMGT 231	Computer Estimating ..... 3
CMGT 253	Residential Construction ..... 3
CMGT 290	Work Experience Seminar ..... 1
CMGT 291	Co-Op Work Experience ..... 4
SURV 241	Route Surveying ..... 4
SURV 245	Survey Law ..... 3
CMGT 281	Computer Estimating Residential ..... 3
ACCT 106	Intro to Accounting ..... 5
BMGT 102	Managing Interpersonal Skills ..... 3
CMGT 299	Special Topics ..... 1 - 5

## Field Supervision Certificate

### Quarter 1

CMGT 105	Construction Contract Documents .....	3
CMGT 115	Building Construction Methods .....	3
CMGT 121	Building Construction Drawings .....	3
MATH 148	College Algebra .....	5
CPT 101	PC Applications 1 .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>17</b>

### Quarter 2

CMGT 106	Supervision of Field Operations .....	3
CIVL 123	Heavy Construction Drawings .....	3
CMGT 125	Heavy Construction Methods .....	3
CMGT 131	Construction Quantity Survey .....	3
ENGL 111	English Composition .....	5
<b>TOTAL CREDIT HOURS</b> .....		<b>17</b>

### Quarter 3

CMGT 135	Safety and Loss Prevention .....	3
CMGT 241	Planning and Scheduling .....	3
CMGT 243	Construction Labor Law .....	3
ENGL 200	Business Communications .....	3
SURV 141	Basic Surveying .....	4
<b>TOTAL CREDIT HOURS</b> .....		<b>16</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....		<b>50</b>

## Estimating/Bidding Certificate

### Quarter 1

CMGT 105	Construction Contract Documents .....	3
CMGT 115	Building Construction Methods .....	3
CMGT 121	Building Construction Drawings .....	3
MATH 148	College Algebra .....	5
CPT 101	PC Application 1 .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>17</b>

### Quarter 2

CIVL 123	Heavy Construction Drawings .....	3
CMGT 125	Heavy Construction Methods .....	3
CMGT 131	Construction Quantity Survey .....	3
CMGT 253	Residential Construction .....	3
ENGL 111	English Composition .....	5
<b>TOTAL CREDIT HOURS</b> .....		<b>17</b>

### Quarter 3

CMGT 141	Building Estimating .....	3
CMGT 231	Computer Estimating Building .....	3
CMGT 281	Computer Estimating Residential .....	3
CMGT 241	Planning and Scheduling .....	3
CMGT 248	Heavy Construction Estimating .....	3
ENGL 200	Business Communications .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>15</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....		<b>49</b>

## Residential Construction Management Certificate

### Quarter 1

CMGT 105	Construction Contract Documents .....	3
CMGT 121	Building Construction Drawings .....	3
CMGT 253	Residential Construction .....	3
MATH 148	College Algebra .....	5
CPT 101	PC Application 1 .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>17</b>

### Quarter 2

CMGT 106	Supervision of Field Operations .....	3
CMGT 131	Construction Quantity Survey .....	3
CMGT 281	Computer Estimating Residential .....	3
ENGL 111	English Composition .....	5
<b>TOTAL CREDIT HOURS</b> .....		<b>14</b>

### Quarter 3

CMGT 135	Safety and Loss Prevention .....	3
CMGT 241	Planning and Scheduling .....	3
CMGT 243	Construction Labor Law .....	3
ENGL 200	Business Communications .....	3
SURV 141	Basic Surveying .....	4
<b>TOTAL CREDIT HOURS</b> .....		<b>16</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....		<b>47</b>



# Dental Hygiene

The Dental Hygiene program at Columbus State Community College prepares the student to work as a dental hygienist in dental offices or clinics. This program is fully accredited by the American Dental Association's Commission on Dental Education.

The dental hygienist is responsible for providing quality oral hygiene services to all types of patients including adult, handicapped, and pediatric patients. The hygienist also provides patients with education in oral hygiene and disease prevention. Graduates of the program are eligible to take state, regional and national examinations.

Upon completion of the Associate Degree in Dental Hygiene, the graduate will be able to:

- Manage the ethical issues of dental hygiene practice.
- Analyze information in a scientific and effective manner.
- Collect, analyze and record data.
- Formulate a comprehensive dental hygiene care plan.
- Assist the patient in meeting oral health goals.
- Provide specialized treatment
- Evaluate the effectiveness of services.
- Promote oral and general health.
- Take responsibility for health promotion and disease prevention.
- Improve knowledge, skills and values.

## Specific Program Admissions Information

Listed below are additional requirements for admission to the Dental Hygiene program. The application deadline is December 23, yearly. The last mandatory information session is held before November 15 of each year. Students are advised to arrange their schedules so that they attend an information session by November 15.

## Admissions Requirements

Students may obtain an information packet by calling the Allied Health Office at 287-2521 OR by sending an email with your name and complete mailing address to: afrank01@csc.edu.

- High school Biology (or college equivalent)—grade “C” or better within the last three years
- High school Chemistry (or college equivalent)—grade “C” or better within the last three years
- Placement into MATH 148 or completion of MATH 104
- Placement into ENGL 101 or ENGL 100 or ESL courses
- Placement into “No Reading Required” or completion of DEV 044
- BIO 121 Human Anatomy, Physiology and Pathophysiology, with grade “C” or better (or BIO 161)
- MULT 102 with grade “C” or better OR completion of American Red Cross or American Heart Association CPR/Basic Life Support Course for Health Care Providers (completed after admission into the program)
- Dental hygienist observation (20 hours) or experience working in a dental office or clinic in a patient-care related position. Further specific information is given during the information sessions.

- Attend one mandatory Dental Hygiene Information Session within 12 months BEFORE applying to the program to obtain current admission information and application.
- Students applying to the Dental Hygiene Program must submit their official high school and official college transcripts to Columbus State Community College, Records and Registration Office, by November 30 of the year of application so that transcripts may be evaluated and posted.
- International students or students who have international transcripts must submit their official transcripts to Records and Registration NO LATER THAN August 30 of the year they plan to apply to the Dental Hygiene Program. Records and Registration may have further requirements for international students, thus international students should contact them before August 30 of the year they wish to apply.
- ALL admission criteria MUST be met by December 23 of the application year.

**Visit or contact the Allied Health Office, UN 407, 287-2521 to obtain a dental hygiene information packet. Information packets are also available from the health advisors.**

## Statement Regarding Infectious Diseases:

Students in any of the Allied Health programs, including Dental Hygiene, perform their clinical work on real people. Columbus State does not discriminate against students, faculty, or patients in any way, or based on color, creed, national origin, gender, disability or sexual preference. The patient populations with whom we work come from all walks of life, and the students may therefore be exposed to many types of communicable diseases. These are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, Rubella, rubeola, etc.

***ALL students are required to have appropriate immunizations after they are admitted to the program (information is given to all admitted students). Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering the Dental Hygiene program must be aware of this slight, but real, potential.***

## Dental Hygiene Associate Degree Program

COURSE	CR
<b>Quarter 1</b>	
PSY 235 Psychology of Adjustment .....	3
BIO 122 Anatomy, Physiology & Pathology II .....	5
DHY 140 Head & Neck Anatomy & Tooth Morphology .....	3
DHY 141 Head & Neck Anatomy & Tooth Morphology Lab .....	1.5
DHY 110 Introduction to Dental Hygiene .....	4
DHY 109 Dental Terminology .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>17.5</b>
<b>Quarter 2</b>	
DHY 120 Pre-Clinic .....	4
DHY 111 Dental Hygiene instrumentation Theory .....	2
DHY 130 Dental Radiography .....	3
DHY 131 Dental Radiography Lab .....	1.5
BIO 115 Microbiology .....	5
DHY 260 Periodontology .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18.5</b>

# Dental Laboratory Technology/ Small Business Management

## (Associate of Technical Studies Degree) Dental Laboratory Technology Certificate

Dental laboratory technicians are skilled artisans and small business managers. They create the appliances that restore or replace oral tissues or structures. They fabricate complete dentures, removable partial dentures, crowns and bridges and may become owners and/or managers of a dental laboratory facility.

The Dental Laboratory Technology four quarter, (one year) certificate program provides students with experience in fabricating a wide variety of dental appliances, using state-of-the art materials and equipment. The program develops skill, not only in proper construction, but also in attractive appearance and accuracy of fit for patient comfort. Because workers in the dental lab area may be exposed to infectious materials and communicable diseases, the programs emphasizes safety and infection control. The Dental Laboratory Technology/Small Business Management seven quarter Associate of Technical Studies Degree Program provides knowledge and skills of small business management that will enable a graduate to own and/or manage a dental laboratory, as well as providing all the competencies of the certificate program.

New students enter the program in the autumn quarter, but applications to the program may be submitted at anytime.

New students enter the program in the fall quarter, but applications to the program may be submitted at anytime.

Upon completion of the Certificate in Dental Laboratory Technology, the graduate will be able to:

- Design and fabricate complete dentures, removable partial dentures, crowns and bridges to a clinically acceptable degree.
- Apply learned theories to problem cases involving all dental laboratory procedures.
- Identify acceptable dental impressions submitted from clients.
- Read and accurately interpret dental laboratory prescriptions.
- Select and safely use the proper materials and equipment for a given case.
- Recognize specific landmarks of the oral cavity associated with a given case.
- Install, adjust, and store equipment and supplies.
- Demonstrate the attitude, abilities, and professionalism essential for the welfare of the patient.
- Practice safety and health regulations as established by the state and federal government.

In addition to the certificate program competencies the graduate of the Dental Laboratory/Small Business Management ATS Program will be able to:

- Identify the fundamentals in planning and executing the start up of a new small business.

<b>Quarter 3</b>		
ENGL 101	Beginning Composition .....	3
DHY 112	Dental Hygiene Techniques I .....	1
DHY 121	Clinic I .....	4
DHY 240	Dental Materials .....	2
DHY 250	Oral Histology .....	1
CHEM 113	Chemistry/Biochemistry .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>16</b>

<b>Quarter 4</b>		
DHY 210	Dental Hygiene Techniques II .....	1
DHY 214	Treatment Planning .....	0.5
DHY 220	Clinic II .....	4
DHY 251	Oral Pathology .....	3
DHY 241	Dental Materials Lab .....	1.5
HOSP 153	Nutrition .....	5
ENGL 102	Essay and Research .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>18</b>

<b>Quarter 5</b>		
DHY 211	Dental Hygiene Techniques III .....	1
DHY 221	Clinic III .....	4
DHY 270	Pharmacology .....	2
HUM xxx	Humanities 111,112,113,114,151,152, or 224 .....	5
DHY 279	Biostatistics and Research for Dental Hygiene .....	1
<b>TOTAL CREDIT HOURS .....</b>		<b>13</b>

<b>Quarter 6</b>		
DHY 212	Dental Hygiene Techniques IV .....	1
DHY 222	Clinic IV .....	4
DHY 280	Community Dental Health .....	3
COMM 105	Speech .....	3
ENGL 200	Business Communications .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>14</b>

<b>Quarter 7</b>		
SSCI 10x	Social Science 101, 102, 103 or 104 .....	5
DHY 213	Dental Hygiene Techniques V .....	2
DHY 223	Clinic V .....	5
DHY 281	Community Dental Health External Projects .....	1
DHY 215	Case Studies .....	0.5
<b>TOTAL CREDIT HOURS .....</b>		<b>12.5</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>		<b>109.5</b>



- Describe the necessary competence in managing a small business enterprise, including effective operation of an established business, strategic planning, market analysis, pricing, inventory control, and credit collection.
- Demonstrate knowledge of basic accounting principles used to operate a small business.
- Describe marketing principles as they apply to small business.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Dental Laboratory Technology certificate and ATS programs.

- High school graduate or G.E.D. equivalency
- Contact Dental Laboratory Coordinator to schedule an interview

### Dental Laboratory Technology/Small Business Management (Associate of Technical Studies)

COURSE	CR
<b>Quarter 1</b>	
DENT 101 Materials I .....	3
DENT 111 Anatomy .....	3
DENT 121 Complete Dentures I .....	3
DENT 132 Occlusion .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>12</b>

<b>Quarter 2</b>	
ENGL 101 Beginning Composition .....	3
DENT 142 Removable Partial Dentures I .....	3
DENT 153 Fixed Partial Dentures I .....	3
DENT 275 Ceramics I .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>13</b>

<b>Quarter 3</b>	
ENGL 102 Essay and Research .....	3
DENT 285 Orthodontics .....	2
DENT 296 Applied Lab I .....	3
DENT 123 Complete Dentures III <b>OR</b> .....	3
DENT 244 Removable Partial Dentures III <b>OR</b> .....	3
DENT 256 Fixed Partial Dentures IV <b>OR</b> .....	3
DENT 276 Ceramics II .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>11</b>

<b>Quarter 4</b>	
DENT 297 Applied Lab II .....	7
ENGL 200 Business Communication .....	3
SSCI 10x Social Science 101, 102, 103 or 104 .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

<b>Quarter 5</b>	
COMM 105 Speech .....	3
HUM xxx Humanities, 111, 112, 113, 151, 152, or 224 .....	5
MATH 101 Business Math .....	5
CPT 101 Computer Literacy I .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

<b>Quarter 6</b>	
BMGT 101 Principles of Business .....	5
BMGT 231 Small Business Development .....	4
ACCT 106 Introduction to Accounting .....	5
MCT 106 PC Application II .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 7</b>	
BMGT 232 Small Business Operations .....	4
MCT 211 Advanced Information Presentation .....	3
MKTG 111 Marketing Principles .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>12</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>97</b>

### Dental Laboratory Technology Certificate

COURSE	CR
<b>Quarter 1</b>	
DENT 101 Materials I .....	3
DENT 111 Anatomy .....	3
DENT 121 Complete Dentures I .....	3
DENT 132 Occlusion .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>12</b>

<b>Quarter 2</b>	
ENGL 101 Beginning Composition .....	3
DENT 142 Removable Partial Dentures I .....	3
DENT 153 Fixed Partial Dentures I .....	3
DENT 275 Ceramics I .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>13</b>

<b>Quarter 3</b>	
ENGL 102 Essay and Research .....	3
DENT 285 Orthodontics .....	2
DENT 296 Applied Lab I .....	3
DENT 123 Complete Dentures III <b>OR</b> .....	3
DENT 244 Removable Partial Dentures III <b>OR</b> .....	3
DENT 256 Fixed Partial Dentures IV <b>OR</b> .....	3
DENT 276 Ceramics II .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>11</b>

<b>Quarter 4</b>	
DENT 297 Applied Lab II .....	7
<b>TOTAL CREDIT HOURS .....</b>	<b>7</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>43</b>



# Early Childhood Development

## Early Childhood Development Associate Degree Child Care Administration Certificate

With the increase of both the two-income family and the single parent household, there is a great demand for qualified professionals in early childhood education. Early childhood professionals are responsible for planning daily routines and curriculum, utilizing community resources to enrich programs and support the needs of children and their families. The graduate is employed as a pre-kindergarten teacher, or Head Start preschool/childcare administrator, nanny, infant/toddler caregiver or family childcare provider.

The Early Childhood Development (ECD) program is approved by the Ohio Department of Education for the Pre-Kindergarten Associate Teaching license. This license qualifies holders for pre-kindergarten positions in a variety of early childhood settings, including Head Start, public school preschool, inclusive settings with children with special needs, as well as part-day and full day child care programs. The Early Childhood course of study exceeds the requirements for staff as outlined in the revised Ohio Child Day Care Licensing Rules.

Upon completion of the Associate Degree in Early Childhood Development, the graduate will be able to:

- Demonstrate knowledge of theories of human growth, development, and learning related to children, birth to age 8..
- Plan appropriate learning experiences for individuals as well as groups of young children, in inclusive settings..
- Demonstrate a competent, respectful, nurturing teaching style, to meet children’s needs.
- Develop appropriate educational practices for young children that foster the growth of skills in problem solving, decision-making, critical thinking , communication and emerging literacy.
- Use appropriate teaching strategies to address individual differences in developmental levels , culture and learning styles.
- Recognize and respect unique characteristics of families and demonstrate appropriate strategies to support and address family needs.
- Demonstrate a variety of strategies to evaluate children’s growth and development in cooperation with parents and related professionals.
- Design a physically safe environment to facilitate children’s independence and competence through constructive experiences.
- Reflect and evaluate one’s professional, interdisciplinary role as teacher, team member, life long learner and advocate for children and families.

### Specific Program Admissions Information

Listed below are additional requirements for formal admission to Early Childhood Development.

- High school graduate or G.E.D. equivalency

- Placement into Beginning Composition - ENGL 101
- Completion of the following five courses with a grade of “C” or above:
  - ECD 105 - Self Concept
  - ECD 106 Observing and Recording
  - ECD 107 - Curriculum Planning
  - ECD 203 - Creative Curriculum
  - PSY 261 - Introduction to Child Development
- Medical Statement and 3 References on file

## Early Childhood Development Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
PSY 100	Introduction to Psychology ..... 5
ECD 105	Self Concept ..... 3
ECD 106	Observing and Recording ..... 1
ECD 107	Curriculum Planning ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>15</b>
<b>Quarter 2</b>	
ENGL 102	Essay & Research ..... 3
PSY 261	Child Development ..... 5
ECD 203	Creative Curriculum ..... 3
ECD 161	ECD Field Seminar I ..... 1
ECD 171	ECD Field Experience I ..... 1
ECD 201	Health and Safety <b>OR</b> ..... 3
ECD 200	First Aid & ..... 1
ECD 202	Communicable Disease & ..... 1
ECD 204	Child Abuse & Neglect ..... 1
<b>TOTAL CREDIT HOURS</b>	<b>16</b>
<b>Quarter 3</b>	
SOC 101	Introduction to Sociology ..... 5
MATH 101	Business Mathematics ..... 5
ECD 112	Physical Development Curriculum ..... 3
ECD 172	ECD Field Experience II ..... 1
ECD 162	ECD Field Seminar II ..... 1
ECD 103	Cognitive Curriculum ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>18</b>
<b>Quarter 4</b>	
COMM 105	Speech ..... 3
ECD 110	Infant/Toddler Curriculum ..... 3
ECD 163	ECD Field Seminar III ..... 1
ECD 173	ECD Field Experience III ..... 1
SSCI 101	Cultural Diversity ..... 5
ECD 109	Language Exp. Early Childhood Programs ..... 3
ECD 120	Interpersonal Communications in Human Services ..... 4
<b>TOTAL CREDIT HOURS</b>	<b>15</b>
<b>Quarter 5</b>	
ENGL 200	Business Communications ..... 3
ECD 206	Social Development Curriculum ..... 3
ECD 110	**Infant/Toddler Curriculum ..... 3
GER 203	Family Ecology ..... 3
ECD 173	**ECD Field Experience III ..... 1
ECD 163	**ECD Field Seminar III ..... 1
** To be taken concurrently	
<b>TOTAL CREDIT HOURS</b>	<b>14</b>
<b>Quarter 6</b>	
HUM xxx	Humanities 111, 112, 113, 151, 152 or 224 ..... 5
ECD 205	Parent Involvement in Early Childhood Programs ..... 3
ECD xxx	Technical Elective ..... 3
ECD 208	Young Children with Special Needs ..... 3
ECD 264	ECD Seminar IV ..... 1
ECD 274	ECD Field Experience IV ..... 1
<b>TOTAL CREDIT HOURS</b>	<b>16</b>

# Electro-Mechanical Engineering Technology

With the rapid growth occurring in automation, robotics, computer integration, product development, and all new processes for manufacturing, research, material movement, and equipment maintenance support, there is an increased demand for individuals who can apply and perform problem-solving duties associated with the integration of electrical and mechanical devices.

The objective of the Electro-Mechanical Engineering Technology program is to educate and prepare students for career opportunities in manufacturing environments where automated and semi-automated machines and processes are used.

Electro-Mechanical Engineering Technicians perform both preventive and corrective maintenance on electro-mechanical systems as well as aiding in the design of such systems.

Upon completion of the Associate Degree in Electro-Mechanical Engineering Technology, the graduate will be able to:

- Read and interpret engineering drawings.
- Select an appropriate electric motor and control based on known functional requirements.
- Identify and troubleshoot hydraulic and pneumatic systems.
- Troubleshoot electric motors.
- Identify and select electro-mechanical components for typical industrial requirements.
- Select and use appropriate power control devices, timers, transducers and sensors.
- Apply servo-mechanisms with regard to accuracy, overshoot, and stability of automated equipment.
- Identify closed-loop and open-loop systems and select the type of control required to achieve a given system response.
- Demonstrate skill in applying programmable controllers to operate simple processes.
- Perform preventive and corrective maintenance on electro-mechanical automated systems.

The Electro-Mechanical Engineering Technology also shares related courses with the Electronic Engineering Technology, Mechanical Engineering Technology and Quality Assurance Technology. For additional information refer to those section(s) of the Catalog.

## Electro-Mechanical Engineering Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
MATH 111 Technical Mathematics I .....	4
EET 111 DC Fundamentals .....	4
EET 112 DC Lab .....	2
MECH 110 Introduction to Manufacturing .....	3
MECH 112 Computer Applications in Manufacturing .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>

<b>Quarter 7</b>	
NSCI 101 Natural Science .....	5
ECD 207 Guidance/Discipline in Early Childhood .....	3
ECD 265 ECD Seminar V and .....	1
ECD 275 ECD Field Experience V <b>OR</b> .....	1
ECD 267 Student Teaching Seminar and .....	2
ECD 277 Student Teaching Practicum .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>10</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>104-107</b>

### Technical Elective must be selected from the following courses:

ECD 211 Child Care Administration .....	3
ECD 209 Early Childhood Staff .....	3
*ECD 115 School Age Child .....	3
*ECD 151 ECD Media Resource I .....	1
*ECD 152 ECD Media Resource II .....	1
*ECD 190 Activity Plan Seminar .....	1
*ECD 221-230 Contemporary Issues in Early Childhood .....	1-3

\*Not required for graduation

## Child Care Administration Certificate

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
ECD 105 Self Concept .....	3
ECD 106 Observing and Recording .....	1
ECD 107 Curriculum Planning .....	3
ECD 201 Health and Safety .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>13</b>

<b>Quarter 2</b>	
PSY 261 Child Development .....	5
ECD 190 Activity Plan Seminar .....	1
ECD 203 Creative Curriculum .....	3
GER 103 Interpersonal Communications in Human Services .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>13</b>

<b>Quarter 3</b>	
MATH 101 Business Mathematics .....	5
ECD 109 Language Exp. Early Childhood Programs .....	3
ECD 162 ECD Field Seminar II .....	1
ECD 172 ECD Field Experience II .....	1
ECD 205 Parent Involvement in Early Childhood Programs .....	3
ECD 208 Young Children with Special Needs .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>

<b>Quarter 4</b>	
ENGL 200 Business Communications .....	3
ECD 110 Infant/Toddler Curriculum .....	3
ECD 206 Social Development Curriculum <b>OR</b> .....	3
ECD 207 Guidance/Discipline in Early Childhood .....	3
ECD 211 Child Care Administration .....	3
ECD 265 ECD Seminar V and .....	1
ECD 275 ECD Field Experience V .....	1
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....	<b>56</b>

With completion of 18 credit hours in ECD, minimum qualifications to be a child care administrator by Ohio Child Day Care Licensing Standards will have been met, provided the candidate has two years work experience in group care of young children.

# Electronic Engineering Technology

## Electronic Engineering Technology Associate Degree Computer Electronics Major

The Electronic Engineering Technology opens numerous doors of opportunity for its graduates. Employment in fields as diverse as avionics, banking, biomedicine, distribution, telecommunications, manufacturing, servicing, radio/TV and audio production await today's graduate. Growth in both the number of positions and variety of opportunities is expected to expand well into the 21st century.

Course work covers the basics of electronics with technical electives available for specialization in computer repair, digital and fiber optic communication, computer aided drafting and control.

Columbus State's Electronic Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET). For further information regarding accreditation, contact: Accreditation Director for Engineering Technology, Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202.

Graduates who wish to continue their education may transfer their Associate Degree credits to a number of four-year institutions that offer baccalaureate degrees in engineering technology.

Upon completion of the Associate Degree in Electronic Engineering Technology, the graduate will be able to:

- Apply technical terms in their proper context when writing or speaking.
- Analyze and locate problems in basic electronic circuits.
- Demonstrate knowledge of a basic approach to troubleshooting.
- Read and interpret engineering specifications.
- Measure electrical quantities (e.g., voltage, current, resistance, frequency, etc.) accurately and draw conclusions.
- Collect, compile, and graph experimental data.
- Write technical reports.
- Use calculators and/or computers for analysis and technical problem solving.
- Prepare electronic schematics using manual and computer-aided systems.
- Analyze and interpret circuit diagrams.
- Apply knowledge of the basics of electronics to a variety of applications the graduates will see as they work in the profession.

The Electronic Engineering Technology also shares related coursework with the Electro-Mechanical Engineering and Quality Assurance Technologies. For additional information refer to those sections of the Catalog.

<b>Quarter 2</b>		
ENGL 101	Beginning Composition .....	3
MATH 112	Technical Math II .....	4
PHYS 181	Technical Physics (Mechanical) .....	4
EET 120	AC Fundamentals .....	4
EET 121	AC Lab .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>
<b>Quarter 3</b>		
ENGL 102	Essay and Research .....	3
EET 130	Electronic Devices .....	4
EET 132	Digital Fundamentals .....	3
EET 131	Electronic Lab .....	2
MECH 120	Mechanical Drafting I .....	3
MECH 131	Hydraulics .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>
<b>Quarter 4</b>		
COMM 105	Speech .....	3
PHYS 183	Technical Physics (Prop. Mat.) .....	4
EET 243	Digital Devices .....	4
EET 244	Digital Devices Lab .....	2
MECH 243	Robotics .....	3
EMEC 250	Motors & Controls .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>19</b>
<b>Quarter 5</b>		
ENGL 204	Technical Writing .....	3
HUM XXX	Humanities 111,112,113,151, 152 or 224 .....	5
EMEC 251	Electro-Mech. Controls I .....	4
MATH 135	Elementary Statistics .....	5
QUAL 240	Total Quality Management .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>20</b>
<b>Quarter 6</b>		
SSCI 10X	Social Sciences 101,102,103 or 104 .....	5
MECH 240	Machine Tools .....	4
EMEC 260	Electro-Mech. Controls II .....	4
MECH 260	Basic Mechanisms .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>107</b>



## Computer Electronics Major

Students interested in combining electronics with computer programming should consider the Computer Electronics Major. This program enables the student to enroll in courses on how to use computers as well as the electronics of the computer. Please contact the chairperson of either the Electronic Engineering Technology or Computer Programming Technology for more information.

In addition to the general Electronic Engineering Technology competencies, a graduate majoring in Computer Electronics will be able to:

- Write, debug, test, maintain and document programs in Assembly, and C++ language programs.
- Write Job Control Language (JCL) necessary to execute typical business applications on an IBM mainframe computer using DOS/VSE.
- Use a terminal in an on-line environment (ADR/VOLLIE).
- Use word processing, spreadsheet, and graphic software available for the IBM PC and local area networks.
- Use flowcharting.

### Specific Program Admission Information

Listed below are additional requirements for admission to the Computer Electronics Major.

- Complete CPT 101 - PC Applications I or equivalent approved by the Chairperson of Computer Programming Technology

## Electronic Engineering Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101    Beginning Composition .....	3
MATH 111    Tech Math I .....	4
EET 110     Electronic Drafting .....	2
EET 111     Direct Current Fundamentals .....	4
EET 112     Direct Current Lab .....	2
COMM 105    Speech .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 2</b>	
ENGL 102    Essay & Research .....	3
MATH 112    Tech Math II .....	4
PHYS 181    Physics I (Mechanics) .....	4
EET 120     Alternating Current Fundamentals .....	4
EET 121     Alternating Current Lab .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>
<b>Quarter 3</b>	
ENGL 204    Technical Writing .....	3
MATH 113    Tech Math III .....	4
EET 130     Electronic Devices .....	4
EET 131     Electronic Devices Lab .....	2
EET 132     Digital Fundamentals .....	3
EET 1xx     Technical Elective .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>
<b>Quarter 4</b>	
EET 240     Calculus for Electronics .....	5
EET 241     Electronic Devices Circuit Analysis .....	4
EET 242     Electronic Devices Circuit Anal. Lab .....	2
EET 243     Digital Devices .....	4
EET 244     Digital Devices Lab .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 5</b>	
PHYS 185    Technical Physics (Heat, Light, Sound) .....	4
EET 250     Electronics Comm. I .....	4
EET 251     Electronics Comm. Lab .....	2
EET 252     Microprocessors .....	4
EET 253     Microprocessors Lab .....	2
EET 254     Electronic Fabrication .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 6</b>	
HUM xxx     Humanities 111,112,113,151, 152 or 224 .....	5
EET 260     Industrial Electronics .....	4
EET 261     Industrial Electronics Lab .....	2
EET 2xx     Technical Elective .....	3
SSCI 10x    Social Science 101,102,103 or 104 .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>108</b>

### Technical Electives must be selected from the following list of courses:

EET 1xx - select one of the following:	
EET 122     CAD/Electronics .....	3
EET 144     PC Hardware .....	3
EET 146     Computer Network Communications Systems .....	3
EET 2xx - select one of the following:	
EET 255     Instrumentation and Control .....	3
EET 262     Digital Comm. & Telecomm. ....	3
EET 264     Fiber Optic Comm. ....	3

## Computer Electronics Major

COURSE	CR
<b>Quarter 1</b>	
MATH 121    Mathematics for Computer Tech .....	5
ENGL 101    Beginning Composition .....	3
PHIL 150    Introduction to Logic .....	5
EET 144     PC Hardware .....	3
MCT 106    PC Applications 2 .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>
<b>Quarter 2</b>	
MATH 111    Technical Math I .....	4
CPT 108     Program Design Development .....	3
EET 111     DC Fundamentals .....	4
EET 112     DC Laboratory .....	2
EET 110     Electronic Drafting .....	2
ENGL 102    Essay & Research .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 3</b>	
MATH 112    Technical Math II .....	4
CPT 111     Assembly Language I .....	5
EET 120     AC Fundamentals .....	4
EET 121     AC Laboratory .....	2
ENGL 204    Technical Writing OR .....	3
ENGL 200    Business Communications .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 4</b>	
EET 130     Electronic Devices .....	4
EET 131     Electronic Devices Lab .....	2
EET 132     Digital Fundamentals .....	3
PHYS 181    Technical Physics (Mechanics) .....	4
MCT 221    Local Area Networks .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>Quarter 5</b>	
EET 241     Electronic Devices Circuit Analysis .....	4
EET 242     Electronic Devices Circuit Analysis Lab .....	2
EET 243     Digital Devices .....	4
EET 244     Digital Devices Lab .....	2
EET 254     Electronic Fabrication .....	2
CPT 251     Intro to C++ Programming .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

**Quarter 6**

EET 146	Computer Network Communications Systems .....	3
CPT 131	Operating Systems .....	3
HUM xxx	Humanities 111,112,113,151, or 224 .....	5
SSCI 10x	Social Science 101, 102, 103 or 104 .....	5
COMM 105	Speech .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>19</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....		<b>109</b>

# Emergency Medical Services

## Emergency Medical Services Associate Degree

### EMT-Basic Certificate

### EMT-Intermediate Certificate

### EMT-Paramedic Certificate

Emergency Medical Technicians work under the direction of a physician to act as the primary pre-hospital care provider in the health care system. They must first make a comprehensive evaluation of the patient's condition and the overall situation. They may then need to provide immediate life-saving care. Technicians must demonstrate a high degree of technical skill, calmness, and professionalism, even under the most adverse conditions.

Columbus State's Associate Degree program in Emergency Medical Services exposes students to a wide variety of victim care situations, including direct patient care in local hospitals and on emergency vehicles. Instructors are highly experienced and active in the field of emergency medicine.

In addition to the Associate Degree, the Emergency Medical Services program offers the EMT- Basic Certificate, the EMT -Intermediate Certificate and the EMT-Paramedic Certificate accredited by the Ohio Department of Public Safety, Division of EMS (certificate # 311). The EMT-Paramedic Certificate program is also nationally accredited through the Committee on Accreditation of Educational Programs for the EMS Professions. For information on additional certificates see the Emergency Medical Services Technology Coordinator.

Students in the EMT-Basic Certificate program must first complete the EMT-Basic course, and then pass the State/National EMT-B Certification written and practical exams. By state law, a student must be a certified EMT-Basic before enrolling in the EMT-Intermediate or the EMT-Paramedic Certificate programs.

Good mental and physical health is critical in emergency medical services. Students must have a physical examination and must meet program health requirements before they may participate in clinical laboratory experiences. Because students and workers in the health care field may be exposed to infectious materials and communicable diseases, the program emphasizes safety and prevention. In addition, all students must be covered by EMT-student liability insurance while enrolled in the certificate courses.

Upon completion of the Associate Degree requirements in Emergency Medical Services Technology, the graduate will be able to:

- Perform all of the duties included in EMT-Basic and EMT-Paramedic training, after successfully completing State of Ohio/National certification exams in these two areas.
- Demonstrate knowledge of the legal aspects of emergency medical service.
- Prepare for and deal with disasters, including those involving hazardous materials.
- Explain the complexity of emergency medical service.



## EMT-Basic Certificate

Students completing the EMT-Basic Certificate will be able to:

- Meet State of Ohio/National requirements to take the EMT-Basic certification examination.
- Evaluate the nature and seriousness of a patient's condition or the state of the patient's injuries and assess requirements for emergency care.
- Administer appropriate emergency care to stabilize the patient's condition, including tracheal intubation and automated external defibrillation.
- Lift, move, position, and otherwise handle the patient in such a way as to minimize discomfort and further injury.

## EMT-Intermediate Certificate

Students completing the EMT-Intermediate Certificate will be able to:

- Meet State of Ohio/National requirements to take the EMT-Intermediate certification examination.
- Perform all duties of an EMT-Basic.
- Initiate appropriate intravenous procedures as specifically authorized by medical authority.

## EMT-Paramedic Certificate

Students completing the EMT-Paramedic Certificate will be able to:

- Meet State of Ohio/National requirements to take the EMT-Paramedic certification examination.
- Perform all duties of the EMT-Basic.
- Initiate appropriate intravenous procedures as specifically authorized by medical authority.
- Initiate and continue emergency medical care under medical control, including recognizing presenting conditions and initiating appropriate invasive and noninvasive therapies (e.g., surgical and medical emergencies, airway and respiratory problems, cardiac dysrhythmias, cardio pulmonary arrest, and psychological crisis), and assessing the response of the patient to that therapy.

For information on additional certificates see the Emergency Medical Services Technology Coordinator.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Emergency Medical Services Technology.

- High school graduate or G.E.D. equivalency
- 18 years of age or older (contact EMS Coordinator)
- Completed health record
- Contact EMS Technology Coordinator for additional requirements

## Emergency Medical Services Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
BIO 101	Introduction to Anatomy & Physiology ..... 3
MATH 102	Beginning Algebra I ..... 4
EMS 110	EMT- Basic ..... 8
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 2</b>	
BIO 115	General Microbiology ..... 5
ENGL 102	Essay & Research ..... 3
COMM 105	Speech ..... 3
EMS 123	Emergency Psych. Intervention ..... 3
EMS 124	Public Health Education ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>17</b>

<b>Quarter 3</b>	
ENGL 200	Business Communications ..... 3
EMS 125	Disaster Aid ..... 3
BIO 161	Human Anatomy ..... 5
BIO 169	Human Physiology ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>16</b>

<b>Quarter 4</b>	
EMS 211	EMT-P I ..... 7
EMS 281	Hospital Clinical I ..... 2
EMS 291	Field Clinical I ..... 1
EMS 128	Intro to Rescue for the EMS Provider ..... 3
EMS 127	Handling Hazardous Material Situations ..... 2
EMS XXX	Technical Elective ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>17</b>

<b>Quarter 5</b>	
EMS 212	EMT-P II ..... 7
EMS 282	Hospital Clinical II ..... 2
EMS 292	Field Clinical II ..... 1
EMS 121	EMS Systems ..... 3
EMS 122	Legal Principals for EMT ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>15</b>

<b>Quarter 6</b>	
EMS 213	EMT-P III ..... 6
EMS 283	Hospital Clinical III ..... 2
EMS 293	Field Clinical III ..... 1
SSCI 10X	Social Science 101, 102, 103 or 104 ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>14</b>

<b>Quarter 7</b>	
EMS 214	EMT-P IV ..... 4
EMS 284	Hospital Clinical IV ..... 2
EMS 294	Field Clinical IV ..... 2
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224 ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>13</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>110</b>

### Technical Elective must be selected from the following list of courses:

EMS 130	River Rescue ..... 3
EMS 131	Special Topics For EMT ..... 3
EMS 132	EMS Dispatcher ..... 2
EMS 133	Ice & Cold Water Rescue ..... 2
FIRE 210	Construction/Collapse for Fire/Rescue ..... 4
FIRE 202	Hazardous Material (Technician Level) ..... 4
EMS 142	Vertical Rescue ..... 2
EMS 143	Search and Rescue ..... 2
EMS 144	Confined Space Rescue ..... 2
EMS 265	12-lead EKG Interpretation & Advanced Cardiac Treatment ..... 3
EMS 275	Critical Care Transport ..... 7

## EMT-Basic Certificate

COURSE	CR
EMS 110 EMT - Basic .....	8
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>8</b>

## EMT-Intermediate Certificate

COURSE	CR
EMS 111 EMT - Intermediate .....	6
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>6</b>

## EMT-Paramedic Certificate

COURSE	CR
<b>Quarter 1</b>	
EMS 211 EMT-P I .....	7
EMS 281 Hospital Clinical I .....	2
EMS 291 Field Clinical I .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>10</b>

<b>Quarter 2</b>	
EMS 212 EMT-P II .....	7
EMS 282 Hospital Clinical II .....	2
EMS 292 Field Clinical II .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>10</b>

<b>Quarter 3</b>	
EMS 213 EMT-P III .....	6
EMS 283 Hospital Clinical III .....	2
EMS 293 Field Clinical III .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>9</b>

<b>Quarter 4</b>	
EMS 214 EMT-P IV .....	4
MS 284 Hospital Clinical IV .....	2
EMS 294 Field Clinical IV .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>8</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>37</b>



# Emergency Medical Service/ Fire Science

## (Associate of Technical Studies Degree)

In many areas emergency medical services are provided through the fire service agencies. This unique Associate of Technical Studies degree provides the student with the opportunity to combine these two programs into a degree with specific preparation for entering or advancing in such agencies.

The Associate of Technical Studies degree offers the EMT-Basic Certificate and the EMT -Paramedic Certificate accredited by the Ohio Department of Public Safety, Division of EMS (certificate # 311). The EMT-Paramedic Certificate is also nationally accredited through the Committee on Accreditation of Educational Programs for the EMS Professions.

Students must first complete the EMT-Basic course and then pass the State/National EMT-B Certificate written and practical exams. By state law a student must be certified EMT-Basic before enrolling in the EMT-Paramedic Certificate programs.

Good mental and physical health is critical in emergency services; therefore students must have a physical examination, meet the program health requirements and be covered by the EMT-student liability insurance.

Upon completion of the Associate of Technical Studies in Emergency Medical/Fire Science, the graduate will be able to:

- Prepare for and deal with disasters, including those involving hazardous materials.
- Perform all duties included in the EMT-Basic and EMT-Paramedic training after successfully completing the Ohio / National certification exams in these two areas.
- Demonstrate knowledge of the legal aspects of the fire and emergency services.
- Demonstrate the basic knowledge for fire investigation and hazardous materials.
- Prepare themselves for a promotional exam.

For student outcomes for EMT-Basic Certificate and EMT-Paramedic Certificate see Emergency Medical Services.

## Emergency Medical Service/Fire Science (Associate of Technical Studies Degree)

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
MATH 102 Beginning Algebra .....	4
EMS 110 EMT Basic .....	8
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
CHEM 100 Introduction to Chemistry .....	4
FIRE XXX Fire Elective .....	3
COMM 105 Speech .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>13</b>



# Environmental Technology

## Health & Safety Training for Hazardous Waste Operations Certificate Water/Wastewater Technology Certificate

Environmental technicians work in a wide variety of entry-level positions for environmental engineering consulting firms, environmental laboratories, wastewater and water treatment facilities, lead and asbestos abatement contractors, manufacturing facilities, governmental agencies, and other organizations requiring individuals to work in environmentally related positions. The demand for technicians capable of performing tasks such as sample collection, monitoring, data management, and instrumentation calibration, operation, and maintenance continues to increase. According to recent surveys, and current job placement rates, the job market for environmental technicians in Central Ohio is very strong.

Columbus State's Associate Degree program in Environmental Technology has a diverse curriculum which includes many basic science courses, as well as courses offered by other engineering technologies. This curriculum provides students with a strong foundation of technical skills necessary for careers in the environmental industry. A summer quarter internship program also offers students hands-on experience in a real work setting.

In addition to providing environmental technicians with entry-level training, the degree provides opportunities for individuals seeking career changes, continuing education and skills enhancement.

The Water/Wastewater Technology Certificate is designed to serve the educational needs of employees that work in water and/or wastewater treatment, such as those who work for municipalities or industry. This certificate will also provide a strong educational foundation for those students that have an interest in entering an occupation in either water or wastewater treatment. Individuals who complete the coursework in this program will be much better prepared to take the state water or wastewater treatment operator's exams. Most courses in this certificate will also apply towards the Associate of Applied Science Degree in either Environmental Technology or Civil Engineering Technology.

For additional information on the Health and Safety Training for Hazardous Waste Operations Certificate, or other OSHA training opportunities, see the Environmental Technology Advisor.

Upon completion of the Associate Degree in Environmental Technology, the graduate will be able to:

- Collect air, water, waste, and soil samples for routine monitoring as required by regulatory agencies.
- Conduct field investigations using environmental instrumentation.
- Assist in the operation and maintenance of systems used to control pollution at the source as required by environmental laws.

<b>Quarter 3</b>		
ENGL 200	Business Communications .....	3
CHEM 113	General & Biological Chemistry .....	5
CPT 101	PC Applications 1 .....	3
FIRE XXX	Fire Elective .....	3
FIRE XXX	Fire Elective .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>

<b>Quarter 4</b>		
PSY 100	Into to Psychology .....	5
EMS 211	EMT-P I .....	7
EMS 281	Hospital Clinical .....	2
EMS 291	Field Clinical .....	1
FIRE XXX	Fire Elective .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>

<b>Quarter 5</b>		
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224 .....	5
EMS 212	EMT-P II .....	7
EMS 282	Hospital Clinical II .....	2
EMS 292	Field Clinical II .....	1
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>15</b>

<b>Quarter 6</b>		
FIRE xxx	Fire Technical Elective .....	3
FIRE xxx	Fire Technical Elective .....	3
EMS 213	EMT-P III .....	5
EMS 283	Hospital Clinical III .....	2
EMS 293	Field Clinical III .....	1
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>14</b>

<b>Quarter 7</b>		
SSCI 1xx	Social Science 101, 102, 103, or 104 .....	5
FIRE xxx	Fire Elective .....	3
EMS 214	EMT-P IV .....	4
EMS 284	Hospital Clinical IV .....	2
EMS 294	Field Clinical IV .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>107</b>

### Technical Electives (FIRE) must be selected from the following

FIRE 102	Fire Inspector I (Prevention Practices) .....	3
FIRE 104	Fire Investigation Methods .....	4
FIRE 106	Protection System .....	3
FIRE 108	Fire Fighting Command I .....	4
FIRE 109	Fire Fighting Command II .....	3
FIRE 110	Fire Safety Education .....	3
FIRE 116	Personnel Training Methods .....	3
FIRE 117	Firefighter I & II .....	12
FIRE 151	Fire Inspector II (Fire Prevention Codes) .....	4
FIRE 153	Fire Hydraulics .....	4
FIRE 202	Hazardous Materials II .....	4
FIRE 203	Legal Aspects of Fire Protection .....	3
FIRE 204	Fire Service Rating System (Fire Insurance) .....	2
FIRE 205	Fire Service Company Officer .....	3
FIRE 206	Administration of a Fire Department .....	3
FIRE 207	Customer Services for the Fire Services .....	3
FIRE 210	Construction/Collapse for Fire Rescue .....	3
CMGT 121	Building Construction Drawings .....	3

**NOTE:** If you currently have EMT-Basic, Paramedic, Firefighter I & II and/or Journeyman certification, you may qualify for non-traditional credit which may apply toward the degree. Contact the EMS/Fire Science Technology Coordinator to determine your individual status.

- Perform duties related to the management, storage, disposal, and emergency response to spills of hazardous materials and toxic substances in accordance with OSHA health and safety requirements.
- Collect and compile data necessary for an environmental site assessment.
- Utilize basic concepts of geology and hydrology in summarizing data used in analyzing the environmental fate and transport of hazardous substances.
- Review toxic or hazardous waste studies to provide information for compliance with environmental standards.
- Understand basic risk assessment and toxic substances exposure analysis techniques.
- Understands duties requiring knowledge of industrial hygiene in hazardous materials, including OSHA legislation.
- Assist the engineer in preparing reports using technical writing skills.
- Compile data and perform data manipulation and reporting tasks using a word processor, spreadsheet and graphics.

## Environmental Technology Associate Degree

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
ENVR 101	Introduction to Environmental Technology .....	3
ENVR 158	Environmental Site Assessment .....	3
MATH 148	College Algebra .....	5
BIO 111	Introductory Biology I .....	5
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

<b>Quarter 2</b>		
ENGL 102	Essay & Research .....	3
ENVR 110	Industrial/Municipal Pollution Control .....	3
CPT 101	PC Applications I .....	3
ENVR 130	Environmental Laws and Regulations .....	5
GEOL 101	Earth Systems I or GEOL 121 Physical Geology .....	5
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

<b>Quarter 3</b>		
CHEM 111	Elementary Chemistry I .....	5
ENVR 111	Hazardous Materials Management .....	3
ENVR 120	Environmental Aspects of Soils .....	5
SURV 141	Basic Surveying .....	4
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

### Summer Quarter (between 1<sup>st</sup> and 2<sup>nd</sup> year)

ENVR 252	Health & Safety Training for Hazardous Waste Operations. ....	3
<b>TOTAL CREDIT HOURS</b>		<b>3</b>

<b>Quarter 4</b>		
MATH 135	Elementary Statistics .....	5
ENVR 224	Environmental Hydrology .....	3
ENVR 250	Environmental Sampling .....	5
SSCI 104	World Economic Geography .....	5
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

<b>Quarter 5</b>		
CIVL 221	Elementary Hydraulics .....	3
COMM 110	Conference & Group Discussion .....	3
ENGL 204	Technical Writing .....	3
ENVR 222	Water Treatment Techniques <b>OR</b> .....	3
ENVR 223	Wastewater Treatment Techniques .....	3
ENVR 255	Air Pollution & Monitoring .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

<b>Quarter 6</b>		
ENVR 253	Environmental Systems Analysis .....	3
ENVR 254	Subsurface Restoration Techniques .....	5
HUM 152	American Civilization II recommended or Humanities 111,112,113, 151, or 224 .....	5
xxx xxx	Technical Elective .....	4
<b>TOTAL CREDIT HOURS</b>		<b>17</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>108</b>

### Technical elective must be selected from the following list of courses:

ENVR 220	Environmental Chemistry .....	5
ENVR 256	Hazardous Materials Refresher Training .....	1
ENVR 290	Work Experience Seminar .....	1
ENVR 291	Co-Op Work Experience .....	4
ENVR 299	Special Topics in Environmental Technology .....	1-5
CIVL 223	Public Utility Systems .....	3
ARCH 110	Construction Drafting – Manual I .....	2
ARCH 112	Construction Drafting – CAD I .....	2
GEOG 207	Introduction to Geographic Information Systems .....	5

## Health & Safety Training for Hazardous Waste Operations Certificate

COURSE		CR
<b>Quarter 1</b>		
ENVR 252	Health & Safety Training for Hazardous Waste Operation .....	3
<b>TOTAL CERTIFICATE CREDIT HOURS</b>		<b>3</b>

## Water/Wastewater Technology Certificate

COURSE		CR
<b>Quarter 1</b>		
CHEM 111	Elementary Chemistry I .....	5
ENGL 101	Beginning Composition .....	3
ENVR 101	Introduction to Environmental Technology .....	3
MATH 104	Intermediate Algebra .....	5
<b>TOTAL CREDIT HOURS</b>		<b>16</b>

<b>Quarter 2</b>		
CIVL 221	Elementary Hydraulics .....	3
CMGT 125	Heavy Construction Methods <b>or</b> .....	3
CIVL 123	Heavy Construction Drawings .....	3
ENVR 110	Industrial Pollution Control .....	3
CPT 101	P.C. Applications I .....	3
ENVR 252	Health & Safety Training for Hazardous Waste Operations <b>or</b> .....	3
CMGT 135	Safety and Loss Prevention .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

<b>Quarter 3</b>		
CIVL 223	Public Utility Systems .....	3
ENVR 222	Water Treatment Techniques .....	3
ENVR 223	Wastewater Treatment Techniques .....	3
ENVR 224	Environmental Hydrology .....	3
ENVR 253	Environmental Systems Analysis .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>		<b>46</b>

# Finance

Today's banking, consumer credit, and commercial credit industries offer outstanding career opportunities for community college graduates. The Associate Degree program in Finance gives students the knowledge and skills they need to succeed in entry-level and management training positions. These may be in finance departments of corporations, government agencies, and departments of banks, savings and loans, mortgage companies, and insurance companies. Examples of these positions include loan processor, loan officer, mortgage banking trainee, credit analyst, insurance analyst, financial planner, collections manager, stockbroker trainee, and financial analyst.

Columbus State is nationally accredited as an associate degree granting institution offering business programs by the Association of Collegiate Business Schools and Programs (ACBSP).

Upon completion of the Associate Degree in Finance, the graduate will be able to:

- Explain the key concepts of financial transactions.
- Explain operational methods of various financial institutions.
- Demonstrate an understanding of both commercial and consumer credit. Plan credit investigations, analyze credit reports, make credit granting decisions, implement a general collection system, demonstrate an understanding of credit laws, and measure the efficiency of a credit department.
- Analyze financial statements and interpret the results of ratio analysis.
- Analyze stocks, bonds, and mutual funds and the interrelationship between them.
- Demonstrate a working knowledge of personal computers, analyze financial problems with spread sheet software, and research financial topics on the Internet.
- Apply capital budgeting techniques for valuing business investments.
- Write financial plans for business entities and individuals.
- Using many sources including the Internet to produce research reports on current topical issues relevant to financial markets.

## Finance Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
CPT 101 PC Application I .....	3
BMGT 111 Management .....	5
ACCT 106 Introduction to Accounting I .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
MATH 103 Beginning Algebra II .....	4
ACCT 107 Introduction to Accounting II .....	5
FMGT 221 Credit Administration .....	4
FMGT 101 Personal Finance .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>
<b>Quarter 3</b>	
HUM xxx Humanities 111,112,113,151, 152 or 224 .....	5
FMGT 201 Business Finance .....	5

ENGL 200 Business Communications .....	3
ECON 200 Principles of Microeconomics .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 4</b>	
MATH 135 Elementary Statistics .....	5
LEGL 264 Legal Environment of Business .....	4
FMGT 202 Money & Banking .....	5
xxx xxx Approved Elective .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 5</b>	
FMGT 211 Investments .....	4
ACCT 222 Financial Statement Analysis II .....	3
ECON 240 Principles of Macroeconomics .....	5
MKTG 111 Marketing Principles .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 6</b>	
xxx xxx Approved Elective .....	5
FMGT 251 Finance Research .....	2
NSCI 101 Natural Science I .....	5
BMGT 271 Management Decisions .....	2
COMM 105 Speech .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>105</b>

The approved elective may be selected from courses in Math, Microcomputing, Finance, Retail, Real Estate, Accounting, Business Management, and Marketing. Discuss these courses with your faculty advisor.

# Fire Science

Technological advancements and increasing sophistication in fire fighting and prevention have made the role of the professional in this field more complex, requiring advanced preparation. This program is designed for firefighters and persons in related fields such as construction engineering, insurance investigation and corporate safety.

The program emphasizes fire-fighting techniques, fire prevention, fire protection systems and customer service. Combining these subjects with advanced hazardous material response, building construction and hydraulics gives the student a firm foundation in fire protection and prevention.

Upon completion of the Associate Degree in Fire Science, the graduate will be able to:

- Demonstrate effective communication and interpersonal skills with management, other firefighters and the public.
- Explain the history and basic principles of the fire service to recruits and the public.
- Determine the potential for collapse of and fire spread in structures.
- Demonstrate knowledge of the legal aspects of the fire service.
- Perform all duties of incident command.
- Calculate necessary fire-ground pump, nozzle and sprinkler pressures.
- Prepare for a promotional exam.

## Fire Science Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101    Beginning Composition .....	3
MATH 102    Beginning Algebra .....	4
FIRE 117    Firefighter I & II .....	12
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>
<b>Quarter 2</b>	
ENGL 102    Essay & Research .....	3
CHEM 100    Intro to Chemistry .....	4
EMS 110    EMT – Basic .....	8
FIRE 210    Construction/Collapse for Fire Rescue .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 3</b>	
ENGL 200    Business Communications .....	3
LAWE 268    Hazardous Materials .....	3
SSCI 1xx    Social Science 101, 102, 103, or 104 .....	5
FIRE 207    Customer Service for the Fire Service .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>14</b>
<b>Quarter 4</b>	
HUM xxx    Humanities 111,112,113,151, 152 or 224 .....	5
FIRE 102    Fire Inspector .....	3
CPT 101    PC Applications .....	3
FIRE XXX    Technical Elective .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>14</b>

<b>Quarter 5</b>	
COMM 105    Speech .....	3
FIRE 106    Fire Protection Systems .....	3
FIRE 204    Fire Service Rating System .....	2
FIRE 209    Fire Fighting Problems .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>11</b>

<b>Quarter 6</b>	
FIRE 104    Fire Investigations Methods .....	4
FIRE 108    Fire Command I .....	4
FIRE 116    Personnel Training Methods .....	3
FIRE 205    Fire Service Company Officer .....	3
FIRE 202    Hazardous Materials (Technician Level) .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 7</b>	
FIRE 109    Fire Command II .....	3
FIRE 153    Fire Hydraulics .....	4
FIRE 203    Fire Prevention-Legal Aspects .....	3
FIRE 206    Administration of a Fire Department .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>13</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>107</b>

### Technical Electives:

FIRE 151    Fire Prevention Codes .....	4
CMGT 121    Building Construction Drawings .....	3

Note: If you currently have EMT-Basic, Firefighter I & II and/or Journeyman certification, you may qualify for other non-traditional credit which may apply toward the degree. Contact the EMS/Fire Science Technology Coordinator to determine your individual status.

# Graphic Communications Technology

## Desktop Publishing Certificate Graphic Communications Design I Certificate

Graphic communications is the transmission of ideas, concepts, and information by word, picture, or symbol from one person to another. New materials, techniques, and processes make graphic communications an ever expanding, challenging technology. Because the demand for advertising, printing, publishing, packaging, storage and retrieval of information is so high, the communication industry ranks fifth in total income and employment opportunities.

Students enrolled in the Associate of Applied Science degree program in the Graphic Communications Technology receive practical training in all types of print production operations. They also take technical electives in such areas as color photography and advanced publishing. Graduates of the program are qualified to work in any industry where the transmission of ideas, concepts, and information is essential.

Upon completion of the Associate Degree in Graphic Communications Technology, the graduate will be able to:

- Specify type styles and sizes, coordinate colors, and employ the elements of design to communicate effectively.
- Be able to handle in prepress jobs with bleeds, traps, overprints, reverses, and screen tints.
- Prepare film for single and multi-color presswork that are properly imposed for platemaking.
- Demonstrate an awareness of the effect of actinic light on a light-sensitive emulsion.
- Use a densitometer to monitor film density, dot grain, solid ink density, hue error, and grayness.
- Utilize QuarkXPress and Adobe PhotoShop to generate images consistent with computer-supplied layouts or to correct customer-supplied files.
- Use Adobe Illustrator to generate art or to correct customer-supplied files.
- Effectively operate single and multicolor sheet-fed offset presses.
- Estimate the production cost for printing a job from customer-supplied specifications.
- Be familiar with the classifications of paper and ink, their ingredients, and the problems that can arise from using them inappropriately
- Use communication skills (verbal, written, and graphic) to interact effectively with both internal and external customers.
- Be familiar with hiring and other supervisory practices, job scheduling, inventory control procedures, equipment and materials purchasing, plant layout, and the development of budgeted hourly rates.
- Be familiar with the application of statistical process control techniques to reduce waste, and downtime, while increasing customer satisfaction, productivity, and profits.

Certificates in Desktop Publishing and Graphic Communications Design combine design and typography basics with focused instruction on industry-standard page layout, image manipulation and computer illustration software. These certificates are designed for working professionals with significant experience in graphic communications.

## Graphic Communications Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
GRPH 112 Introduction to Computer Graphics .....	4
GRPH 110 Survey of Graphic Communications .....	4
GRPH 111 Black and White Photography .....	4
ENGL 101 Beginning Composition .....	3
MATH 102 Algebra I .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 2</b>	
GRPH 125 Image Assembly .....	5
GRPH 122 Electronic Publishing .....	5
ENGL 102 Essay & Research .....	3
NSCI 101 Natural Science .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 3</b>	
GRPH 130 Press Operations .....	4
GRPH 131 Design and Typography .....	4
GRPH 132 Paper and Ink .....	4
COMM 105 Speech .....	3
MKTG 111 Marketing Principles .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>
<b>Quarter 4</b>	
GRPH 230 Press Operations II <b>OR</b> .....	3
GRPH 225 Image Assembly II .....	3
GRPH 242 Image Capture and Conversion .....	4
BMGT 111 Management .....	5
GRPH 241 Estimating .....	4
ENGL 204 Technical Writing <b>OR</b> .....	3
ENGL 200 Business Communications .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 5</b>	
GRPH 251 Electronic Imaging .....	5
GRPH 244 Quality Control in Graphic Communications .....	4
ACCT 106 Introduction to Accounting I .....	5
SSCI 10x Social Science 101,102,103 or 104 .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 6</b>	
GRPH 285 Printing Production Management .....	4
GRPH xxx Technical Electives .....	6
HUM xxx Humanities 111,112,113,151,152 or 224 .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>110</b>
<b>Technical Electives must be selected from the following list of courses:</b>	
GRPH 243 Computer Graphic Illustration .....	4
GRPH 260 Graphics Practicum .....	4
GRPH 261 Graphics Seminar .....	2
GRPH 270 Advanced Black and White Photography .....	4
GRPH 271 Studio Photography .....	3
GRPH 273 Design II .....	3
GRPH 280 Color Slide Photography .....	3
GRPH 281 Color Photography .....	3
GRPH 282 Electronic Publishing II .....	5
GRPH 284 Presentation Production .....	4
GRPH 286 Digital Photography .....	3

GRPH 279	Estimating II .....	3
GRPH 278	Photo Lab .....	1
GRPH 297,298,299	Special Topics in Graphic Comm .....	1-3

Students should request a program plan of study from their faculty advisor.

## Desktop Publishing Certificate

<b>Quarter 1</b>		
GRPH 122	Electronic Publishing .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>

<b>Quarter 2</b>		
GRPH 131	Design and Typography .....	4
GRPH 243	Computer Graphic Illustration .....	3
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>12</b>

## Graphic Communication Design I Certificate

<b>Quarter 1</b>		
GRPH 131	Design and Typography .....	4
GRPH 112	Intro to Computer Graphics .....	4
MMPT 101	Introduction to Multimedia .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>13</b>

<b>Quarter 2</b>		
GRPH 286	Digital Photography .....	3
GRPH 273	Design II .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>6</b>

<b>Quarter 3</b>		
GRPH 122	Electronic Publishing .....	5
GRPH 284	Presentation Production .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>9</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>28</b>



# Health Information Management Technology

## Health Information Management Technology Associate Degree Medical Coding Specialist Certificate Medical Transcription Certificate

The Health Information Management Technology prepares the student to become a professional responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. In all types of health care facilities, the health information management technician possesses the technical knowledge and skills necessary to process, maintain, compile, and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. The health information management technician may also be responsible for functional supervision of the various components of the health information system.

The Medical Coding Certificate program prepares students with entry-level skills needed to code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis. Principles in ICD-9-CM coding, CPT coding, and third-party reimbursement will be emphasized.

The Medical Transcriptionist Certificate program prepares students for entry-level skills needed to become a medical transcriptionist. Certificate completion provides an individual with a basic knowledge in medical science, English and skills in computers, and transcribing medical dictation. Accuracy, clarity, timeliness and displaying professional and ethical conduct are qualities required by employers of medical transcriptionists.

## Health Information Management Technology

Upon completion of the Associate Degree in the Health Information Management Technology, the graduate will be able to:

- Review health records for completeness and accuracy.
- Verify components necessary to ensure appropriateness and adequacy of health care documentation.
- Maintain and compile secondary health information.
- Apply legal principles, policies, regulations, and standards for the control, use, and dissemination of health information.
- Collect, compute, analyze, interpret, and present statistical data related to health care services.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Review, retrieve, and compile health data for reimbursement, quality assessment, patient care research, clinical registers, and other identified informational needs.

- Apply principles of supervision and leadership and the tools used to effectively manage human resources.

Completion of the Associate Degree in Health Information Management Technology will permit graduates to transfer to The Ohio State University for a Bachelor of Science Degree majoring in Health Information Management and Systems.

### Medical Coding Specialist Certificate

Upon completion of the Medical Coding Certificate, the student will be able to:

- Review health records for completeness and accuracy.
- Identify components of appropriate and adequate documentation of health care.
- Code, classify, and index diagnosis and procedures for the purposes of reimbursement.
- Abstract information from patient records to complete a claim properly.

### Medical Transcription Certificate

Upon completion of the Medical Transcription Certificate, the student will be able to:

- Demonstrate a knowledge and usage of medical terminology as it relates to the science of medicine.
- Demonstrate a knowledge of the diagnostic techniques, indications, values and significant results used in clinical diagnosis and treatment of patients.
- Demonstrate a knowledge of surgery, radiology and pathology procedures.
- Demonstrate proper English usage, grammar, spelling, punctuation and sentence structure.
- Demonstrate a knowledge of the equipment used in transcribing dictation and the ability to use it.
- Recognize, discriminate, and clarify inconsistencies and appropriately edit while transcribing.
- Demonstrate accuracy and productivity in transcribing dictation.
- Demonstrate an understanding of medical ethics and medical legal responsibilities of a transcriptionist.
- Demonstrate an awareness of the environment in which the transcriptionist is employed.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Health Information Management Technology.

- High school graduate or G.E.D. equivalency
- Required high school (or equivalent) courses:
  - Algebra, with a grade of “C” or above
  - Biology, with a grade of “C” or above
  - Chemistry, with a grade of “C” or above
- Placement into ENGL 101 - Beginning Composition
- Placement into MATH 102 - Beginning Algebra I
- Completion of CPT 101 – Computer Literacy I

## Health Information Management Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
BIO 121	Anatomy, Physiology, & Pathology I ..... 5
MCT 106	PC Applications II ..... 3
HIMT 111	Introduction to Health Information Management ..... 2
HIMT 121	Advanced Medical Terminology ..... 3
HIMT 135	Health Data Management ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>19</b>

<b>Quarter 2</b>	
ENGL 102	Essay and Research ..... 3
BIO 122	Anatomy, Physiology, & Pathology II ..... 5
HIMT 141	Pharmacology for HIMT ..... 3
HIMT 256	Clinical Data Analysis ..... 3
HIMT 267	Principles of Management ..... 3
<b>TOTAL CREDITS HOURS</b>	<b>17</b>

<b>Quarter 3</b>	
MATH 102	Beginning Algebra I ..... 4
HIMT 133	Legal Aspects of the Health Record ..... 3
HIMT 243	Ancillary Health Facilities ..... 3
HIMT 245	ICD-9-CM Coding ..... 5
HIMT 257	Intro. to Health Statistics ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 4</b>	
COMM 110	Conference & Group Discussion ..... 3
LEGL 238	Insurance Law ..... 3
HIMT 255	CPT-4 Coding ..... 5
HIMT 292	Clinical Practicum I ..... 3
HIMT xxx	Technical Elective ..... 4
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 5</b>	
ENGL 200	Business Communications ..... 3
HUM xxx	HUM 111, 112, 113, 151, 152 or 224 ..... 5
HIMT 132	Introduction to Medical Transcription ..... 2
HIMT 259	Quality and Resource Management ..... 3
HIMT 265	Medical Reimbursement ..... 3
HIMT 294	Clinical Practicum II ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>19</b>

<b>Quarter 6</b>	
SSCI 10x	Social Science 101, 102, 103, 104 ..... 5
MULT 102	CPR ..... 1
HIMT 275	Intermediate Coding ..... 2
HIMT 296	Clinical Practicum III ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>11</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>102</b>

#### Technical Electives must be selected from the following list of courses:

HIMT 112	Internet Applications in Health Care ..... 2
HIMT 113	Manage Care Trends ..... 2
HIMT 270	Case Management ..... 4
HIMT 272	Advanced Medical Transcription Lab ..... 4
HIMT 274	Issues in Health Information Management ..... 2

**Please Note:** BIO 161 – Human Anatomy, BIO 169 – Human Physiology, and BIO 170 – Human Pathophysiology can be taken in place of BIO 121 and BIO 122.

MULT 180 – Professionalism for Health Care Providers can be taken in place of MULT 102.

MCT 141 – Advanced Access, OADM 111 – Accounting Basics, or ACCT 106 – Introduction to Accounting I can be taken in place of LEGL 238. You are only required to complete 4 hours of HIMT technical electives.

## Medical Coding Specialist Certificate

COURSE		CR
<b>Quarter 1</b>		
BIO 121	Anatomy, Physiology, & Pathology I .....	5
HIMT 121	Advanced Medical Terminology .....	3
HIMT 135	Health Data Management .....	3
<b>TOTAL CREDIT HOURS</b>		<b>11</b>
<b>Quarter 2</b>		
BIO 122	Anatomy, Physiology, & Pathology II .....	5
HIMT 141	Pharmacology for HIMT .....	3
HIMT 256	Clinical Data Analysis .....	3
<b>TOTAL CREDIT HOURS</b>		<b>11</b>
<b>Quarter 3</b>		
CPT 101	Computer Literacy I .....	3
HIMT 245	ICD-9-CM Coding .....	5
<b>TOTAL CREDIT HOURS</b>		<b>8</b>
<b>Quarter 4</b>		
MCT 106	PC Applications II .....	3
HIMT 255	CPT-4 Coding .....	5
<b>TOTAL CREDIT HOURS</b>		<b>8</b>
<b>Quarter 5</b>		
HIMT 265	Medical Reimbursement .....	3
ENGL 101	Beginning Composition .....	3
<b>TOTAL CREDIT HOURS</b>		<b>6</b>
<b>Quarter 6</b>		
HIMT 275	Intermediate Coding .....	2
HIMT 276	Medical Coding Practicum .....	3
<b>TOTAL CREDIT HOURS</b>		<b>5</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>		<b>49</b>

## Medical Transcription Certificate

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
CPT 101	PC Applications 1 .....	3
OADM 131	Keyboarding I .....	3
HIMT 121	Advanced Medical Terminology .....	3
<b>TOTAL CREDIT HOURS</b>		<b>12</b>
<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
MCT 106	PC Applications 2 .....	3
BIO 121	Anatomy, Physiology, & Path I .....	5
HIMT 141	Pharmacology for HIMT .....	3
<b>TOTAL CREDIT HOURS</b>		<b>14</b>
<b>Quarter 3</b>		
ENGL 200	Business Communications .....	3
BIO 122	Anatomy, Physiology, & Pathology I .....	5
HIMT 132	Introduction to Medical Transcription .....	2
<b>TOTAL CREDIT HOURS</b>		<b>10</b>
<b>Quarter 4</b>		
HIMT 272	Advanced Medical Transcription Lab .....	4
<b>TOTAL CREDIT HOURS</b>		<b>4</b>
<b>Quarter 5</b>		
HIMT 273	Medical Transcription Practicum .....	3
<b>TOTAL CREDIT HOURS</b>		<b>3</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>		<b>43</b>

## Heating, Ventilating and Air Conditioning Technology

### High Pressure Boiler License Training Program Large Commercial Certificate Residential/Light Commercial Certificate

The Heating, Ventilating and Air Conditioning Technology prepare graduates for a wide variety of occupations in the 150 billion dollar mechanical environment science field. Graduates find employment with large commercial heating and air conditioning contractors, residential mechanical contractors, parts and equipment distributors, large commercial and industrial facility maintenance departments, hospital facilities maintenance departments, custom design or new construction markets.

The large increase in new high-rise buildings and real estate development within all major cities is a clear indication of the rapid increase in job market opportunities available. Also many of our graduates find employment with equipment manufacturers in research and development. Today's society is demanding more emphasis on the ethical, legal and regulatory requirements relating to environmental concerns that are facing the HVAC industry today and in the future.

The degree program offers the training needed to develop a high degree of technical skill, as well as the ability to work with minimal supervision and a strong sense of personal responsibility. Graduates with field experience and further experience in business management can look to ownership of their own HVAC companies.

The four course High Pressure Boiler License Training program prepares students to take the State of Ohio High Pressure Boiler Operators License examination. Students will still be required to establish actual work experience around high pressure boilers in accordance with State of Ohio requirements. This boiler license program gives technicians the opportunity to progress from licensed boiler operator through many more responsible jobs in industry and commercial applications.

Upon completion of the Associate Degree in Heating, Ventilating and Air Conditioning Technology, the graduate will be able to:

- Create manual and computer graphic representations of HVAC projects.
- Select piping materials and design piping systems.
- Be able to perform designs for commercial and industrial piping systems, including water, steam and refrigeration piping.
- Calculate heat loss and heat gain loads for residential and commercial structures, using National ACCA manuals and computer software.
- Use testing and analyzing instruments; calculate combustion process for various fuels (e.g., natural gas, coal, and fuel oil) to ensure proper operation for the most efficient operation of boilers and furnaces.
- Assist in the selection and application of various residential and commercial HVAC equipment to solve environmental problems.



- Assist in the design of automatic control circuits using electromechanical and electronic control devices.
- Assist in designing preventative maintenance programs for various HVAC systems.
- Research and apply local, state and national codes to various environmental systems.
- Assist in conducting energy audits of residential and commercial structures.
- Test and calculate airflow through system equipment.
- Read control schematics and test control circuits for malfunctions.
- Troubleshoot and repair gas/electric furnaces, fuel oil furnaces, split system air conditioners and heat pumps, humidifiers and electronic air cleaners.

## Heating, Ventilating and Air Conditioning Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ARCH 110 Construction Drafting - Manual I (First Term) .....	2
ARCH 112 Construction Drafting - CAD I (Second Term) .....	2
CPT 101 PC Applications 1 .....	3
ENGL 101 Beginning Composition .....	3
HAC 152 Instrumentation/Combustion Process .....	4
HAC 161 Hand Tools Laboratory .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 2</b>	
ARCH 116 Piping Systems .....	3
HAC 141 Principles of Refrigeration .....	4
HAC 183 HAC Wiring Circuits I .....	4
HAC 222 Load Calculations I .....	4
MATH 104 Intermediate Algebra .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>
<b>Quarter 3</b>	
ENGL 102 Essay & Research .....	3
HAC 231 Load Calculations II .....	4
HAC 243 Air Conditioning Systems .....	4
HAC 284 HAC Wiring Circuits II .....	4
MATH 148 College Algebra .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>
<b>Quarter 4</b>	
BMGT 231 Small Business Development .....	4
ENGL 200 Business Communications .....	3
HAC 242 HAC Mechanical Standards/Safety .....	3
HAC 253 Automatic Controls I .....	3
HAC 254 Heating Systems .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
<b>Quarter 5</b>	
BMGT 232 Small Business Operations .....	4
COMM 105 Speech .....	3
HAC 256 Automatic Controls II .....	3
HAC xxx Technical Elective .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>
<b>Quarter 6</b>	
HAC 244 Heat Pump Systems .....	4
HAC 266 Advanced Problems .....	4
HUM xxx Humanities 111,112,113,151,152 or 224 .....	5
SSCI 10x Social Science 101,102,103 or 104 .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>107</b>

### Technical Elective must be selected from the following list of courses:

HAC 290	Work Experience Seminar .....	1
HAC 291	Co-Op Work Experience .....	4
HAC 258	Pneumatic Controls I .....	4
HAC 285	HAC Electronic Controls I .....	4
HAC 287	Boiler Systems .....	4
HAC 288	Commercial A/C Systems .....	4
HAC 299*	Special Topics in HAC .....	1-5

\* Please see an advisor before scheduling this class.

## High Pressure Boiler License Training Program

COURSE	CR
<b>Quarter 1</b>	
ARCH 116 Piping Systems .....	3
HAC 152 Instrumentation/Combustion .....	4
HAC 242 HAC Mechanical Standards/Safety .....	3
HAC 287 Boiler Systems .....	4
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....	<b>14</b>

## Large Commercial Certificate

COURSE	CR
<b>Quarter 1</b>	
HAC 141 Principles of Refrigeration .....	4
HAC 183 HAC Wiring Circuits I .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>Quarter 2</b>	
HAC 152 Instrumentation/Combustion .....	4
HAC 287 Boiler Systems .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>Quarter 3</b>	
HAC 243 Air Conditioning Systems .....	4
HAC 253 Automatic Controls I .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>Quarter 4</b>	
HAC 285 HAC Electronic Controls I .....	4
HAC 258 Pneumatic Controls .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....	<b>32</b>
<b>Residential/Light Commercial Certificate</b>	
<b>COURSE</b>	
<b>Quarter 1</b>	
HAC 141 Principles of Refrigeration .....	4
HAC 183 HAC Wiring Circuits I .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>Quarter 2</b>	
HAC 152 Instrumentation/Combustion .....	4
HAC 287 Boiler Systems .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>Quarter 3</b>	
HAC 243 Air Conditioning Systems .....	4
HAC 253 Automatic Controls I .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>Quarter 4</b>	
HAC 244 Heat Pump Systems .....	4
HAC 254 Heating Systems .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....	<b>32</b>

# Hospitality Management

**Hospitality Management Associate Degree**  
**Chef Apprenticeship Major**  
**Dietetic Technician Major**  
**Foodservice/Restaurant Management Major**  
**Travel/Tourism/Hotel Management Major**  
**Dietary Manager Certificate**  
**Lodging Management Certificate**  
**Travel Industry Certificate**

The Hospitality Management programs provide quality learning experiences to enhance initial employment opportunities and to improve technical and supervisory skills for career advancement in foodservice, lodging and tourism. Several majors leading to Associate Degrees are available for Chef Apprenticeship, Dietetic Technician, Foodservice/Restaurant Management, and Travel/Tourism/Hotel Management. The programs are accredited by the Commission on Accreditation for Hospitality Management Programs (CAHM). In addition, Dietary Manager, Travel Industry, and Lodging Management Certificates are available.

The Chef Apprenticeship Major is offered in cooperation with the American Culinary Federation Columbus Chapter. It includes the theory-related classroom instruction and on-the-job training required for the National Apprenticeship Training Program of the American Culinary Federation (ACF). Chef apprentices are placed for employment for three years of on-the-job training under a professional chef in a restaurant, club, or hotel. At the same time, the apprentices attend classes at Columbus State one full day each week to work toward the Associate in Applied Science Degree. The Columbus State program is accredited by the American Culinary Federation Accrediting Commission. Program graduates qualify as Certified Culinarians through the ACF and as Journeyman Chefs through the U.S. Department of Labor Bureau of Apprenticeship and Training.

The Dietetic Technician Major is currently granted approval status by the Commission on Accreditation/Approval for Dietetics Education of The American Dietetic Association. The seven-quarter program provides practicums coordinated with classroom instruction. Graduates are eligible for technician membership in the American Dietetic Association and qualify to take the national registration exam to be credentialed as a Dietetic Technician Registered (DTR).

The Foodservice/Restaurant Management Major combines classroom instruction, laboratory experience, and hospitality industry work experiences. The Associate Degree program prepares graduates for supervisory positions in a variety of foodservice operations. Certificate-bearing courses leading to the completion of the National Restaurant Association Professional Management Development Program are included. This major is accredited by the American Culinary Federation Accrediting Commission, and graduates can qualify as Certified Culinarians through the American Culinary Federation.

The Travel/Tourism/Hotel Management Major prepares students for a wide variety of positions in travel agencies, hotels, attractions, and related tourism organizations. Required cooperative work experiences and hands-on instruction in computer reservations systems are included in a course of study appropriate for individual growth and advancement in hospitality and tourism.

The 18-credit Dietary Manager Certificate is approved by the Dietary Managers Association. It is open to persons working in the foodservice operation of a healthcare facility that employs a Registered Dietitian (who serves as the preceptor to the student). Persons completing the program are eligible to take the national certification exam to become a Certified Dietary Manager (CDM). Credit hours earned may be applied to an Associate in Applied Science Degree in the Dietetic Technician major.

The Lodging Management Certificate program is targeted to individuals already employed in the hospitality industry without formal education in the field, and to those with previous general college coursework who wish to obtain specific education and training to better prepare themselves for entry into the lodging industry. The 15 credit hour program is available totally in web-based distance learning format or in a standard classroom setting, scheduled as day and/or evening classes. Students who successfully complete all courses in the web-based format will also receive a Certificate of Specialization in Rooms Division Management from the Educational Institute of the American Hotel and Lodging Association. Credits earned can be applied toward the Associate in Applied Science Degree in Hospitality Management at Columbus State.

The Travel Industry Certificate program consists of four courses that gives students a fundamental core knowledge of the travel industry. It prepares students for entry into travel industry positions such as travel agencies, tour companies, airlines, car rental or other travel organizations. Courses satisfactorily completed can be applied to the Associate in Applied Science Degree in the Travel/Tourism/Hotel Management major at Columbus State.

Upon completion of the Associate Degree in Hospitality Management, the graduate will be able to:

- Maintain appropriate standards of professionalism, including ethical behavior and adherence to dress and grooming codes required for the industry.
- Set and maintain high quality service standards for satisfying diverse customers.
- Demonstrate effective communication and interpersonal skills with management, employees and customers.
- Demonstrate skills in training, coaching, team-building, staffing, motivating and supervising employees.
- Perform basic math skills necessary for the industry.
- Utilize computers, on-line resources, and software appropriate to the industry.
- Demonstrate problem solving and critical thinking skills.
- Analyze financial reports and determine appropriate operational procedures.
- Establish and maintain sanitation and safety standards.

## **Chef Apprenticeship Major**

In addition to the general Hospitality Management competencies, a graduate majoring in the Chef Apprenticeship program will be able to:

- Produce high quality food products using appropriate ingredients and equipment.
- Apply nutrition principles to menu planning and food production for a variety of customers.
- Define concepts and procedures for purchasing, receiving, storage, and inventory; and develop specifications for purchase of food and non-food items.
- Demonstrate knowledge of and an ability to comply with laws, rules, and regulations governing foodservice operations.
- Identify methods for controlling bar/lounge operations including beverage identification and responsible legal beverage service.
- Demonstrate a basic knowledge of meeting planning and catering services.
- Plan, organize, and supervise the production and service of food and beverage to customers.
- Demonstrate proficiency in all food production departments in a commercial kitchen.
- Work effectively as a first-line supervisor and trainer in food production.

## **Dietetic Technician Major**

In addition to the general Hospitality Management competencies, a graduate majoring in the Dietetic Technician program will be able to:

- Apply nutrition principles to menu planning and food production for a variety of customers.
- Modify diets and menus to meet the needs of persons requiring texture, energy and nutrient modifications.
- Gather and analyze diet history data and apply this information to nutrition care planning for persons on normal and modified diets.
- Provide basic nutrition education for individuals and groups.
- Plan, organize, and supervise the production and service of food and beverage to customers.
- Define concepts and procedures for purchasing, receiving, storage and inventory; and develop specifications for purchase of food and non-food items.
- Produce high quality food products using appropriate ingredients and equipment.
- Demonstrate knowledge of and an ability to comply with laws, rules and regulations governing foodservice and healthcare operations.
- Monitor and analyze quality of patient care and foodservice operations.

## **Foodservice/Restaurant Management Major**

In addition to the general Hospitality Management competencies, a graduate majoring in Foodservice/Restaurant Management will be able to:

- Produce high quality food products using appropriate ingredients and equipment.
- Apply nutrition principles to menu planning and food production for a variety of customers.
- Define concepts and procedures for purchasing, receiving, storage and inventory; and develop specifications for purchase of food and non-food items.
- Demonstrate knowledge of and an ability to comply with current laws, rules and regulations governing foodservice operations.
- Demonstrate the ability to market and sell foodservice products and services.
- Identify methods for controlling bar/lounge operations including beverage identification and responsible legal beverage service.
- Plan, organize, and supervise the production and service of food and beverage to customers.
- Demonstrate a basic knowledge of meeting planning and catering services.

## **Travel/Tourism/Hotel Management Major**

In addition to the general Hospitality Management competencies, a graduate majoring in Travel/Tourism/Hotel Management will be able to:

- Apply destination geography knowledge as required in hotels and tourism.
- Utilize travel industry reference materials and internet sites.
- Complete detailed customer travel itineraries for individuals and group tours.
- Demonstrate a working knowledge of lodging operations.
- Market and sell hospitality or tourism products and services.
- Demonstrate knowledge of and an ability to comply with laws, rules and regulations governing hospitality/tourism.
- Demonstrate a basic knowledge of meeting planning and catering services.

### **Specific Program Admissions Information**

Listed are additional requirements for admission to the Chef Apprenticeship Major and the Dietetic Technician Major.

#### **Chef Apprenticeship Major**

- High school graduate or G.E.D. equivalency
- Placement into ENGL 101 - Beginning Composition
- Placement into MATH 101 - Business Mathematics
- Supplemental application required by the department (May 15 and November 15)
- Interview with the Apprenticeship Committee

#### **Dietetic Technician Major**

- High school graduate or G.E.D. equivalency
- Recommended high school or equivalent courses:
  - Algebra, Chemistry and Biology
- Completed health statement (see Program Coordinator)
- Placement into DEV 031 or higher
- Placement into ENGL 100 or higher

## Chef Apprenticeship Major

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
HOSP 122	Hospitality Safety & Sanitation .....	3
HOSP 101	Survey of Hospitality/Tourism Industry .....	3
HOSP 293	Hospitality Co-Op Work Experience I .....	3
HOSP 102	Foodservice Equipment .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>
<b>Quarter 2</b>		
HOSP 153	Nutrition for a Healthy Lifestyle .....	5
ENGL 101	Beginning Composition .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>8</b>
<b>Quarter 3</b>		
MATH 101	Business Math .....	5
HOSP 107	Food Principles .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>10</b>
<b>Quarter 4</b>		
HOSP 106	Food Laboratory I .....	3
CPT 101	PC Applications I .....	3
COMM 110	Conference & Group Discussion .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>9</b>
<b>Quarter 5</b>		
HOSP 123	Food Purchasing .....	3
HOSP 216	Food Laboratory II .....	3
HOSP 294	Hospitality Co-Op Work Experience II .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>9</b>
<b>Quarter 6</b>		
ACCT 106	Introduction to Accounting I .....	5
ENGL 102	Essay & Research .....	3
HOSP 121	Hospitality Industry Computer Applications .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>10</b>
<b>Quarter 7</b>		
HOSP 225	Menu Development .....	3
SSCI 101	Cultural Diversity .....	5
ENGL 200	Business Communication .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>
<b>Quarter 8</b>		
HOSP 203	Beverage Management .....	3
NSCI 101	Natural Science I .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>8</b>
<b>Quarter 9</b>		
HOSP 295	Hospitality Co-Op Work Experience III .....	3
HOSP 217	Garde Manger .....	3
HUM xxx	Humanities 111,112,113,151,152 or 224 .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>
<b>Quarter 10</b>		
HOSP 271	Meeting Planning & Catering Services .....	3
HOSP 218	Fundamentals of Baking .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>6</b>
<b>Quarter 11</b>		
HOSP 205	Records and Cost Control .....	4
BMGT 102	Managing Interpersonal Skills I .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>7</b>
<b>Quarter 12</b>		
HOSP 224	Hospitality Supervision & Quality Management .....	5
HOSP 286	Apprenticeship Final Project .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>7</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>107</b>

## Dietetic Technician Major

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
HOSP 102	Foodservice Equipment .....	2
HOSP 122	Hospitality Safety & Sanitation .....	3
DIET 191	Dietetic Technician Practicum I .....	1.5
ENGL 101	Beginning Composition .....	3
MLT 100	Introduction to Healthcare .....	3
CPT 101	PC Applications I .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>15.5</b>
<b>Quarter 2</b>		
HOSP 107	Food Principles .....	5
HOSP 109	Food Production .....	3
DIET 192	Dietetic Technician Practicum II .....	2
MULT 101	Medical Terminology .....	2
MATH 102	Beginning Algebra I .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>
<b>Quarter 3</b>		
HOSP 121	Hospitality Industry Computer Applications .....	2
HOSP 123	Food Purchasing .....	3
BIO 161	Human Anatomy .....	5
DIET 193	Dietetic Technician Practicum III .....	2
HOSP 153	Nutrition for a Healthy Lifestyle .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>
<b>Quarter 4</b>		
BMGT 102	Managing Interpersonal Skills I .....	3
ENGL 102	Essay & Research .....	3
BIO 169	Human Physiology .....	5
COMM 105	Speech .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>14</b>
<b>Quarter 5</b>		
DIET 297	Dietetic Technician Practicum IV .....	3
DIET 275	Medical Nutrition Therapy I .....	5
HOSP 225	Menu Development .....	3
HOSP 205	Records and Cost Control .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>15</b>
<b>Quarter 6</b>		
SSCI 101	Cultural Diversity .....	5
DIET 298	Dietetic Technician Practicum V .....	2
DIET 276	Medical Nutrition Therapy II .....	5
HOSP 224	Hospitality Supervision & Quality Management .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>
<b>Quarter 7</b>		
ENGL 202	Writing for Health and Human Services .....	3
DIET 265	Dietetic Technician Seminar .....	1
DIET 299	Dietetic Technician Practicum VI .....	2.5
HOSP 219	Food Production Management .....	4
HUM xxx	Humanities 111,112,113,151, 152 or 224 .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>15.5</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>110</b>

## Foodservice/Restaurant Management Major

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
HOSP 101	Survey of Hospitality/Tourism Industry .....	3
HOSP 102	Foodservice Equipment .....	2
HOSP 122	Hospitality Safety & Sanitation .....	3
HOSP 153	Nutrition for a Healthy Lifestyle .....	5
CPT 101	PC Applications I .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>
<b>Quarter 2</b>		
HOSP 107	Food Principles .....	5
HOSP 109	Food Production .....	3
ENGL 101	Beginning Composition .....	3

MATH 101	Business Math .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>

**Quarter 3**

HOSP 121	Hospitality Industry Computer Applications .....	2
HOSP 123	Food Purchasing .....	3
NSCI 101	Natural Science I .....	5
ENGL 102	Essay & Research .....	3
ACCT 106	Introduction to Accounting I .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>

**Quarter 4**

HOSP 225	Menu Development .....	3
HOSP 205	Records & Cost Controls .....	4
HOSP 143	Hospitality and Travel Law .....	3
BMGT 102	Managing Interpersonal Skills I .....	3
SSCI 101	Cultural Diversity .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>

**Quarter 5**

HOSP 203	Beverage Management .....	3
HOSP 271	Meeting Planning & Catering Services .....	3
HOSP 293	Hospitality Co-Op Work Experience I .....	3
HOSP 224	Hospitality Supervision & Quality Management .....	5
COMM 105	Speech .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>

**Quarter 6**

HOSP 246	Hospitality Sales and Marketing .....	3
HOSP 219	Food Production Management .....	4
HOSP 294	Hospitality Co-Op Work Experience II .....	3
HUM xxx	Humanities 111,112,113,151, 152 or 224 .....	5
ENGL 200	Business Communications .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>107</b>

**Travel/Tourism/Hotel Management Major**

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 101	Business Math .....	5
HOSP 101	Survey of Hospitality/Tourism Industry .....	3
HOSP 154	Destination Geography .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>

**Quarter 2**

HOSP 122	Hospitality Safety & Sanitation .....	3
MKTG 111	Marketing Principles .....	5
HOSP 157	Travel and Tourism Operations .....	5
CPT 101	PC Applications I .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>

**Quarter 3**

PSY 100	Introduction to Psychology .....	5
MKTG 226	Customer Service Principles .....	3
HOSP 145	Lodging Operations .....	5
ENGL 102	Essay & Research .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>

**Quarter 4**

HOSP 293	Hospitality Co-Op Work Experience I .....	3
HOSP 294	Hospitality Co-Op Work Experience II .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>6</b>

**Quarter 5**

COMM 110	Conference & Group Discussion .....	3
SSCI 101	Cultural Diversity .....	5
HOSP 246	Hospitality Sales and Marketing .....	3
HOSP 257	Computer Reservations Systems .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>14</b>

**Quarter 6**

HUM xxx	Humanities 111,112,113,151, 152 or 224 .....	5
ACCT 106	Introduction to Accounting I .....	5
BMGT 102	Managing Interpersonal Skills I .....	3
HOSP 271	Meeting Planning & Catering Services .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>

**Quarter 7**

NSCI 101	Natural Science I .....	5
HOSP 224	Hospitality Supervision & Quality Management .....	5
HOSP 143	Hospitality and Travel Law .....	3
ENGL 200	Business Communications .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>104</b>

**Dietary Manager Certificate**

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
DMGR 101	Dietary Manager Seminar I .....	4
DMGR 194	Dietary Manager Co-Op/Work Exp. I .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>6</b>

**Quarter 2**

DMGR 102	Dietary Manager Seminar II .....	4
DMGR 195	Dietary Manager Co-Op/Work Exp. II .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>6</b>

**Quarter 3**

DMGR 103	Dietary Manager Seminar III .....	4
DMGR 196	Dietary Manager Co-Op/Work Exp. III .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>6</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>.....</b>	<b>18</b>

**Travel Industry Certificate\***

<b>COURSE</b>		<b>CR</b>
HOSP 154	Destination Geography .....	5
HOSP 157	Travel and Tourism Operations .....	5
HOSP 257	Computer Reservations Systems .....	3
HOSP 246	Hospitality Sales and Marketing .....	3
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>.....</b>	<b>16</b>

\*See course descriptions for prerequisites and recommended sequence

**Lodging Management Certificate\***

<b>COURSE</b>		<b>CR</b>
HOSP 121	Hospitality Industry Computer Applications .....	2
HOSP 143	Hospitality and Travel Law .....	3
HOSP 145	Lodging Operations .....	5
HOSP 224	Hospitality Supervision and Quality Management .....	5
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>.....</b>	<b>15</b>

\*Courses may be taken in any sequence

# Human Resources Management Technology

Over the last four decades the human resource (personnel) function has evolved from a “hiring/firing paper processing” job to an extremely complex profession. Human resources management requires the ability to understand how all the facets of human resources management impact on one another and on the organization as a whole. The myriad federal and state laws regulating virtually all aspects of the employee/employer relationship, compounded by conflicting judicial interpretations, requires professionals skilled in understanding and applying these laws to day-to-day management decisions. Wrong decisions, by any representative of the organization, in hiring, discipline, termination, or the way employees are treated may result in a multimillion dollar lawsuit; and, these decisions may cripple a company by costing thousands of dollars even if they win.

In the last two decades senior management has begun to recognize that human resource management professionals, skilled in technical areas such as human resource and labor law, labor relations, policy development and administration, compensation and benefits, and employee counseling, are no longer a cost “drag” on the organization, but make a positive impact on the bottom line. Management has also come to realize that the human resource management professional is everyone in the human resources department, from the secretary, to the benefits administrator, to the employment interviewer, to the director or manager of the department.

Larger companies have human resources management staffs of 5 to 35 people, small and mid-sized companies often have only 1 or 2 people to provide human resources management services; both need skilled human resources professionals to comply with the governmental aspect of the relationship and to minimize the potential for crippling lawsuits.

The purpose of the Human Resources Management Technology is to provide a program that will teach human resources management skills and provide hands-on application in a learning environment that bridges the necessity of academic theory with human resources management in “the real world.” Throughout, the program provides for a strong legal foundation in each area of human resources management; then provides for application of that foundation to the human resources management functions.

Upon completion of the Associate Degree in Human Resources Management Technology, the graduate will be able to demonstrate:

- An in-depth knowledge of the laws governing the employment process and apply these laws to employment related decisions; the ability to write a legal employment policy, procedures, and employee handbook summary for the organization.
- The ability to research human resources laws, cases, and issues using the Internet and other sources
- Knowledge of manual and automated records and information management systems; and the ability to design systems that meet industry and professional standards, support the key tasks of the human resources department, and meet the legislative requirements with which the organization must comply.

- An in-depth knowledge of the legal aspects of interviewing and conduct the various types of interviews used in business; the ability to develop interview protocol and outlines for the various types of interviews used in business; the ability to develop and use a progressive disciplinary system; the ability to develop a standards-of-performance (SOP) appraisal system; and the ability to develop and train supervisors in proper interviewing methods.
- Knowledge of the symptoms of chemical dependency, the addiction assessment processes, treatment planning and intervention strategies with the chemical dependent person; knowledge of the effects of chemical dependency on the work environment; and knowledge of the community resources available to the employer, individual, and family to assist in prevention, education, and treatment for dependency.
- Knowledge of the Drug Free Workplace Act and other regulatory requirements governing controlled substances in the workplace; the ability to explain the pros and cons of employer drug testing programs, and demonstrate the ability to develop legal drug testing policies and procedures; and the ability to write a legal and appropriate drug free workplace policy, procedures, and employee handbook summary for the organization.
- An in-depth knowledge of the major laws impacting on the relationship between management and organized workers in the private sector, and the ability to apply these laws, both from a management and a labor prospective, to the organizing, negotiating, grievance, and arbitration processes.
- An in-depth knowledge of the Fair Labor Standards Act and other laws governing monetary compensation; the ability to apply these laws to monetary compensation decisions; and the ability to write a legal compensation policy, procedures, and employee handbook summary for the organization..
- The ability to develop a job analysis questionnaire and write job descriptions and job specifications; the ability to develop a job evaluation system and price jobs according to the system; and the ability to develop a market survey instrument, compile and present market data vs. organizational data, and develop and present appropriate recommendations based on survey data.
- Knowledge of the laws impacting on both mandatory and voluntary benefits; and the ability to apply these laws to the development and writing of benefit policies, procedures, plan descriptions, and employee handbook summaries for the organization for all types of benefit programs.
- An in-depth knowledge of the laws governing discrimination, affirmative action, sexual and other forms of harassment, discipline, termination, and safety; and the ability to apply these laws to the development and writing of legal policies, procedures, rules, and employee handbook summaries for the organization.

## Human Resources Management Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
MATH 103	Beginning Algebra II ..... 4
MCT 106	PC Application 2 ..... 3

BMGT 111	Management .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>15</b>

**Quarter 2**

ENGL 102	Essay and Research .....	3
MATH 135	Elementary Statistics .....	5
HRM 121	Human Resources Management .....	4
MCT 211	Advanced Information Presentation .....	3
LEGL 261	Business Law I .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>

**Quarter 3**

COMM 105	Speech .....	3
PSY 100	Psychology .....	5
ECON 200	Microeconomics .....	5
HRM 122	HR Policy and Procedure Writing .....	4
HRM 124	Personnel Interviewing .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>21</b>

**Quarter 4**

HUM xxx	Humanities 111,112,113,151,152, or 224 .....	5
HRM 220	Labor Relations .....	5
HRM 221	Staffing Under the Law .....	5
HRM 224	HR Information Systems .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>

**Quarter 5**

ENGL 200	Business Communications .....	3
BMGT 211	Organizational Behavior .....	4
HRM 222	Monetary Compensation .....	4
HRM 223	Benefits/Non-Monetary Compensation .....	4
HRM 225	Alcohol and Drugs in the Workplace .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>19</b>

**Quarter 6**

NSCI 101	Natural Science I .....	5
HRM 240	Administration of HRM .....	5
HRM 242	HRM Practicum .....	4
HRM 243	HRM Practicum Seminar .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>107</b>

# Interactive Multimedia Technology

## Interactive Multimedia Technology Associate Degree

### Web Design Series I Certificate Macromedia Freehand® Certificate

The Interactive Multimedia Technology program provides the community with skilled professionals who can create and assemble multimedia products for corporate interactive training, advertising, and marketing purposes. Graduates are able to develop and produce scripts and computer animation, and apply multimedia technology to assemble graphics, text, sound, and video into meaningful productions.

The program supports an industry need to provide multimedia professionals to work in the ever-expanding market of integrated and interactive media communications, with a growing emphasis in Internet World Wide Web page production.

The Interactive Multimedia Technology is designed to impart four critical skills to its graduates:

- Design
- Scripting (source code and application). The types of scripting include: HTML, XML, DHTML, ASP, Cold Fusion, CSS, Java and Javascript
- Familiarity with various design-oriented application programs including: Adobe Photoshop, ImageReady, Premiere, Macromedia Freehand, Flash, Dreamweaver, Director, and Form-Z.
- Experience in both the Macintosh and Windows platforms

By mastering these four disciplines, program graduates will be able to go beyond basic design and layout to complete the “big picture” regarding hierarchical site structure and flowcharting. As a result, program graduates are ready to become innovative professionals who can cross cultural, aesthetic and technical boundaries.

The jobs available in interactive multimedia are varied. Typical job possibilities for program graduates include: multimedia technician; multimedia specialist; multimedia developer; media specialist; instructional design technician; computer graphic artist; 3D computer animator; multimedia illustrator; desktop media publisher; interface designer; animator; script integrator; digital journalist; and presentation artist.

Upon completion of the Associate Degree program in Interactive Multimedia Technology, the graduate will be able to:

- Explain the use and function of various multimedia components.
- Define and implement hypertext and hyperlinks.
- Create navigation controls.
- Edit audio and video digital media.
- Formulate electronic imaging and image processing solutions.

- Develop interactive multimedia presentations for distributions on CD-ROM disks.
- Produce multimedia authoring, bringing together text, graphic animation, screen images, video, and audio.
- Plan and implement an interactive multimedia project.

The Web Design I Certificate and the Freehand Certificate are designed specifically for the needs of the working multimedia professional. The Web Design Series I Certificate includes a series of industry-specific “skill-builder” courses in Flash, Fireworks and Dreamweaver. These courses parallel the manufacturers’ “Authorized Training” curricula, utilizing their instructional design and learning materials (instructor and/or student guides). The Freehand Certificate is a 3-course sequence focused on this powerful graphics program. Macromedia Freehand® can be used to create complex illustrations and text effects and to work with graphic images from a variety of different formats. The sequence begins with basic skills that explore the use of drawing tools and text while the intermediate and advanced classes focus on skills in the use of Xtra tools, expanded paths, and the use of clipping paths to create cropping effects and transparencies. **Because of the scope of content covered and the accelerated pace of delivery, both the Web Designer I Certificate courses and the Freehand Certificate courses are recommended for those individuals with significant multimedia experience.**

## Interactive Multimedia Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
CPT101	PC Applications 1 ..... 3
MMPT 101	The World of Multimedia ..... 4
MATH 102	Algebra I ..... 4
HUMXxx	Humanities 111, 112, 113, 151, 152 or 224 ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>19</b>
<b>Quarter 2</b>	
ART 122	Two-Dimensional Design ..... 5
ENGL 102	Essay & Research ..... 3
GRPH 112	Introduction to Computer Graphics ..... 4
MKTG 122	Business and the Internet ..... 3
MMPT 111	The Digital Revolution ..... 4
<b>TOTAL CREDIT HOURS</b>	<b>19</b>
<b>Quarter 3</b>	
ART 230	Color Composition ..... 5
COMM 105	Speech ..... 3
GRPH 131	Design & Typography ..... 4
GRPH 251	Electronic Imaging ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>17</b>
<b>Quarter 4</b>	
ENGL 208	Communication for Mass Media ..... 3
BMGT 257	Project Management ..... 3
MMPT 211	Advanced Scripting ..... 4
MMPT 216	Dynamic Graphics ..... 4
MMPT 231	Creating Vector Graphics ..... 4
<b>TOTAL CREDIT HOURS</b>	<b>18</b>
<b>Quarter 5</b>	
MMPT 236	Designing in 3D Dimension ..... 4
MMPT 237	Web Animation ..... 4
MMPT 261	Controlling Web Page Layout ..... 4

MMPT xxx	Technical Elective ..... 4
SSCI 10x	Social Science 101, 102, 103, or 104 ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>21</b>

<b>Quarter 6</b>	
MMPT 262	Building Hierarchical Websites ..... 4
MMPT 271	Interactive CD Development ..... 4
MMPT 251	Multimedia Practicum ..... 4
MMPT 252	Multimedia Seminar ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>14</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>108</b>

### ELECTIVES

ART 111	Fundamental Concepts of Art ..... 5
MMPT 217	Digital AV Editing ..... 4
MCT 221	LAN ..... 4
GRPH 111	Black and White Photography ..... 4
MUS 120	Electronic Music ..... 4
MMPT 297	Special Topics in Interactive MultiMedia ..... 1-6

## Web Design Series I Certificate

<b>Quarter 1</b>	
MMPT 280	Flash Fundamentals ..... 2
MMPT 282	Fireworks-Fundamentals ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>4</b>

<b>Quarter 2</b>	
MMPT 281	Flash-Advanced ..... 2
MMPT 283	Dreamweaver Fundamentals ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>4</b>

<b>Quarter 3</b>	
MMPT 284	Dreamweaver - Advanced ..... 2
MMPT285	Fireworks Advanced ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>4</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>12</b>

## Macromedia Freehand® Certificate

<b>Quarter 1</b>	
MMPT286	Freehand-Introduction ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>2</b>

<b>Quarter 2</b>	
MMPT287	Freehand-Intermediate ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>2</b>

<b>Quarter 3</b>	
MMPT288	Freehand - Advanced ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>2</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>6</b>



# Interpreting/American Sign Language Education Program

## Interpreting/American Sign Language Education Associate Degree American Sign Language/Deaf Studies Certificate

The Interpreting/ASL Education Associate Degree program prepares graduates for entry-level interpreting/ASL positions where persons who are deaf or hard of hearing and hearing persons must communicate with each other. The Associate Degree program offers extensive course work in American Sign Language. A language lab helps students develop their skills during six core skill-building courses. A two-quarter practicum gives students opportunities to gain first-hand experience applying their interpreting/transliterating skills and knowledge of professional ethics under the supervision of an agency interpreter.

To qualify for admission to the Associate Degree program, students must (1) have a good command of spoken English; (2) agree to adhere to the Code of Ethics established by the Registry of Interpreters for the Deaf, Inc.; (3) attend a Mandatory Information Session conducted by the coordinator to complete an application form for the program, and (4) agree to complete a minimum number of ITT courses each quarter.

Upon completion of the Associate Degree in Interpreting/ASL Education, the graduate will be able to:

- Demonstrate a grasp of the unique skills required for interpreting in specialized settings (e.g., oral, medical, mental health, deaf-blind, etc.).
- Demonstrate an understanding of the interpreting/transliterating Code of Ethics
- Demonstrate basic competency with American Sign Language (ASL) as well as a basic understanding of signed English.
- Put signed ASL messages accurately into spoken English, and put spoken English messages accurately into ASL.
- Put signed English messages accurately into spoken English, and put spoken English messages accurately into signed English.
- Explain the role of the interpreter/transliterator to both deaf and hearing consumers.
- Demonstrate knowledge of the Deaf Community and sensitivity toward the cultural traditions of the community.
- Assess the deaf consumer's preferred mode of communication.
- Analyze and adapt the physical aspects of the interpreting setting or be able to adapt to physical aspects that cannot be changed.
- Demonstrate knowledge of the various agencies/organizations serving the Deaf Community.

The CSCC Interpreting/American Sign Language Education Program is approved by the State of Ohio Department of Education. Students who successfully complete the Interpreting/American Sign Language Education Associate Degree are eligible to receive

their Educational Interpreting License from the State of Ohio Department of Education.

### Specific Program Admissions Information

Listed below are additional requirements for admission to Interpreting/ASL Education Program.

- Placement into ENGL 101 - Beginning Composition or above, DEV 044, and MATH 102 via Compass Test
- Complete the form "Application to Become an Interpreting/ASL Education Major". This form can ONLY be obtained from the coordinator during a Mandatory Information Session. These sessions are held twice during winter and spring quarters. Contact the Coordinator of the Interpreting/ASL Education program for dates and times of the next Mandatory Information Session.
- Submit all college transcripts to the Registrar's Office
- Individuals who have ASL experience may take an ASL Proficiency test. Please contact Chuck Gramly at 287-5055 for more information.

Note: American Sign Language/Deaf Studies Certificate candidates do not need to attend a Mandatory Information Session.

## Interpreting /ASL Education Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
CPT 101 PC Application 1 .....	3
ITT 110 Introduction to Interpreting/Transliterating .....	3
ITT 111 Introduction to the Deaf Community .....	5
ITT 141 American Sign Language I .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
HUM xxx Humanities 111,112,113,151,152 or 224 .....	5
ITT 130 Fingerspelling .....	2
ITT 142 American Sign Language II .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>
<b>Quarter 3</b>	
ITT 120 English for the Interpreter .....	3
ITT 150 Linguistics of ASL .....	3
ITT 143 American Sign Language III .....	5
ITT 201 Interpreting I .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>
<b>Quarter 4</b>	
PSY 100 Introduction to Psychology <b>or</b> .....	3
SOC 101 Introduction to Sociology .....	5
ITT 144 American Sign Language IV .....	5
ITT 202 Interpreting II .....	3
ITT 211 Transliterating I .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>
<b>Quarter 5</b>	
NSCI 101 Natural Science I .....	5
ITT 145 American Sign Language V .....	5
ITT 123 Specialized Interpreting/Transliterating .....	4
ITT 212 Transliterating II .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
<b>Quarter 6</b>	
COMM 115 Oral Interpretation .....	3
ITT 203 Interpreting III .....	3
ITT 220 Sign to Voice Interpreting/Transliterating .....	4

ITT 292	Practicum I .....	4
ITT 290	Practicum Seminar I .....	1
<b>TOTAL CREDIT HOURS</b>	.....	<b>15</b>

**Quarter 7**

ENGL 200	Business Communications .....	3
ITT 121	Legal & Ethical Aspects of Interpreting .....	3
ITT 204	Interpreting IV .....	3
ITT 293	Practicum II .....	4
ITT 291	Practicum Seminar II .....	1
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	.....	<b>110</b>

**American Sign Language/Deaf Studies Certificate**

For those individuals wanting to learn about people who are Deaf, their unique culture and community, and be able to converse with them via American Sign Language (ASL), we offer a certificate program. This program does not prepare individuals to become interpreters; it is strictly a program to enhance/establish communication skills and to learn about deafness. Attending a Mandatory Information Session with the Coordinator is **NOT** required; students simply register for the courses. Once all courses have been successfully completed, students apply for the certificate by contacting the Interpreting/ASL Education Coordinator. Individuals successfully completing the following seven courses (33 credit hours) must apply for their certificate within four quarters of completing ASL V.

For additional information about the American Sign Language/Deaf Studies Certificate, please see the Interpreting/ASL Education Program Coordinator. Individuals who have ASL experience may take an ASL Proficiency test. Please contact Chuck Gramly at 287-5055 for more information.

\* Registration for the following 7 courses may be restricted to Interpreting/ASL Education majors for the first two weeks of registration. Seats not taken by majors will be released to any non-major students meeting the prerequisites 14 days after the first day of registration. Contact the Coordinator for registration dates for non-majors.

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ITT 141	American Sign Language I .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>5</b>

<b>Quarter 2</b>		
ITT 142	American Sign Language II .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>5</b>

<b>Quarter 3</b>		
ITT 150	Linguistics of ASL .....	3
ITT 143	American Sign Language III .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>8</b>

<b>Quarter 4</b>		
ITT 144	American Sign Language IV .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>5</b>

<b>Quarter 5</b>		
ITT 145	American Sign Language V .....	5
ITT 111	Introduction to the Deaf Community .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>10</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	.....	<b>33</b>

**Landscape Design/Build**

The Landscape Design/Build program prepares graduates for a wide range of careers with landscape design firms, materials wholesalers and retailers, commercial and private landscape facilities, and landscape contractors. Landscape Design/Build students learn plant selection, materials specification, landscape design, landscape construction estimating and landscape maintenance procedures. Students in the program share common courses in surveying, construction materials, and drafting with other Construction Sciences Department students, giving the students a strong sense of the construction industry.

The Landscape Design/Build program provides students with a solid educational background in communication skills, math, computer literacy and operations, and humanities and behavioral sciences.

Upon completion of the Associate Degree in Landscape Design/Build, the graduate will be able to:

- Assist in the preparation of contract/design documents and construction specifications.
- Assist landscape professionals in managing and implementing the construction process.
- Select suitable herbaceous and woody plants and properly install these plants.
- Estimate residential landscape project costs by utilizing take-off and costing methods.
- Be able to read and interpret plans and drawings.
- Assist in the survey and stake out of the job site.
- Create manual and/or computer generated designs of landscape projects.
- Create presentation drawings using a variety of graphic techniques.
- Maintain both commercial and residential landscapes.
- Assist in the construction of landscapes and outdoor environments.
- Assist in the design and installation of irrigation systems
- Identify common pests and diseases and recommend their controls as they relate to the landscape.

**Landscape Design/Build Associate Degree**

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ARCH 110	Construction Drafting – Manual I (First Term) .....	2
ARCH 112	Construction Drafting - CAD I ( Second Term) .....	2
CPT 101	PC Application 1 .....	3
ENGL 101	Beginning Composition .....	3
LAND 101	Landscape Principles .....	3
MATH 104	Intermediate Algebra .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>18</b>

<b>Quarter 2</b>		
BIO 125	General Botany .....	5
ENGL 102	Essay & Research .....	3
LAND 102	Residential Landscape Design .....	4
LAND 107	Landscape Maintenance .....	3
LAND 111	Survey of Landscape Industry .....	2
<b>TOTAL CREDIT HOURS</b>	.....	<b>17</b>

<b>Quarter 3</b>		
ENVR 120	Environmental Aspects of Soils .....	5
HUM xxx	Humanities 111,112,113,151,152 or 224 .....	5
LAND 105	Spring Landscape Plants .....	4
SURV 141	Basic Surveying .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>18</b>

<b>Summer Quarter between 1<sup>st</sup> and 2<sup>nd</sup> year</b>		
LAND 290	Work Experience Seminar .....	1
LAND 291	Co-Op Work Experience .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>

<b>Quarter 4</b>		
LAND 152	Site Planning .....	4
LAND 205	Autumn Landscape Plants .....	4
LAND 206	Landscape Graphics .....	4
LAND 207	Landscape Construction .....	3
LAND 201	Landscape Pest Control .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>18</b>

<b>Quarter 5</b>		
BMGT 111	Management .....	5
COMM 105	Speech or COMM 110 Conf & Group Discussion .....	3
LAND 202	Planting Design .....	4
LAND 204	Turf Grass Management .....	3
xxxx xxx	Technical Elective .....	2-4
<b>TOTAL CREDIT HOURS .....</b>		<b>17-19</b>

<b>Quarter 6</b>		
ENGL 204	Technical Writing .....	3
LAND 108	Herbaceous Plants .....	3
LAND 222	Landscape Operations .....	4
SSCI 10x	Social Science 101,102,103 or 104 .....	5
xxxx xxx	Technical Elective .....	2-4
<b>TOTAL CREDIT HOURS .....</b>		<b>17-19</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>		<b>110</b>

**Technical Elective must be selected from the following list of courses:**

ARCH 113	Architectural Drafting - CAD II .....	2
*LAND 100	The American Landscape .....	2
LAND 104	Specialty Gardens .....	3
LAND 109	Landscape Arboriculture .....	3
LAND 110	Landscape Computer Applications .....	3
LAND 117	Landscape Maintenance Laboratory .....	2
LAND 203	Landscape Irrigation .....	3
LAND 208	Interior Plants .....	3
LAND 210	Evergreen Landscape Plants .....	4
LAND 217	Landscape Construction Laboratory .....	2
*LAND 295, 296, 297 Special Topics .....		1-5

\* does not count for Technical Electives

# Law Enforcement

## Law Enforcement Associate Degree

### Corrections Major

### Law Enforcement Major

### Law Enforcement Management Major

### Law Enforcement Major - Academy Track

Persons trained for the law enforcement field are in high demand in many public and private organizations.

Columbus State's Law Enforcement program teaches students the technical skills they need to enter or advance in a wide variety of positions in criminal justice. Four Associate Degree majors give students a range of options to meet their personal career goals.

The Law Enforcement major prepares students for a variety of careers in federal, state, or local law enforcement agencies. The Law Enforcement Major - Academy Track offers additional training required by the Ohio Peace Officers Training Council (OPOTC) for certified peace officers. Graduates of the Academy track are eligible to take the OPOTC certification exam.

The Law Enforcement Management Major is intended for students who currently possess Ohio Peace Officer Certification or an Associate Degree or higher. At least one year of law enforcement work experience is highly recommended before entering. This major is designed to prepare in-service officers to assume managerial positions within law enforcement agencies.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Academy Track Program.

- Have a high school diploma or GED certificate
- Pass a physical
- Take a personality factor inventory
- Submit to a criminal history check (students with prior felony convictions may be excluded from the program; contact the department chairperson for more information)
- Possess a valid Ohio drivers license
- Complete a supplemental application required by the department

The Corrections major trains students for careers in probation, parole, correctional institutions, community-based correctional programs, and social service agencies.

Upon completion of the Associate Degree in Law Enforcement, the graduate will be able to:

- Locate and apply criminal law correctly.
- Prepare required reports accurately and in a concise, readable style.
- Prepare cases for trial and professionally testify in a court of law.

## Corrections Major

In addition to the general Law Enforcement competencies, a graduate majoring in Corrections will be able to:

- Prepare presentence reports and other required reports accurately.
- Demonstrate knowledge of effective correctional institution security measures.

## Law Enforcement Major

In addition to the general Law Enforcement competencies, a graduate majoring in Law Enforcement will be able to:

- Demonstrate proper arrest procedures.
- Locate applicable case law.
- Process information at an accident scene and correctly complete required reports.
- Identify hazardous materials and initiate proper response.

## Law Enforcement Management Major

In addition to the general Law Enforcement competencies, a graduate majoring in Law Enforcement Management will be able to:

- Develop contingency plans for emergencies or other events requiring rapid and/or extensive deployment of police resources.
- Effectively utilize research in reaching managerial decisions.
- Prepare a community policing strategy to meet the needs of a specific neighborhood.
- Participate in a collective bargaining process.
- Recognize areas of potential legal liability and prepare policies, directives and training programs to minimize exposure to litigation.
- Demonstrate effective managerial decision-making skills.

## Law Enforcement Major - Academy Track

In addition to the general Law Enforcement competencies, and the Law Enforcement major competencies, a graduate majoring in Law Enforcement - Academy Track will be able to:

- Understand and handle safely the double action revolver, the semi-automatic pistol, and the shotgun.
- Demonstrate proficiency with the handgun and shotgun to current Ohio Peace Officer Training Council (OPOTC) standards for qualification.
- Perform safe and effective driving maneuvers to current OPOTC standards.
- Demonstrate basic crowd control techniques and riot formations.
- Demonstrate recommended self-defense techniques.

## Corrections Major

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
LAW 101	Introduction to Criminal Justice ..... 3
LAW 104	Government and the Law ..... 3
LAW 120	Criminology ..... 3
CPT 101	PC Applications 1 ..... 3
<b>TOTAL CREDIT HOURS ..... 15</b>	

<b>Quarter 2</b>	
ENGL 102	Essay & Research ..... 3
LAW 208	Community Based Corrections ..... 3
MATH 101	Business Mathematics ..... 5
ANTH 240	Forensic Anthropology ..... 5
LAW 204	Juvenile Procedures ..... 3
<b>TOTAL CREDIT HOURS ..... 19</b>	

<b>Quarter 3</b>	
COMM 105	Speech ..... 3
LAW 121	Juvenile Delinquency ..... 3
LAW 124	Penology ..... 3
SSCI 101	Cultural Diversity ..... 5
LAW XXX	Law Enforcement Elective ..... 3
<b>TOTAL CREDIT HOURS ..... 17</b>	

<b>Quarter 4</b>	
LAW 268	Hazardous Materials ..... 3
LAW 212	Ohio Criminal Code ..... 4
LAW 110	Criminal Investigation I ..... 4
LAW 210	Crisis Intervention ..... 3
LAW 128	Special Category Offenders ..... 3
<b>TOTAL CREDIT HOURS ..... 17</b>	

<b>Quarter 5</b>	
ENGL 204	Technical Writing <b>OR</b> ..... 3
ENGL 200	Business Communications ..... 3
LAW 112	Criminal Investigation II ..... 4
LAW 219	Correctional Law ..... 4
LAW 211	Institutional Corrections ..... 3
NSCI 101	Natural Science I ..... 5
<b>TOTAL CREDIT HOURS ..... 19</b>	

<b>Quarter 6</b>	
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224 ..... 5
LAW 221	Counseling-Probation & Parole ..... 4
LAW 223	Correctional Administration ..... 3
LAW 256	L.E. Practicum ..... 2
LAW 257	L.E. Practicum Seminar ..... 1
LAW 271	Contemporary Issues in CJ ..... 3
<b>TOTAL CREDIT HOURS ..... 18</b>	
<b>TOTAL DEGREE CREDIT HOURS ..... 105</b>	

### Technical Elective must be selected from the following list of courses:

LAW 102	Patrol Procedures ..... 3
LAW 111	Criminalistics I ..... 3
LAW 115	Community & Personal Relations ..... 3
LAW 220	Constitutional Law ..... 4
LAW 241	Correctional Internship I AND ..... 1
LAW 249	Corrections Seminar II ..... 1
LAW 252	Police Administration ..... 3
LAW 253	Criminal Procedure ..... 3
LAW 260	Criminal Evidence & Trial ..... 3
LAW 299	Special Topics in Law Enforcement 3 ..... 3
LAW 214	Cyberlaw ..... 3
SPN1 100	Survival Spanish for the Workplace ..... 3

## Law Enforcement Major

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
LAWE 101	Introduction to Criminal Justice .....	3
LAWE 104	Government and the Law .....	3
LAWE 120	Criminology .....	3
LAWE 253	Criminal Procedure .....	3
LAWE 102	Patrol Procedures .....	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

<b>Quarter 2</b>		
ENGL 102	Essay & Research .....	3
CPT 101	PC Applications 1 .....	3
LAWE 115	Community & Personal Relations .....	3
MATH 101	Business Mathematics <b>OR</b> .....	5
MATH 102	Beginning Algebra .....	4
LAWE 204	Juvenile Procedures .....	3
<b>TOTAL CREDIT HOURS</b>		<b>16 - 17</b>

<b>Quarter 3</b>		
COMM 105	Speech .....	3
LAWE 125	Traffic Accident Investigation .....	3
LAWE 252	Police Administration .....	3
SSCI 101	Cultural Diversity <b>OR</b> .....	5
ANTH 240	Forensic Anthropology .....	5
LAWE 271	Contemporary Issues in Criminal Justice .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 4</b>		
LAWE 110	Criminal Investigation I .....	4
LAWE 268	Hazardous Materials .....	3
LAWE 212	Ohio Criminal Codes .....	4
LAWE 111	Criminalistics I .....	3
LAWE 210	Crisis Intervention .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 5</b>		
ENGL 204	Technical Writing <b>OR</b> .....	3
ENGL 200	Business Communications .....	3
LAWE 112	Criminal Investigation II .....	4
NSCI 101	Natural Science I <b>OR</b> .....	5
CHEM 111	Elem. Chemistry .....	5
LAWE 260	Criminal Evidence & Trial .....	3
LAWE XXX	L. E. Electives .....	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

<b>Quarter 6</b>		
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224 .....	5
LAWE 220	Constitutional Law .....	3
EMS 100	Crash Injury Management .....	2
LAWE 256	LE Practicum I .....	2
LAWE 257	LE Practicum Seminar I .....	1
LAWE XXX	Law Enforcement Elective .....	3
<b>TOTAL CREDIT HOURS</b>		<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>103</b>

**Technical Elective must be selected from the following list of courses:**

LAWE 113	Criminalistics II .....	3
LAWE 121	Juvenile Delinquency .....	3
LAWE 124	Penology .....	3
LAWE 128	Special Category Offender .....	3
LAWE 205	Contemporary Corrections .....	3
LAWE 208	Community Based Corrections .....	3
LAWE 211	Institutional Corrections .....	3
LAWE 219	Correctional Law .....	3
LAWE 221	Counseling Probation and Parole .....	4
LAWE 223	Correctional Administration .....	3
LAWE 260	Criminal Evidence and Trial .....	3
LAWE 299	Special Topics in Law Enforcement .....	3
LAWE 214	Introduction to Cyberlaw .....	3
SPN1 100	Survival Spanish for the Workplace .....	3
LAWE 276	Criminalistics III .....	3

## Law Enforcement Management Major

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
LAWE 104	Government and the Law .....	3
LAWE 120	Criminology .....	3
LAWE 150	Administration of Justice .....	3
LAWE 252	Police Administration .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
CPT 101	PC Applications 1 .....	3
MATH 101	Business Math .....	5
LAWE 155	Managing Police Operations .....	4
LAWE 218	Supervision of Public Service Personnel .....	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

<b>Quarter 3</b>		
COMM 105	Speech .....	3
HRM 121	Human Resources Management .....	4
LAWE 153	Civil Liability in Law Enforcement .....	4
SSCI 103	Social Problems .....	5
<b>TOTAL CREDIT HOURS</b>		<b>16</b>

<b>Quarter 4</b>		
HRM 220	Labor Relations .....	5
LAWE 273	Legal Computing .....	2
LAWE 232	Task Force/Major Case Management .....	3
ACCT 106	Introduction to Accounting .....	5
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

<b>Quarter 5</b>		
ENGL 200	Business Communications <b>OR</b> .....	3
ENGL 208	Communications for Mass Media .....	3
LAWE XXX	Law Enforcement Elective .....	3
LAWE 231	Criminal Justice Plan and Analysis .....	3
LAWE 220	Constitutional Law .....	3
NSCI 101	Natural Science I .....	5
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 6</b>		
HUM xxx	Humanities 111, 112, 113, 151, 152 or 224 .....	5
LAWE xxx	Law Enforcement Elective .....	3
LAWE 242	Community Policing .....	4
LAWE 275	Police Management Assessment .....	4
LAWE 271	Contemporary Issues in Criminal Justice .....	2
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

**TOTAL DEGREE CREDIT HOURS** ..... **99**

**Technical Electives must be selected from the following list of courses:**

LAWE 243	Forensic Science for Law Enforcement Managers .....	3
LAWE 244	Budget & Grant Writing for Criminal Justice Administrators .....	3
LAWE 245	Media and the Police .....	3
ANTH 240	Forensic Anthropology .....	5
LAWE 214	Cyberlaw .....	3
SPN1 100	Survival Spanish for the Workplace .....	3

## Law Enforcement Major - Academy Track

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
LAWE 101	Introduction to Criminal Justice .....	3
LAWE 104	Government and the Law .....	3
LAWE 120	Criminology .....	3
LAWE 253	Criminal Procedure .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

# Legal Assisting

## Legal Assisting Associate Degree Legal Assisting Certificate (Post Baccalaureate Option) Workers' Compensation Certificate

Due to the explosive growth of legal services now being requested in all sectors of our economy, there is a continuous demand for well trained personnel in all facets of the legal assisting process. The need for legal assistants is so great that it is estimated that one paralegal will assist every three or four attorneys and in some areas of practice, such as corporate legal departments, there will be one legal assistant hired for every attorney.

The nature of the Legal Assistants position in the legal community requires individuals with a well rounded educational background. Critical thinking and excellent communication skills are essential competencies of a Legal Assistant and are included in courses in English, Mathematics, Humanities, Social Science and Basic Science.

The technical curriculum has been designed to provide students with knowledge and skills in the areas of: the role of a legal assistant, ethical requirements, legal research, analysis, the preparation of legal documents, litigation practice and procedure, real estate transactions, family law, administrative law, criminal law, and probate law and practice.

The Legal Assisting Certificate (Post Baccalaureate Option) is designed for persons who currently possess a Bachelors, Masters or P.H.D. degree, students with an associate degree and work experience in a legal environment will be considered after an interview with the department chairperson.

Legal assistants have traditionally been utilized in legal environments that are intensive in both client contact and document preparation. Workers' compensation is an example of a legal arena that has a history of legal assistant employment. The workers' compensation system processes and adjudicates claims, as well as investigates abuses in the system, establishes premiums, and works with self-insured and state fund employers. The Columbus State Community College Legal Studies Department offers a Departmental Certificate designed to teach legal assistants the skills they need to obtain employment from state agencies, third party administrators, attorneys, and employers. In order to enroll for the Workers' Compensation Certificate, the student must have completed an Associate or Bachelor Degree in Legal Assisting, or apply to the Legal Studies Department Chairperson for permission to take courses based on legal assisting work experience.

Upon completion of the Associate Degree in Legal Assisting, the graduate will be able to:

- Demonstrate proficiency in manual and computer assisted research of legal questions and incorporate the same into properly cited memoranda of law.

<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
MATH 101	Business Mathematics .....	5
LAWE 204	Juvenile Procedures .....	3
SSCI 101	Cultural Diversity or .....	5
SOC 101	Introduction to Sociology .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>16</b>

<b>Quarter 3</b>		
COMM 105	Speech .....	3
NSCI 101	Natural Science I .....	5
CPT 101	PC Applications 1 .....	3
LAWE 124	Penology .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>14</b>

<b>Quarter 4</b>		
LAWE 111	Criminalistics I .....	3
LAWE 271	Contemporary Issues in Law Enforcement .....	3
SPNI 100	Survival Spanish for the Workplace .....	3
LAWE XXX	Law Enforcement Elective .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>12</b>

<b>Quarter 5</b>		
ENGL 200	Business Communications <b>OR</b> .....	3
ENGL 204	Technical Writing .....	3
LAWE 256	LE Practicum I .....	2
LAWE 257	LE Practicum Seminar I .....	1
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224 .....	5
LAWE 260	Criminal Evidence and Trial .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>14</b>

<b>Quarter 6</b>		
* LAWE 110	Criminal Investigation I .....	4
* LAWE 220	Constitutional Law .....	3
* LAWE 102	Patrol Procedures .....	3
* LAWE 125	Traffic Accident Investigation .....	3
* LAWE 265	Police Physical Fitness .....	3
* LAWE 210	Crisis Intervention .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>19</b>

<b>Quarter 7</b>		
* LAWE 264	Police Firearms .....	3
* LAWE 263	Arrest and Control .....	3
* LAWE 212	Ohio Criminal Codes .....	4
* LAWE 112	Criminal Investigation II .....	4
* LAWE 115	Community & Personal Relations .....	3
* LAWE 261	Defensive Driving and Emergency Response .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>19</b>

**TOTAL DEGREE CREDIT HOURS** ..... **108**

\*These classes contain SPOs & attendance must be maintained.

**Technical Elective must be selected from the following list of courses:**

LAWE 113	Criminalistics II .....	3
LAWE 121	Juvenile Delinquency .....	3
LAWE 124	Penology .....	3
LAWE 128	Special Category Offender .....	3
LAWE 205	Contemporary Corrections .....	3
LAWE 208	Community Based Corrections .....	3
LAWE 211	Institutional Corrections .....	3
LAWE 219	Correctional Law .....	3
LAWE 221	Counseling Probation and Parole .....	4
LAWE 223	Correctional Administration .....	3
LAWE 299	Special Topics in Law Enforcement .....	3
LAWE 214	Cyberlaw .....	3

- Demonstrate an understanding of the legal and ethical responsibilities of a legal assistant.
- Demonstrate an ability to use municipal, county, state, and federal clerks of court and other recording offices.
- Prepare deeds, notes, and other documents for residential real estate transfer.
- Draft documents required to complete family law matters.
- Draft pleadings, motions and other documents within the applicable rules of evidence and procedure to prepare and complete civil and criminal litigation.
- Prepare documents for use in corporate, partnership and other business related matters.
- Draft wills, trusts, and other documents necessary for estate administration.
- Describe the legislative and judicial functions of administrative agencies.

**NOTE:** Legal assistants may not sign legal documents, appear in court or give legal advice. All activities in legal matters must be supervised by a licensed attorney.

### Legal Assisting Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
OADM 131 Keyboarding I <b>OR</b> .....	3
OADM 164 Wordperfect for Windows .....	3
LEGL 101 Introduction to Legal Assisting .....	4
LAW 104 Government and the Law .....	3
LEGL 102 The Legal System .....	2
LEGL 103 Law Office Procedures and Management .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
MATH 101 Business Mathematics .....	5
CPT 101 PC Applications 1 .....	3
LEGL 111 Legal Research & Writing I .....	4
LEGL 114 Family Law .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 3</b>	
ENGL 200 Business Communications .....	3
SOC 101 Introduction to Sociology .....	5
LEGL 112 Legal Research & Writing II .....	4
LEGL 119 Real Estate Transactions .....	3
LEGL 226 Administrative Law .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 4</b>	
COMM 105 Speech <b>OR</b> .....	3
COMM 110 Conference & Group Discussion .....	3
HUM XXX Humanities 111, 112, 113, 151, 152 or 224 .....	5
LEGL 205 Litigation Practices and Procedures I .....	3
LEGL 201 General Practice .....	4
LEGL 210 Criminal Law and Procedure .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 5</b>	
NSCI 101 Natural Science I .....	5
PSY 100 Introduction to Psychology .....	5
LEGL 251 Computer Assisted Legal Research .....	3
LEGL 215 L.A. Practicum I .....	2
LEGL 216 L.A. Practicum Seminar I .....	1
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>

<b>Quarter 6</b>	
LEGL 224 Probate Law and Practice .....	3
LEGL 220 Business Organizations .....	3
LEGL XXX Electives .....	5
LEGL 227 L.A. Practicum II .....	2
LEGL 228 L.A. Practicum Seminar II .....	1
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>102</b>

#### Recommended Electives:

LEGL 113 Legal Research and Writing III .....	5
LEGL 230 Special Problems in Legal Assisting .....	2
LEGL 234 Litigation II .....	3
LEGL 238 Insurance Law .....	3
LEGL 240 Professional Malpractice .....	3
LEGL 243 Alternative Dispute Resolution .....	3
LEGL 232 Taxation .....	3
LEGL 244 Debtor/Creditor Relations .....	3
LEGL 250 Intellectual Property .....	4
LEGL 252 Survey of Advanced Legal Technology (CALR II) .....	2
LEGL 253 Legal Assisting Law Journal .....	2
LAW 220 Constitutional Law .....	3
LAW 214 Introduction to Cyberlaw .....	3
ACCT 101 Financial Accounting .....	4
ACCT 102 Managerial Accounting .....	3
ACCT 111 Principles of Accounting I .....	5
ACCT 112 Principles of Accounting II .....	5

\* LEGL 261, LEGL 262, LEGL 263, LEGL 264, AND LEGL 265 ARE NOT ELECTIVES FOR LEGAL ASSISTING, CREDIT TOWARD GRADUATION WILL NOT BE GIVEN.

### Legal Assisting Certificate (Post Baccalaureate Option)

COURSE	CR
<b>Quarter 1</b>	
LEGL 101 Intro. to Legal Assisting .....	4
LEGL 102 Legal Systems .....	2
LEGL 103 Law Office Procedures .....	3
LEGL 111 Legal Research and Writing I .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>13</b>
<b>Quarter 2</b>	
LEGL 114 Family Law .....	3
LEGL 205 Litigation Practice and Procedure .....	3
LEGL 112 Legal Research and Writing II .....	4
LEGL 251 Computer Assisted Legal Research .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>13</b>
<b>Quarter 3</b>	
LEGL 119 Real Estate Transactions .....	3
LEGL 226 Administrative Law .....	3
LEGL 224 Probate Law and Practice .....	3
LEGL 210 Criminal Law and Procedures .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>12</b>
<b>Quarter 4</b>	
LEGL 220 Business Organizations .....	3
LEGL 201 General Practice .....	4
LEGL 215 L.A. Practicum I .....	2
LEGL 216 L.A. Practicum Seminar I .....	1
<b>TOTAL CREDIT HOURS</b> .....	<b>10</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>48</b>

## Workers' Compensation Certificate \*

COURSE		CR
LEGL 255	Introduction to Workers' Compensation Law .....	4
LEGL 256	Introduction to BWC Claims Processing .....	4
LEGL 257	Workers' Compensation Adjudication .....	4
LEGL 258	Workers' Compensation Rating System .....	4
LEGL 259	Workers' Compensation Practice and Procedure .....	4
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>20</b>

The Workers Compensation Courses are offered on demand

\*Certificate courses may be taken in any sequence when offered

**Note: The Workers Compensation Certificate is available to:**

- students with an Associate Degree in Legal Assisting
- students with degrees in other disciplines or more than 60 quarter hours of college credit and permission of the program director



## Logistics

### Logistics Associate Degree Purchasing Major Purchasing Certificate

Logistics (or distribution) is the term used to describe all of the activities related to the movement of materials from the time they're manufactured to when they reach their ultimate consumer. Logistics professionals manage all aspects of the "pipeline" that keeps goods and services moving. Columbus' central location has seen its development as a strategic distribution hub. The greater Columbus metropolitan area is home to many distribution operations including centers for The Limited Inc., Spiegel, Eddie Bauer, JCPenney, Consolidated Stores Corporation and McGraw-Hill Companies.

The Purchasing Major is designed to provide focused skills in purchasing and negotiation to students interested in this field. This major is built upon a solid foundation in current logistics management theory and practice included in the National Association of Purchasing Managers certification examination.

Logistics graduates may expect entry-level, first-line management positions as supervisors and managers in such areas as traffic and transportation, inventory control, warehousing, purchasing, materials control, traffic and operations management.

Columbus State Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Arts, Associate of Science and Associate of Applied Science degrees.

Upon completion of the Associate of Applied Science Degree in Logistics, the graduate will be able to:

- Describe the various functions that comprise logistics and describe the interrelationship between them and other functional areas within a company.
- Be able to make channel-related decisions to satisfy industrial and consumer wants in both domestic and international markets.
- Demonstrate knowledge of logistics terminology and technologies including inventory techniques, bar-coding systems, picking and delivery processes, and storage and sorting systems.
- Demonstrate knowledge of the function and operation of warehouses and distribution facilities.
- Explain the role of inventory and production control.
- Describe the traffic management function and its role in carrier selection and rate determination and negotiation.
- Demonstrate knowledge of state and federal laws that impact the distribution function, including knowledge of common carrier obligations.
- Participate in the development of an integrated plan of action consistent with established logistics goals.



- Understand the analytical tools useful in logistics and describe the relationship between them and other functional areas within a company.

## Purchasing Major

In addition to the Logistics competencies, a graduate with a Purchasing major will be able to:

- Explain and implement a “Lowest Total Cost” plan
- Explain and develop purchasing objectives
- Explain how Policies and Procedures are utilized to affect purchasing plans
- Explain how Purchasing Organizations should be utilized
- Explain how use of specifications, descriptions and standards are utilized to help determine “right quality”
- Explain how the industrial purchasing function operates
- Explain how the “not for profit” purchasing function operates
- Explain how and why “make vs buy” and “outsourcing” decision are made
- Develop a supplier management plan that ensures development of, evaluation of, and selection of “right supplier”
- Explain pricing principles and what methods are best utilized for determining the “right price”
- Explain the different types of contracts and under what conditions and situations each works best
- Explain how negotiations can help resolve non-price issues that help support the “lowest total cost” principle
- Explain how, why and when international purchasing is best
- Develop and present a purchasing strategic and tactical plan
- Develop and present a buying plan and inventory management plan that ensures both “right quantity” and “right time”
- Explain the ethical and legal issues that effect purchasing
- Explain the “what”, “why” and “how” of negotiation
- To explain and develop negotiation “strategies”, “tactics” and “objectives”

## Logistics Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
MKTG 111 Marketing Principles .....	5
LOGI 100 Principles of Logistics .....	5
CPT 101 PC Applications I .....	3
LEGL 264 Legal Environment of Business .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>
<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
ACCT 106 Introduction to Accounting I .....	5
LOGI 110 Transportation/Traffic Management .....	3
COMM 105 Speech .....	3
MATH 103 Beginning Algebra II .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 3</b>	
MKTG 226 Customer Service Principles .....	3
ACCT 107 Introduction to Accounting II .....	5
HUM xxx Humanities 111, 112,113,151,152 or 224 .....	5
MATH 135 Statistics .....	5
LOGI 210 Warehouse Management .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>21</b>

<b>Quarter 4</b>	
FMGT 201 Business Finance .....	5
ENGL 200 Business Communications .....	3
HRM 121 Human Resources Management .....	4
LOGI 151 Purchasing Principles .....	3
LOGI 208 Production .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

<b>Quarter 5</b>	
LOGI 246 Purchasing Negotiation Principles .....	3
BMGT 218 Management Training For Supervisors .....	5
NSCI 101 Natural Science I .....	5
LOGI 211 Inventory Control .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 6</b>	
MKTG 270 Global Marketing/IBPF .....	6
LOGI xxx Elective .....	3
MKTG 229 Organizational Marketing .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>12</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>107</b>

### Technical Electives:

ECON 200 Microeconomics .....	5
LOGI 152 Purchasing Principles II .....	3
LOGI 205 Freight Claims .....	2
LOGI 209 Quantitative Methods for Logistics .....	5
LOGI 225 Export/Import .....	3
LOGI 240 Transport Law/Regulations .....	2
LOGI 241 Logistics Practicum .....	4
LOGI 242 Logistics Seminar .....	2
LOGI 245 Transportation Rates/Pricing .....	2
LOGI 256 Advanced Purchasing .....	3
LOGI 297 Special Topics in Logistics .....	1-3
QUAL 240 Total Quality Management .....	3
ENVR 252 Hazardous Material Handling .....	3

## Purchasing Major

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
MKTG 111 Marketing Principles .....	5
LOGI 100 Principles of Logistics .....	5
CPT 101 Computer Literacy I .....	3
LEGL 264 Legal Environment of Business .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>

<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
ACCT 106 Intro. to Accounting I .....	5
LOGI 110 Transportation/Traffic Mgt. .....	3
COMM 105 Speech .....	3
MATH 103 Beginning Algebra II .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 3</b>	
MKTG 226 Customer Service Principles .....	3
ACCT 107 Intro to Accounting II .....	5
HUM xxx Humanities 111,112,113,151, 152 or 224 .....	5
MATH 135 Statistics .....	5
LOGI 210 Warehouse Management .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>21</b>

<b>Quarter 4</b>	
FMGT 201 Business Finance .....	5
ENGL 200 Business Communications .....	3
LOGI 151 Purchasing Principles .....	3
LOGI 211 Inventory Control .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

<b>Quarter 5</b>		
LOGI 246	Purchasing Negotiation .....	3
ECON240	Principles of Macroeconomics .....	5
LOGI 152	Purchasing Principles II .....	3
NSCI 101	Natural Science I .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>16</b>

<b>Quarter 6</b>		
LOGI 256	Advanced Purchasing Seminar .....	3
LOGI xxx	Elective .....	3
MKTG 229	Organizational Marketing .....	3
MKTG 270	Global Marketing/IBPF .....	6
<b>TOTAL CREDIT HOURS .....</b>		<b>15</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>		<b>108</b>

**Technical Electives:**

ECON200	Principles of Microeconomics .....	5
LOGI 205	Freight Claims .....	2
LOGI 209	Quantitative Methods for Logistics .....	5
LOGI 225	Export/Import .....	3
LOGI 240	Transport Law/Regulations .....	2
LOGI 241	Logistics Practicum .....	4
LOGI 242	Logistics Seminar .....	2
LOGI 245	Transportation Rates/Pricing .....	2
LOGI 297	Special Topics in Logistics .....	1-3
ENVR 252	Hazardous Materials Handling .....	3
QUAL 240	Total Quality Management .....	3

**Purchasing Certificate**

<b>Quarter 1</b>		
LOGI 151	Purchasing Principles I .....	3
<b>TOTAL CERTIFICATE CREDITS .....</b>		<b>3</b>

<b>Quarter 2</b>		
LOGI 246	Purchasing Negotiation .....	3
LOGI 152	Purchasing Principles II .....	3
<b>TOTAL CERTIFICATE CREDITS .....</b>		<b>6</b>

<b>Quarter 3</b>		
LOGI256	Advanced Purchasing Seminar .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>3</b>
<b>TOTAL CERTIFICATE CREDITS .....</b>		<b>12</b>

**Marketing**

- Marketing Associate Degree**
- Customer Service Major**
- Direct Marketing Major**
- Retail Management Major**
- Direct Marketing Certificate**
- E-Commerce Certificate**

Marketing is at the heart of what every business must do to be successful: get and keep customers.

Marketing professionals are responsible for knowing how to produce, price, promote and distribute goods and services. Program graduates enjoy tremendous career opportunities in such diverse areas as product management, advertising, market research, public relations, customer service and sales.

The Marketing program provides a strong foundation in fundamental marketing concepts and principles. The advanced courses provide the opportunity for studying topics of particular interest to the student in such areas as consumer behavior, public relations, and advanced sales techniques.

The Customer Service, Direct Marketing and Retail Management majors build on a solid foundation in marketing to provide advanced skills in these specialized areas. The Customer Service major focuses on customer retention, call center supervision, and customer loyalty and the specific financial impact of these areas on corporate profitability. The Direct Marketing major provides graduates a survey of the major components of direct marketing including creative design, list selection, database management and financial evaluation of direct marketing programs. Particular emphasis is placed on interactive technologies and their impact on direct marketing. The Retail Management major provides in-depth exposure to retail management principles and a strong internship program supported by many of the city’s leading retail operations.

Columbus State Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees.

Upon completion of the Associate Degree in Marketing, the graduate will be able to:

- Demonstrate knowledge of the issues involved in making marketing decisions and the environmental forces that impact these decisions.
- Demonstrate knowledge of the major marketing communications functions (e.g. advertising, public relations).
- Understand the major components of the marketing mix: price, product, promotion and distribution.
- Understand the market research process and be able to use market research results to effect market decisions.
- Demonstrate knowledge of how consumer behavior impacts overall marketing strategy.
- Comprehend the sales process and know how to prepare effective sales presentations.

- Identify issues that arise in global marketing and describe the basic mechanisms for entering foreign markets.
- Understand various consumer and industrial systems of distribution.
- Understand the basics of customer service for both internal and external customers.
- Participate in the development of an integrated plan of action that is consistent with established marketing goals and strategies.

## Customer Service Major

In addition to the Marketing competencies, a graduate with a Customer Service major will be able to:

- Analyze customer requirements.
- Handle problem transactions and difficult customers.
- Apply oral and written communication skills to problem solving.
- Describe the elements of effective customer service as they relate to customer acquisition, growth and retention.
- Understand the basic operations of a telephone call center.
- Demonstrate the interpersonal and supervisory skills necessary for successful communication among employees and between customer service and customers.
- Be able to lead, motivate and empower teams of call service representatives.

## Direct Marketing Major

In addition to the Marketing competencies, a graduate with a Direct Marketing major will be able to:

- Define and develop a target market and select the most appropriate methods to reach it.
- Select and use the appropriate methodology to assess the costs of direct marketing efforts.
- Understand and be able to utilize interactive direct marketing media.
- Plan and implement telemarketing campaigns for purposes of direct selling, fund-raising, and business-to-business sales.
- Integrate creative activities and outcomes with appropriate direct marketing techniques.

## Retail Management Major

In addition to the Marketing competencies, a graduate with a Retail Management major will be able to:

- Explain all facets of the buying and selling of merchandise.
- Exhibit a knowledge of merchandise management including planning, control, and evaluation of the merchandise mix.
- Identify the various types of stock control systems.
- Perform the various functions of store operations.
- Develop and execute sales promotional activities including merchandise presentations.
- Describe the logistics of dealing with suppliers, merchandise handling, receiving and stocking. Demonstrate an understanding of all phases of basic store operations.

- Demonstrate an understanding of consumer buying behavior and the psychological factors influencing a customer's decision as to where to shop.
- Comprehend retail information systems and demonstrate the ability to use the data productively in problem solving and decision making.
- Demonstrate an understanding of mathematical tools that aid in merchandise planning, selection and pricing.

## E-Commerce Certificate

The E-Commerce certificate is designed to provide marketing professionals a broad-based understanding of the various components of e-commerce including consumer behavior, electronic payment systems, elements of multimedia design, interactive marketing communications and intellectual property law. It is recommended that students pursuing this certificate have significant educational background and/or work experience in general marketing principles, retailing, finance and accounting.

## Marketing Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
MATH 102	Beginning Algebra I ..... 4
MKTG 111	Marketing Principles ..... 5
BMGT 111	Management ..... 5
CPT 101	PC Applications 1 ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>20</b>

<b>Quarter 2</b>	
ENGL 102	Essay and Research ..... 3
LEGL 264	Legal Environment of Business ..... 5
MKTG 140	Advertising & Promotion ..... 5
MKTG 122	Business & the Internet ..... 3
ACCT 106	Introduction to Accounting I ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>20</b>

<b>Quarter 3</b>	
COMM 105	Speech ..... 3
ACCT 107	Introduction to Accounting II ..... 5
MKTG 101	Introduction to Retailing <b>OR</b> ..... 5
LOGI 100	Principles of Logistics ..... 5
MKTG 131	Market Research Principles ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>16</b>

<b>Quarter 4</b>	
ENGL 200	Business Communication ..... 3
HUM xxx	Humanities 111,112,113,151,152 or 224 ..... 5
MKTG 221	Consumer Behavior ..... 3
MKTG 229	Organizational Marketing ..... 3
FMGT 201	Business Finance ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>19</b>

<b>Quarter 5</b>	
MKTG 226	Customer Service ..... 3
MKTG 223	Sales ..... 3
MKTG 236	Direct Marketing ..... 3
MKTG xxx	Approved Elective ..... 3
NSCI 101	Natural Science I ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>17</b>

<b>Quarter 6</b>	
MKTG270	Global Marketing/IBPF ..... 6
MKTG 241	Marketing Practicum I ..... 4
MKTG 242	Marketing Seminar I ..... 2
<b>TOTAL CREDIT HOURS</b>	<b>12</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>104</b>

**Technical Electives**

Any advisor approved courses from the following list can be used for the Marketing Elective:

ECON 200	Principles of Microeconomics .....	5
MKTG 224	Public Relations .....	3
MKTG 227	Customer Service Case Studies .....	3
MKTG 228	Advanced Sales .....	3
MKTG 237	Database Marketing .....	3
MKTG 285	Advertising/Promotion (on the Web) .....	1
MKTG 286	Customer Service (on the Web) .....	1
MKTG 287	Public Relations (on the Web) .....	1
MKTG 288	Market Research (on the Web) .....	1
MKTG 289	Direct Marketing (on the Web) .....	1
HRM 121	Human Resources Management .....	4
MKTG 251	Practicum II .....	4
MKTG 252	Seminar II .....	2

**Customer Service Major**

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 102	Beginning Algebra I .....	4
MKTG 111	Marketing Principles .....	5
BMGT 111	Management .....	5
CPT 101	PC Applications 1 .....	3
<b>TOTAL CREDIT HOURS</b>		<b>20</b>

<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
MKTG 140	Advertising & Promotion .....	5
MKTG 122	Business & the Internet .....	3
MKTG 226	Customer Service .....	3
MKTG 229	Organizational Marketing .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 3</b>		
COMM 105	Speech .....	3
ACCT 106	Introduction to Accounting I .....	5
MKTG 101	Introduction to Retailing .....	5
MKTG 131	Market Research Principles .....	3
NSCI 101	Natural Science I .....	5
<b>TOTAL CREDIT HOURS</b>		<b>21</b>

<b>Quarter 4</b>		
ENGL 200	Business Communication .....	3
HUM xxx	Humanities 111,112,113,151, 152 or 224 .....	5
MKTG 221	Consumer Behavior .....	3
MKTG 227	Customer Service Case Studies .....	3
ACCT 107	Introduction to Accounting II .....	5
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

<b>Quarter 5</b>		
MKTG 264	Call Center Operations .....	3
FMGT 201	Business Finance .....	5
HRM 121	Human Resources Management .....	4
MKTG xxx	Approved Elective .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

<b>Quarter 6</b>		
MKTG 241	Marketing Practicum I .....	4
MKTG 242	Marketing Seminar I .....	2
MKTG 270	Global Marketing International Business Practice Firm .....	6
<b>TOTAL CREDIT HOURS</b>		<b>12</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>104</b>

**Technical Electives**

Any advisor approved courses from the following list can be used for the Marketing Elective:

ECON 200	Principles of Microeconomics .....	5
MKTG 224	Public Relations .....	3
MKTG 228	Advanced Sales .....	3
MKTG 236	Direct Marketing Principles .....	3
MKTG 285	Advertising/Promotion on the Web .....	1

MKTG 286	Customer Service on the Web .....	1
MKTG 287	Public Relations on the Web .....	1
MKTG 288	Market Research on the Web .....	1
MKTG 289	Direct Marketing on the Web .....	1
BMGT 272	Case Studies .....	3
LOGI 100	Principles of Logistics .....	5

**Direct Marketing Major**

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 102	Beginning Algebra I .....	4
MKTG 111	Marketing Principles .....	5
BMGT 111	Management .....	5
CPT 101	PC applications 1 .....	3
<b>TOTAL CREDIT HOURS</b>		<b>20</b>

<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
MKTG 140	Advertising & Promotion .....	5
MKTG 122	Business & the Internet .....	3
MKTG 226	Customer Service Principles .....	3
MKTG 229	Organizational Marketing .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 3</b>		
COMM 105	Speech .....	3
ACCT 106	Introduction to Accounting I .....	5
MKTG 101	Introduction to Retailing .....	5
MKTG 131	Market Research Principles .....	3
NSCI 101	Natural Science I .....	5
<b>TOTAL CREDIT HOURS</b>		<b>21</b>

<b>Quarter 4</b>		
ENGL 200	Business Communication .....	3
MKTG 221	Consumer Behavior .....	3
ACCT 107	Introduction to Accounting II .....	5
MKTG 236	Direct Marketing Principles .....	3
MKTG xxx	Electives .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 5</b>		
MKTG 263	Direct Marketing Creative .....	2
MKTG 237	Database Marketing .....	2
MKTG 261	Financial Analysis of Direct Marketing Results .....	3
FMGT 201	Business Finance .....	5
HUM xxx	Humanities 111,112,113,151,152 or 224 .....	5
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 6</b>		
MKTG 241	Marketing Practicum I .....	4
MKTG 242	Marketing Seminar I .....	2
MKTG 270	Global Marketing/IBPF .....	6
<b>TOTAL CREDIT HOURS</b>		<b>12</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>104</b>

**Technical Electives**

Any course from the following list can be used to fulfill the marketing elective requirement:

ECON 200	Principles of Microeconomics .....	5
MKTG 224	Public Relations .....	3
MKTG 228	Advanced Sales .....	3
MKTG 285	Advertising/Promotion on the Web .....	1
MKTG 286	Customer Service on the Web .....	1
MKTG 287	Public Relations on the Web .....	1
MKTG 288	Market Research on the Web .....	1
MKTG 289	Direct Marketing on the Web .....	1
HRM 121	Human Resources Management .....	4

**PROGRAMS OF STUDY**

## Retail Management Major

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
MATH 102 Introduction to Algebra .....	4
MKTG 101 Introduction to Retailing .....	5
MKTG 111 Marketing Principles .....	5
CPT 101 PC Applications 1 .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>

<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
BMGT 111 Management .....	5
MKTG 223 Sales .....	3
ACCT 106 Introduction to Accounting I .....	5
MKTG 122 Business & the Internet .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

<b>Quarter 3</b>	
COMM 105 Speech .....	3
ACCT 107 Introduction to Accounting II .....	5
MKTG 213 Retail Buying .....	3
MKTG 205 Quantitative Methods in Retail .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

<b>Quarter 4</b>	
ENGL 200 Business Communication .....	3
HUM xxx Humanities 111, 112, 113, 151, 152 or 224 .....	5
BMGT 218 Management Training for Supervisors .....	5
MKTG 226 Customer Service Principles .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

<b>Quarter 5</b>	
FMGT 201 Business Finance .....	5
NSCI 101 Natural Science I .....	5
MKTG 13 Marketing Research .....	3
MKTG 241 Marketing Practicum I .....	4
MKTG 242 Seminar in Marketing I .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

<b>Quarter 6</b>	
MKTG 270 Global Marketing/IBPF .....	6
MKTG 214 Merchandising .....	4
MKTG xxx Approved Electives .....	6
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>106</b>

<b>Approved Electives</b>	
MKTG 227 Customer Service Case Studies .....	3
MKTG 228 Advanced Sales .....	3
MKTG 236 Direct Marketing .....	3
MKTG 237 Database Marketing .....	3
MKTG 262 Telemarketing .....	3
MKTG 285 The Internet & Advertising/Promotion .....	1
LOGI 100 Principles of Logistics .....	5

## Direct Marketing Certificate

COURSE	CR
<b>Quarter 1</b>	
MKTG 236 Direct Marketing Principles .....	3
MKTG 261 Financial Analysis of Direct Marketing Results .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>5</b>

<b>Quarter 2</b>	
MKTG 237 Database Marketing .....	3
MKTG 263 Direct Marketing Creative .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>5</b>

<b>Quarter 3</b>	
MKTG 122 Business and the Internet .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>3</b>
<b>TOTAL CERTIFICATE CREDITS .....</b>	<b>13</b>

## E-Commerce Certificate

COURSE	CR
<b>Quarter 1</b>	
MKTG 150 Introduction to E-Commerce .....	3
MKTG 236 Direct Marketing .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>6</b>

<b>Quarter 2</b>	
MKTG 265 Understanding Interactive users .....	3
MKTG 267 Electronic Payment Systems .....	3
MMPT 111 Multimedia Systems .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>10</b>

<b>Quarter 3</b>	
MKTG 266 Marketing Communications on the Web .....	3
LEGL 250 Intellectual Property Law .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>6</b>
<b>TOTAL CERTIFICATE CREDITS .....</b>	<b>22</b>



# Massage Therapy

## Massage Therapy Associate Degree Massage Therapy Certificate

The Massage Therapy program meets all requirements to sit for the State of Ohio Medical Board examination for Massage Therapy. It prepares the students to work in the massage therapy field. From health and fitness environment, salon and day spas, medical offices, private practice and the many other opportunities available to licensed massage therapist.

Upon completion of the Associate Degree in Massage Therapy, the graduate will be able to:

- Be able to perform appropriate touch therapy.
- Effectively communicate the beneficial effects of massage to their patients.
- Assess and appropriately treat disorders of the human body which may benefit from massage.
- Establish and maintain appropriate patient and business records.
- Establish and operate their own massage therapy practice, or integrate into a multidisciplinary environment.
- Communicate effectively with other health care providers as to the advisability of massage.
- Make effective use of complimentary therapeutic modalities in the treatment of ailments of the human body.
- Inform patients in the proper care and prevention of musculoskeletal injuries.
- Provide ethical care for their patients.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Massage Therapy

- High school graduate or G.E.D. equivalency
- Placement into ENGL 101 - Beginning Composition
- Placement into MATH 101 - Business Math
- Student must obtain a Certificate of Preliminary Education from the State Medical Board of Ohio

## Massage Therapy Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
BIO 121 Anatomy, Physiology and Pathology I .....	5
MLT 100 Introduction to Health Care .....	3
COMM105 Speech .....	3
MASS 236 Medical Ethics for Massage Therapist .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
BIO 122 Anatomy, Physiology and Pathology II .....	5
MASS 261 Massage Techniques I .....	6
MASS 235 Massage Law .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 3</b>	
ENGL 200 Business Communications .....	3
MULT 171 Current Issues: HIV Infection .....	1
MASS 262 Massage Techniques II .....	6
MASS 271 Massage Anatomy & Physiology I .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

<b>Quarter 4</b>	
HIMT 274 Health Data Management .....	2
MATH 101 Business Math .....	5
HUM xxx Humanities 111, 112, 113, 151,152 or 224 .....	5
MASS 272 Massage Anatomy & Physiology II .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 5</b>	
SSCI XXX Social & Behavioral Science .....	5
SFMT 231 Exercise Physiology .....	5
MASS 292 Massage Practicum I .....	5
MASS 273 Massage Anatomy & Physiology III .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>

<b>Quarter 6</b>	
SFMT 241 Kinesiology .....	5
MASS 294 Massage Practicum II .....	5
MASS 224 Business Principles for Massage Therapy .....	5
MASS 298 Special Topics in Massage .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>TOTAL DEGREECREDIT HOURS .....</b>	<b>104</b>

Students should request a plan of study from their faculty advisor.

## Massage Therapy Certificate

COURSE	CR
<b>Quarter 1</b>	
MASS 261 Massage Technique I .....	6
MASS 271 Massage Anatomy & Physiology I .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>11</b>

<b>Quarter 2</b>	
MASS 262 Massage Technique II .....	6
MASS 272 Massage Anatomy & Physiology II .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>11</b>

<b>Quarter 3</b>	
MULT 171 Current Issues: HIV/AIDS .....	1
HIMT 274 Health Data Management .....	2
MASS 236 Medical Ethics for Massage Therapists .....	3
MASS 273 Massage Anatomy & Physiology III .....	5
MASS 292 Massage Practicum I .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

<b>Quarter 4</b>	
SFMT 231 Exercise Physiology .....	5
MASS 235 Massage Law .....	3
MASS 294 Massage Practicum II .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>13</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>51</b>

# Mechanical Engineering Technology

The Mechanical Engineering Technology program is designed to train students in technology based, entry-level, occupations related to the mechanical and manufacturing engineering fields. Many diverse occupations find their origins in the mechanical field. These occupations include a variety of titles in the areas of drafting, production, testing, design, and analysis, to name but a few. Students graduating with an Associate of Applied Science Degree in the Mechanical Engineering Technology are qualified to play a support role in engineering professions in the industrial, consulting, scientific research, and manufacturing communities.

Upon completion of the Associate Degree in Mechanical Engineering Technology, the graduate will be able to:

- Apply basic knowledge of manufacturing and engineering technology, procedures, symbols, and graphics skills to the reading and production of sketches, drawings, blueprints and specifications, assist in establishing tolerances related to production, by utilizing manual and/or computerized methods.
- Make significant contributions to the production of manufactured goods by utilizing skills and knowledge of: drafting, computers and automation technology, sound manufacturing practices, quality measures, machine capabilities/limitations, and assist in the selection of product equipment.
- Contribute to the solution of engineering and design problems involving mechanical systems, by utilizing knowledge and skills in electrical and mechanical principles, material performance and selection, basic machine elements, sound design and engineering practices. Apply computers and computer language to the solution of engineering problems.
- Utilize various quality tools and techniques such as SPC and TQM to support production in the manufacturing area and other applicable work situations to improve any and all quality measures.

## Mechanical Engineering Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
MATH 111 Technical Math I .....	4
MECH 110 Introduction to Manufacturing Technology .....	3
MECH 111 Manufacturing Processes .....	4
ENGL 101 Beginning Composition .....	3
MECH 112 Computer Applications in Manufacturing .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>

<b>Quarter 2</b>	
MATH 112 Technical Math II .....	4
PHYS 181 Physics (Mechanics) .....	4
EET 101 Basic Electricity .....	3
MECH 120 Mechanical Drafting I .....	3
QUAL 240 Total Quality Management .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>

<b>Quarter 3</b>	
ENGL 102 Essay and Research .....	3

COMM 105 Speech .....	3
MATH 113 Technical Math III .....	4
EET 102 Electronic/Digital Fund .....	3
MECH 131 Hydraulics .....	3
MECH 250 Materials Science .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>

<b>Quarter 4</b>	
ENGL 204 Technical Writing .....	3
MECH 240 Machine Tools .....	4
MECH 251 Computer Aided Drafting I .....	3
MECH 243 Robotics .....	3
MECH 130 Statics .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>

<b>Quarter 5</b>	
HUM xxx Humanities 111,112,113,151, 152 or 224 .....	5
MECH 252 Computer Programming for Technicians .....	3
MECH 253 Numerical Control .....	3
MECH 244 Statistical Process Control .....	3
MECH 242 Strength of Materials .....	3
MECH 262 Computer Aided Drafting II .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>

<b>Quarter 6</b>	
SSCI 10X Social Sciences 101,102,103 or 104 .....	5
MECH 260 Basic Mechanisms .....	4
MECH 261 Machine Design .....	4
MECH 263 Computer Aided Manufacturing .....	4
MECH 264 Computer Aided Drafting III .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>20</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>109</b>



# Medical Assisting

The Medical Assisting program prepares graduates to work as medical assistants primarily in ambulatory settings such as medical offices and clinics. Medical assistants are multi-skilled professionals who assist in patient care management. They perform a broad range of clinical and administrative duties, including scheduling and receiving patients, establishing and maintaining medical records, performing secretarial skills, handling telephone calls, writing correspondence and managing finances. Medical assistants are a valuable member of the health-care team, and job opportunities are numerous in central Ohio and nationwide. Graduates of the program are eligible to take the National Certification examination which is administered twice yearly.

Upon completion of the Associate Degree in Medical Assisting, the graduate will be able to:

- Prepare and maintain records.
- Apply computer concepts for office procedures.
- Perform medical transcription.
- Take vital signs.
- Perform first aid and CPR.
- Interview, take patient histories and prepare patients for procedures.
- Assist the physician with examinations and treatments.
- Use quality control procedures.
- Perform selected tests that assist with diagnosis and treatment.
- Screen and follow up patient test results.
- Prepare and administer medication as directed by the physician.
- Dispose of controlled substances in compliance with government regulations.
- Take Inventory of equipment and supplies.
- Instruct patients with special needs.
- Teach patients methods of health promotion and disease prevention.
- Implement Current Procedural Terminology and ICD-9 coding.
- Analyze and use current third-party guidelines for insurance and third-party reimbursement.
- Provide necessary leadership, direction and documentation to effectively supervise people.
- Understand the medical-legal aspects of the practice of medicine

## Specific Program Admissions Information

Students who wish to be admitted to the Medical Assisting Program must contact a health advisor for pre-program advising. Students who wish to attend school part-time must complete non-Medical Assisting courses prior to entering the program and are expected to stay on schedule with their program of study requirements. Currently, admission is open to all interested students. Students are admitted during the summer and winter quarters of each year for the spring and autumn quarters.

Listed below are additional requirements for admission to the Medical Assisting program.

- High school graduate or G.E.D. equivalency
- Placement into MATH 101 – Business Mathematics
- Placement into ENGL 101 - Beginning Composition
- High school Biology with a “C” or better or college equivalent
- Placement out of reading requirements
- Attend Medical Assisting program information session

## Medical Assisting Associate Degree

COURSE	CR
<b>Quarter 1</b>	
CPT 101    PC Applications 1 .....	3
ENGL 101    Beginning Composition .....	3
MAT 100    Introduction to Medical Assisting .....	3
MULT 101    Medical Terminology .....	2
BIO 101    Introduction to Anatomy & Physiology .....	3
MULT 190    Radiation Protection for General Machine Operator .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>
<b>Quarter 2</b>	
MATH 101    Business Mathematics .....	5
HIMT 121    Advanced Medical Terminology .....	3
MAT 110    Clinical Procedures .....	4
MULT 102    Cardiopulmonary Resuscitation .....	1
MAT 112    Diseases of the Human Body .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>Quarter 3</b>	
ENGL 102    Essay & Research .....	3
MATH 100    Calculations and Dosages .....	2
MAT 120    Office Procedures .....	4
MULT 103    Responding to Emergencies .....	2
HIMT 132    Introduction to Medical Transcription .....	2
HIMT 245    Inpatient Coding .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 4</b>	
COMM 105    Speech <b>OR</b> .....	3
COMM 110    Conference and Group Discussion .....	3
HIMT 255    Ambulatory Coding .....	5
HUM xxx    Humanities 111,112,113,151, 152, or 224 .....	5
MAT 240    Physician’s Office Laboratory .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 5</b>	
HIMT 265    Medical Reimbursement .....	3
MAT 230    Pharmacology .....	4
MAT 250    Advanced Clinical Procedures .....	5
MAT 135    Computer Applications in the Medical Office .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>Quarter 6</b>	
ENGL 200    Business Communications <b>OR</b> .....	3
ENGL 202    Writing for Hlth and Human Serv .....	3
SSCI 10x    Social Science 101,102,103 or 104 .....	5
PSY 100    Introduction to Psychology .....	5
MAT 290    Practicum .....	3
MAT 295    Seminar .....	2
MAT 260    Ethical and Professional Principles of the Medical Office .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>104</b>

PROGRAMS OF STUDY



# Medical Laboratory Technology

Medical laboratory technicians play an important role in the practice of modern medicine. They perform diagnostic procedures in the health care setting, such as chemical analysis of body fluids, classification of blood cells, identification of disease producing microorganisms, and the selection of compatible donor blood for transfusion. The Medical Laboratory Technology Associate Degree program is designed to prepare graduates to perform laboratory procedures in a variety of settings. Career and employment opportunities include hospitals, research and reference laboratories, public health and veterinary facilities, and environmental and quality assurance laboratories. Graduates may also pursue careers in marketing, sales, and customer service.

The first six quarters of the Medical Laboratory program provide the students with entry-level knowledge and skills in clinical chemistry, clinical microbiology, hematology, immunohematology, immunology, and phlebotomy in a classroom laboratory setting. This training is enriched during the seventh quarter of the program when students have the opportunity to apply their previously acquired knowledge and skills in an actual working environment. Affiliated hospital and private laboratories in and surrounding Columbus within an approximate sixty-mile radius will be utilized for this ten-week clinical practicum. Because students and workers in the health care field may be exposed to infectious material and communicable diseases, the program emphasizes safety and prevention.

Students who successfully complete the program are eligible to take the certification examination administered by the Board of Registry of the American Society for Clinical Pathology and become a certified MLT(ASCP). Graduates are also eligible to take the certification examination administered by the National Credentialing Agency for Laboratory Personnel and become a certified clinical laboratory technician (CLT). With additional education and/or technical experience, graduates may also advance in the field to become a technologist, research specialist, manager or educator.

The Medical Laboratory Technology program at Columbus State is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) at 8410 West Bryn Mawr Ave, Chicago, IL 60631-3415, telephone (773)-714-8880. The program has produced over 750 graduates in the past 30 years who have consistently met or exceeded the national average on credentialing examinations. The Ohio Board of Regents recognizes Columbus State's MLT program as a "Program of Excellence".

Upon completion of the Associate Degree in Medical Laboratory Technology, the graduate should be able to:

- Perform routine collection and processing procedures for biological specimens.
- Perform routine analytical techniques on body fluids using automated equipment and/or manual methods with accuracy and precision.
- Follow prescribed strategies to recognize technical or instrumental problems, identify direct causes, and make simple corrections when they are indicated.

- Perform and monitor quality control to evaluate analytical procedures within predetermined parameters.
- Perform preventive maintenance of laboratory instruments by referring to appropriate sources/reference materials.
- Relate laboratory findings to common disease processes.
- Log in specimens, keep accurate records, prepare reports, and transmit reports clearly and completely.
- Follow prescribed safety procedures in all areas of laboratory work.
- Meet requirements to take a national certifying examination for medical laboratory technicians.
- Apply basic scientific principles in learning new techniques and procedures.
- Demonstrate professional conduct and interpersonal communication skills with patients, co-workers, and other health care professionals. Recognize and act upon one's need for continuing education as a function of growth and maintenance of professional competence.

## Specific Program Admissions Information

Listed below are additional requirements for admission to the Medical Laboratory Technology.

- High school graduate or G.E.D. equivalency
- Required high school (or equivalent) courses:
  - Algebra, grade of "C" or above
  - Biology, grade of "C" or above
  - Chemistry, grade of "C" or above
- Placement into ENGL 101, Beginning Composition
- Placement into MATH 103 - Beginning Algebra II
- Completed health statement

## Medical Laboratory Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
MLT 141 Hematology I (Admission to Program) .....	3
MLT 142 Hematology I Lab .....	3
MATH 103 Beginning Algebra II .....	4
MLT 100 Introduction to Health Care .....	3
CHEM 113 General & Biological Chemistry .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 2</b>	
MLT 130 Immunology .....	3
MLT 131 Immunology Lab .....	2
ENGL 101 Beginning Composition .....	3
BIO 169 Human Physiology .....	5
MLT 120 Role & Responsibility of the MLT .....	1
MLT 121 Role & Responsibility of the MLT Lab .....	1
xxx xxx Technical Elective .....	2
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
<b>Quarter 3</b>	
MLT 260 Clinical Chemistry .....	3
MLT 261 Clinical Chemistry Lab .....	3
BIO 115 General Microbiology .....	5
CPT 101 PC Applications 1 .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>
<b>Quarter 4</b>	
MLT 250 Clinical Microbiology .....	4
MLT 251 Clinical Microbiology Lab .....	4
COMM 105 Speech .....	3
SSCI 10x SSCI 101,102,103or 104 .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>

# Medical Legal Assisting

## (Associate of Technical Studies Degree)

Many changes are occurring within the health care industry resulting in the need to expand the skills necessary to be a productive health care professional. An integration of legal and medical training gives either the legal assistant or health care professional the skills necessary to broaden the opportunities for medicolegal employment. A medical legal assistant is a professional with sufficient legal and medical knowledge to understand both the legal and medical implications of health related issues. Insurance underwriters, personal injury attorneys, workers' compensation and social security administrators, and hospital risk managers are only a few of the employment possibilities for a student graduating with a degree in Medical Legal Assisting. The combination of the legal assisting and health information management curriculum provides the basic proficiencies the student will need to be successful in this profession.

The nature of the medical legal assistant's position in the medicolegal community requires individuals with a well-rounded educational background. Critical thinking and excellent communication skills are essential competencies of a legal medical consultant and are included in courses in English, mathematics, humanities, social science and basic science.

The technical curriculum has been designed to provide students with knowledge and skills in the area of: the role of a medical legal consultant, ethical requirements, legal research, analysis, the preparation of legal documents, litigation practice and procedure.

Upon completion of the Associate Degree in Medical Legal Assisting the graduate will be able to:

- Demonstrate proficiency in manual and computer-assisted research of legal questions and incorporate the same into properly cited memoranda of law.
- Demonstrate an understanding of the legal and ethical responsibilities of a legal medical consultant.
- Demonstrate an ability to use municipal, county, state, and federal clerks of court and other recording offices.
- Draft pleadings, motions, and other documents within the applicable rules of evidence and procedure to prepare and complete civil litigation.
- Describe the legislative and judicial functions of administrative agencies.
- Review health records for completeness and accuracy.
- File, maintain, and compile primary and secondary health information.
- Apply legal principles, policies, regulation, and standards for the control and use of health information.
- Collect, compute, analyze, interpret, and present statistical data related to health care services.
- Review, retrieve, and compile health data for reimbursement, quality assessment, patient care research, clinical registers, and other identified informational needs.

<b>Quarter 5</b>	
MLT 220	Immunohematology ..... 4
MLT 223	Immunohematology Lab ..... 3
ENGL 102	Essay & Research ..... 3
HUM xxx	Humanities 111, 112, 113, 151 152, or 224 ..... 5
<b>TOTAL CREDIT HOURS ..... 15</b>	

<b>Quarter 6</b>	
MLT 240	Hematology II ..... 3
MLT 245	Hematology II Lab ..... 3
MLT 242	Body Fluids ..... 2
MLT 243	Body Fluids Lab ..... 2
MLT 244	Case Studies ..... 2
ENGL 200	Business Communications ..... 3
MULT 116	Venipuncture for Health Care Providers ..... 3
<b>TOTAL CREDIT HOURS ..... 18</b>	

<b>Quarter 7</b>	
MLT 270	Clinical Practicum ..... 5
MLT 271	Clinical Seminar ..... 2
<b>TOTAL CREDIT HOURS ..... 7</b>	
<b>TOTAL DEGREE CREDIT HOURS ..... 105</b>	

**NOTE:** Medical Legal Assisting may not give any legal advice. All activities in legal matters must be supervised by a licensed attorney.

## Medical Legal Assisting Associate of Technical Studies Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
LEGL 101 Introduction to Legal Assisting .....	4
LEGL 102 Legal Systems .....	2
CPT 101 PC Applications I .....	3
HIMT 121 Advanced Medical Terminology .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>

<b>Quarter 2</b>	
ENGL 102 Essay and Research .....	3
LEGL 111 Legal Research and Writing I .....	4
LEGL 201 General Practice .....	4
BIO 121 Anatomy, Physiology & Pathology I .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>

<b>Quarter 3</b>	
ENGL 200 Business Communications OR .....	3
ENGL 204 Technical Writing .....	3
LEGL 112 Legal Research and Writing II .....	4
BIO 122 Anatomy, Physiology & Pathology II .....	5
HIMT 133 Medicolegal Aspects of the Record .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>

<b>Quarter 4</b>	
COMM 110 Conference & Group Discussion .....	3
LEGL 251 Computer Assisted Legal Research .....	2
LEGL 205 Litigation Practice & Procedure I .....	3
HIMT 135 Health Data Management .....	3
MATH 101 Business Math .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>

<b>Quarter 5</b>	
HUM XXX Humanities 111, 112, 113, 151, 152 or 224 .....	5
LEGL 240 Professional Malpractice .....	3
HIMT 245 Inpatient Coding .....	5
HIMT 141 Pharmacology for Health Information Mgmt. Tech. ....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>

<b>Quarter 6</b>	
LEGL 226 Administrative Law .....	3
LEGL 238 Insurance Law .....	3
LEGL 266 Liability Issues in Health Professions .....	3
HIMT 255 Ambulatory Coding .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>

<b>Quarter 7</b>	
SSCI 1xx Social Sciences 101, 102, 103 or 104 .....	5
LEGL xxx Technical Elective .....	3
BMGT 216 Business Ethics .....	3
HIMT 259 Health Info. Registries & Quality Improvement .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>15</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>106</b>

### Technical Elective must be selected from the following list of courses:

LEGL 113 Legal Research and Writing III .....	5
LEGL 230 Special Problems in Legal Assisting .....	2
LEGL 243 Alternative Dispute Resolution .....	3
LEGL 252 Survey of Advanced Legal Technology (CARII) .....	2
HIMT 243 Ancillary Health Facilities .....	3
HIMT 257 Introduction to Health Statistics .....	3

# Mental Health/Chemical Dependency/ Mental Retardation

## Mental Health Track

## Chemical Dependency Track

## Mental Retardation Track

## Advanced Level Chemical Dependency Certificate

## Community Living Specialist Certificate

## Foster Parent Treatment Specialist Certificate

With social, economic, and moral issues constantly changing, society is faced with increasingly complex problems which require professional, caring helpers. This has created a high demand for Human Service specialists. These Human Service specialists have a professionally and personally challenging role in providing services to both children and adults with a variety of problems and/or disabilities. Graduates work with persons with mental retardation and/or developmental disabilities, emotional/mental difficulties, and chemical dependency. Specialists also work in consultation with psychologists, educators, psychiatrists, and social workers.

Innovative educational approaches, including videotaping, simulated situations, role-playing and discussion in small group seminars, are used to help students develop the knowledge, therapeutic skills and necessary attitudes to succeed in this profession. The program stresses the characteristics graduates will need to be effective helpers.

The Associate Degree program enables students to specialize in one of the following educational tracks during their second year: Mental Health, Chemical Dependency, and Mental Retardation. The six-quarter, three-track program includes 560 hours of hands-on experience under the direct supervision of professionals in local agencies. Internships include the following community placements: mental health centers, group homes, state psychiatric hospitals, schools, workshops, private hospitals, rehabilitation facilities and drug and alcohol treatment centers.

Graduates who complete the Associate Degree program are eligible to apply for a Certificate of Registration as a social worker assistant with the State of Ohio Counselor and Social Worker Board. The Mental Health/Chemical Dependency and Mental Retardation program is accredited by the Council for Standards in Human Service Education.

The program also offers the following certificate programs:

## Advanced Level Chemical Dependency Certificate

Forty-nine (49) credit hour program for students with an associate, bachelor or master degree in a related field. Completion of this certificate will meet 270 hours of acceptable chemical dependency training for CCDC II and CCDC III. Students will have three supervised clinical placements including one with dual-diagnosed client population.

## Community Living Specialist Certificate

A thirty-nine to forty-one (39-41) credit hour program for students who have, in the past, struggled with their own severe mental illness. Students will make use of their coping skills to work effectively with persons with severe mental illness. Students will do two clinical placements on a mental health community treatment team.

## Foster Parent Treatment Specialist Certificate

A fifty-six (56) credit hour program for students who desire to be a foster parent to youths who have special needs. Students will have a supervised practicum experience in a community agency that serves the needs of youths. Students must be 21 years of age, have space in their home for a young person, and meet additional licensing requirements of the Ohio Department of Human Services.

COURSES MHCR 112 , MHCR 115, MHCR 135 , MHCR 191, MHCR 241 , MHCR 247, MHCR 258, MHCR 291 AND MHCR 298 ARE APPROVED BY OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES IN OBTAINING ADULT SERVICE CERTIFICATION.

ALL TECHNICAL COURSES IN THE CHEMICAL DEPENDENCY TRACK ARE ACCEPTED BY THE OHIO CHEMICAL DEPENDENCY COUNSELOR'S CREDENTIALING BOARD AND FOR RENEWAL OF SOCIAL WORK LICENSURE.

Upon completion of the Associate Degree in Mental Health/Chemical Dependency/Mental Retardation, the graduate will be able to:

- Gather client data using observation, interviewing, standardized assessment tools, activities, and/or record review.
- Keep data and monitor progress.
- Formulate client assessments using an adaptive or social functional skill model
- Develop treatment programs and discharge plans based on assessments of client needs.
- Teach clients to perform and utilize a variety of activities.
- Use counseling skills (including reflection of feelings, encouraging, paraphrasing, summarizing, reflection of meaning, interpretation, directives, logical sequences, self-disclosure, information/advice, feedback, confrontation, immediacy and concreteness).
- Write progress reports, social histories, transfer/closing summaries, and documentation forms.
- Make client referrals to and follow up on appropriate resources in the community.
- Systematically train clients in job skills.
- Use anger management skills.
- Use service coordination/case management skills.
- Co-lead educational, support, activity and substance abuse groups in a variety of settings.
- Assemble and complete a portfolio.

In addition to the general Mental Health/Chemical Dependency/Mental Retardation competencies, a graduate in the Mental Health/

Mental Retardation Tracks to provide supported employment to persons with MR/DD and/or severely mentally disabled persons will be able to:

- Utilize job development and job coaching skills to provide support employment to persons with MR/DD and / or severely mentally disabled persons.
- Develop and implement activities to utilize as a tool in helping relationships.
- Plan for, co-lead, and process therapeutic groups.
- Teach/train severely mentally disabled persons and or persons with MR/DD to perform activities of daily living.

In addition to the general Mental Health/Chemical Dependency/Mental Retardation competencies, a graduate in the Chemical Dependency Track will be able to:

- Recognize and identify significant signs and symptoms of chemical dependency using a variety of assessment tools.
- Identify varying levels of care for chemical dependency treatment and common criteria for appropriate referral.
- Identify relapse dynamics/triggers and utilize a variety of intervention strategies.
- Describe the philosophy and benefits of 12-step support groups in the recovery process.
- Plan for, co-lead, and process therapeutic groups.

MH/CD/MR has articulation agreements with the following four year colleges/universities: Ohio Dominican College, Otterbein College, Capital University, Franklin University, and University of Cincinnati.

Because students and workers in the health care field may be exposed to infectious materials and communicable diseases, the program emphasizes safety and prevention.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Mental Health/Chemical Dependency/Mental Retardation program.

- High school graduate or G.E.D. equivalency
- Completion of the following five courses with a grade of "C" or above:
  - MHCR 111 - Introduction to Mental Health
  - MHCR 112 - Introduction to MR/DD
  - MHCR 114 - Introduction to Chemical Dependency
  - MHCR 115 - Interviewing in Human Services
  - MHCR 117 - Documentation Skills
- Must meet requirements as outlined in the program Admissions Policy
- Interview with the Mental Health/Chemical Dependency/Mental Retardation Admissions Coordinator, following satisfactory completion of all of the above.

Core curriculum for Mental Health/Chemical Dependency/ Mental Retardation

## Mental Health and Mental Retardation Tracks

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
PSY 100 Introduction to Psychology .....	5
MHCR 111 Introduction to Mental Health .....	4
MHCR 112 Introduction to Mental Retardation .....	3
MHCR 114 Introduction to Chemical Dependency .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
HUM xxx Humanities 111,112,113,151, 152 or 224 .....	5
CPT 101 PC Applications 1 .....	3
MHCR 115 Interviewing in Human Services .....	3
MHCR 117 Documentation Skills .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

<b>Quarter 3</b>	
PSY 230 Abnormal Psychology .....	3
PSY 240 Human Growth & Dev. Through the Life Span .....	4
MHCR 135 Intervention Strategies .....	3
MHCR 191 Fund. In Human Services Practice .....	8
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 4</b>	
SSCI 101 Cultural Diversity .....	5
MHCR 241 Counseling Skills .....	4
MHCR 247 Teaching and Supporting People .....	4
MHCR 291 Field Practicum in Teaching/ Supporting People with Disabilities .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 5</b>	
COMM 105 Speech .....	3
ENGL 202 Writing for Health and Human Services .....	3
MHCR 251 Social Policy & Programs .....	4
MHCR 253 Therapeutic Group Work Skills .....	4
MHCR 295 Field Practicum in Group Work .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 6</b>	
BIO 112 Human Biology .....	5
MHCR 258 Service Coordination/Case Management .....	4
MHCR 298 Field Practicum in Service Coordination/Case Mgmt .....	4
MHCR 299 Portfolio Completion/Capstone .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>14</b>
<b>TOTAL CREDIT HOURS .....</b>	<b>102</b>

Students who wish to pursue a Mental Health focus will do their practicums at Mental Health agencies.

Students who wish to pursue a Mental Retardation focus will do their practicums at agencies that serve people with Mental Retardation and other Developmental Disabilities.

## Chemical Dependency Track

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
PSY 100 Introduction to Psychology .....	5
MHCR 111 Introduction to Mental Health .....	4
MHCR 112 Introduction to Mental Retardation .....	3
MHCR 114 Introduction to Chemical Dependency .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>19</b>

<b>Quarter 2</b>	
ENGL 102 Essay & Research .....	3
CPT 101 PC Applications 1 .....	3
HUM xxx Humanities 111,112,113,151,152 or 224 .....	5

MHCR 115 Interviewing in Human Services .....	3
MHCR 117 Documentation Skills .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

<b>Quarter 3</b>	
PSY 230 Abnormal Psychology .....	3
PSY 240 Human Growth & Development Through the Life Span .....	4
MHCR 135 Intervention Strategies .....	3
MHCR 191 Fund. In Human Services Practice .....	8
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 4</b>	
SSCI 101 Cultural Diversity .....	5
MHCR 241 Counseling Skills .....	4
MHCR 245 Chemical Dependency I .....	4
MHCR 293 Field Practicum in Chemical Dependency I .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 5</b>	
COMM 105 Speech .....	3
ENGL 202 Writing for Health and Human Services .....	3
MHCR 251 Social Policy & Programs .....	4
MHCR 253 Therapeutic Group Work Skills .....	4
MHCR 295 Field Practicum in Group Work .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 6</b>	
BIO 112 Human Biology .....	5
MHCR 265 Chemical Dependency II .....	4
MHCR 272 Preparation for CCDC Certification .....	1
MHCR 296 Field Practicum in Chemical Dependency II .....	4
MHCR 299 Portfolio Completion/Capstone .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>
<b>TOTAL CREDIT HOURS .....</b>	<b>103</b>

Students who wish to pursue in-depth training may choose course number MHCR 274 and/or MHCR 284 Special Studies in MH/CD/MR 1-4

## Foster Parent Treatment Specialist Certificate

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
PSY 100 Introduction to Psychology .....	5
MHCR 111 Introduction to Mental Health .....	4
MHCR 112 Introduction to Mental Retardation .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

<b>Quarter 2</b>	
PSY 240 Human Growth & Dev. Through the Life Span <b>OR</b> .....	4
PSY 261 Introduction to Child Psychology .....	5
MHCR 115 Interviewing in Human Services .....	3
MHCR 114 Introduction. to Chemical Dependency .....	4
MHCR 117 Documentation Skills .....	2
<b>TOTAL CREDIT HOURS .....</b>	<b>13 -14</b>

<b>Quarter 3</b>	
MHCR 135 Intervention Strategies .....	3
MHCR 191 Fund. In Human Services Practice <b>OR</b> .....	8
MHCR 274 Special Studies in MH/CD/MR .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>7 - 11</b>

<b>Quarter 4</b>	
SSCI 101 Cultural Diversity .....	5
MHCR 241 Counseling Skills .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>9</b>

# Microcomputing Technology

## Networking Technician

## PC Technician

## Web Technician

## PC Specialist Certificate

## Also see: Computer Programming Technology

Revolutionary new computer hardware and software programs have created a growing demand for computer-literate administrative assistants and microcomputer support professionals. Many businesses, especially smaller companies, are looking for individuals who have the computer skills and knowledge to increase the productivity and efficiency of the organization.

Columbus State Community College offers a two-year Associate of Applied Science degree in Microcomputing Technology in three specific areas. The six-quarter programs are designed to provide students with the opportunity to develop increased skills in networking, Web publishing, and PC hardware and applications.

Columbus State Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees.

Upon completion of the Associate Degree in Microcomputing Technology – Networking Technician, the graduate will be able to:

- Use the terms and concepts of information systems for business applications.
- Prepare business documents.
- Create and modify spreadsheets, including graphics, database, export/import functions, and VB Scripting in Excel.
- Create and modify database files, select and sort data, and produce reports using Access.
- Create, modify and deliver presentations.
- Use DOS and Windows operating system commands to perform basic system operations, such as: formatting disks; copying, moving, deleting, and renaming files; creating and changing file directories; backing up and restoring system files; creating and modifying Configuration Files.
- Participate as a part of a group on a typical business system project.
- Identify the fundamentals of data communications and computer networks.
- Identify the basic communication theory as applied to both digital and analog communication networks.
- Identify the characteristics of the OSI layered network model, characteristics of wide area and local area data communication networks.
- Complete a series of exercises to prepare for a popular vendor certification program.
- Perform essential network administration tasks in MS Windows 2000.

<b>Quarter 5</b>		
MHCR 251	Social Policy & Programs .....	4
MHCR 258	Service Coordination/Case Management .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>8</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>.....</b>	<b>52 - 57</b>

## Community Living Specialist Certificate

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>3</b>
<b>Quarter 2</b>		
PSY 100	Introduction to Psychology <b>OR</b> .....	5
PSY 240	Human Growth & Development Through the Life Span .....	4
MHCR 111	Introduction to Mental Health .....	4
MHCR 112	Introduction to MR/DD <b>OR</b> .....	3
MHCR 114	Introduction to Chemical Dependency .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11 - 13</b>
<b>Quarter 3</b>		
SSCI 101	Cultural Diversity .....	5
MHCR 115	Interviewing in Human Services .....	3
MHCR 117	Documentation Skills .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>10</b>
<b>Quarter 4</b>		
MHCR 135	Intervention Strategies .....	3
MHCR 191	Fundamentals in Human Service Practice .....	8
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>
<b>Quarter 5</b>		
MHCR 284	Special Studies/Clinical Placement .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>4</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>.....</b>	<b>39-41</b>

## Advanced Level Chemical Dependency Certificate

<b>COURSE</b>		<b>CR</b>
<b>Quarter 1</b>		
MHCR 114	Introduction to Chemical Dependency .....	4
MHCR 115	Interviewing in Human Services .....	3
MHCR 117	Documentation Skills .....	2
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>9</b>
<b>Quarter 2</b>		
MHCR 135	Intervention Strategies .....	3
MHCR 191	Fundamentals in Human Service Practice .....	8
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>
<b>Quarter 3</b>		
MHCR 241	Counseling Skills .....	4
MHCR 245	Chemical Dependency I .....	4
MHCR 293	Field Practicum in Chemical Dependency I .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>12</b>
<b>Quarter 4</b>		
MHCR 253	Therapeutic Group Work Skills .....	4
MHCR 295	Field Practicum in Therapeutic Group Work Skills .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>8</b>
<b>Quarter 5</b>		
MHCR 265	Chemical Dependency II .....	4
MHCR 272	Preparation for CCDC Certification .....	1
MHCR 296	Field Practicum in Chemical Dependency II .....	4
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>9</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>.....</b>	<b>49</b>

- Design and develop relational databases including recursive relationships, transferability, referential integrity, and the components of an entity relationship diagram.
- Install, configure, manage, and support a network infrastructure using Windows 2000 Server.
- Select (with justification), install, configure, operate, and provide operational maintenance of a personal computer system (including hardware and software) for business applications.
- Specify the requirements for a personal computer system, including hardware, software, data management, data processing policies and procedures, training, operation, and maintenance.

Upon completion of the Associate Degree in Microcomputing Technology – PC Technician, the graduate will be able to:

- Use the terms and concepts of information systems for business applications.
- Prepare business document.
- Create and modify spreadsheets, including graphics, database, export/import functions, and VB Scripting in Excel.
- Create and modify database files, select and sort data, and produce reports using Access.
- Create, modify and deliver business presentations.
- Develop and maintain a web page.
- Use DOS and Windows operating system commands to perform basic system operations, such as: formatting disks; copying, moving, deleting, and renaming files; creating and changing file directories; backing up and restoring system files; creating and modifying Configuration Files.
- Participate as a part of a group on a typical business system project.
- Identify the basic principles of Local Area Networks, including various topologies, types of communications, security operations, and available diagnostics.
- Perform essential network administration tasks in MS Windows 2000.
- Select (with justification), install, configure, operate, and provide operational maintenance of a personal computer system (including hardware and software) for business applications.
- Specify the requirements for a personal computer system, including hardware, software, data management, data processing policies and procedures, training, operation, and maintenance.
- Identify the fundamental elements and terminology used in desktop publishing applications.
- Analyze the needs of the web page users, translate information into a text and page structure, and develop a capability for page layout and multimedia selection.
- Identify the basic concepts of systems analysis and design.
- Design and develop appropriate forms, presentations, data entry and retrieval procedures using various mediums for a typical small business system.

Upon completion of the Associate Degree in Microcomputing Technology –Web Technician, the graduate will be able to:

- Use the terms and concepts of information systems for business applications.
- Prepare business documents.

- Create and modify spreadsheets, including graphics, database, export/import functions, and VB Scripting in Excel.
- Create and modify database files, select and sort data, and produce reports using Access.
- Create, modify and deliver business presentations.
- Develop and maintain a multiple page, multiple presentation Web site.
- Use DOS and Windows operating system commands to perform basic system operations, such as: formatting disks; copying, moving, deleting, and renaming files; creating and changing file directories; backing up and restoring system files; creating and modifying Configuration Files.
- Participate as a part of a group on a typical business system project.
- Explain the basic principles of Local Area Networks, including various topologies, types of communications, security operations, and available diagnostics.
- Select (with justification), install, configure, operate, and provide operational maintenance of a personal computer system (including hardware and software) for business applications.
- Specify the requirements for a personal computer system, including hardware, software, data management, data processing policies and procedures, training, operation, and maintenance.
- Apply the fundamental elements and terminology used in desktop publishing applications.
- Analyze the needs of the web page users, translate information into a text and page structure, and develop a capability for page layout and multimedia selection.
- Describe the basic concepts of systems analysis and design.
- Design and develop appropriate forms, presentations, data entry and retrieval procedures using various mediums for a typical small business system.
- Apply the basics of JavaScript programming, including objects, methods, statements, functions, and variables.
- Construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming.
- Write key object-oriented programming concepts such as classes and packages, class hierarchy and inheritance, encapsulation, methods, properties, and interfaces.
- Identify the fundamentals of data communications and computer networks.
- Describe the basic communication theory as applied to both digital and analog communication networks.
- Complete a series of exercises to prepare for a popular vendor certification program.

Upon completion of the PC Specialist Certificate the graduate will be able to:

- Identify the terms and concepts of information systems for business applications.
- Prepare business documents.
- Create and modify spreadsheets, including graphics, database, export/import functions and VB Scripting in Excel.
- Create and modify database files, select and sort data, and produce reports using Access.
- Create, modify, and deliver business presentations.
- Develop and maintain a web page.

- Use DOS and Windows operating system commands to perform basic system operations, such as: formatting disks; copying, moving, deleting, and renaming files; creating and changing file directories; backing up and restoring system files; creating and modifying Configuration Files.
- Participate as a part of a group on a typical business system project.
- Understand the basic principles of Local Area Networks, including various topologies, types of communications, security operations, and available diagnostics.
- Perform essential network administration tasks in MS Windows 2000.
- Explain networking protocols and network configurations, circuit analysis of high-speed modems, packet-switching techniques, pulse code and pulse-width modulation techniques.

### Specific Program Admissions Information

Listed below are additional requirements for admission to the Microcomputing Technology – Networking Technician.

- MATH 102 - Beginning Algebra I
- OADM 131 - Keyboarding I
- CPT 101 – PC Applications I
- Placement into ENGL101

## Microcomputing Technology Associate Degree Networking Technician Track

COURSE		CR
<b>Quarter 1</b>		
MCT 106	PC Applications 2 .....	3
MCT 121	Operating Systems .....	3
xxx xxx	Basic Education Electives .....	3
SSCIXXX	SSCI 101, 102, 103, 104 .....	5
ENGL 101	Beginning Composition .....	3
CPT 108	CIS Concepts .....	3
<b>TOTAL CREDIT HOURS</b>		<b>20</b>
<b>Quarter 2</b>		
CPT 261	Network Comm. Systems .....	5
MCT 221	Local Area Network .....	3
ACCT106	Introduction to Accounting I .....	5
ENGL 102	Essay & Research .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>
<b>Quarter 3</b>		
MCT 122	Work Station Operations .....	3
CPT 263	Networking .....	5
CPT 262	Client Server .....	3
HUM XXX	Humanities 111, 112, 113, 151, 152 .....	5
ACCT107	Introduction to Accounting II .....	5
<b>TOTAL CREDIT HOURS</b>		<b>21</b>
<b>Quarter 4</b>		
MCT254	SQL/Database Administration .....	5
BMGT101	Introduction to Business .....	5
MCT 141	Expert Access .....	3
CPT 264	Advanced Networking .....	5
<b>TOTAL CREDIT HOURS</b>		<b>18</b>
<b>Quarter 5</b>		
MCT 223	Server Admin I .....	5
MCT 256	Data Model/Relational DB .....	3
ENGL204	Technical Writing .....	3
CPT 265	Dist. DB Management .....	5
<b>TOTAL CREDIT HOURS</b>		<b>16</b>

<b>Quarter 6</b>	
MCT 281	Final Project .....
MCT 224	Server Administration II .....
MCT 215	PC Maintenance .....
COMM105	Speech .....
CPT 267	TCP/IP .....
<b>TOTAL CREDIT HOURS</b>	<b>19</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>110</b>

Listed below are additional requirements for admission to the Microcomputing Technology – PC Technician

- Placement into ENGL101
- Placement into MATH 102 - Beginning Algebra I or completion of DEV 031 - Pre-Algebra
- OADM 131 - Keyboarding I

## Microcomputing Technology Associate Degree PC Technician Track

COURSE		CR
<b>Quarter 1</b>		
CPT 101	PC Applications 1 .....	3
CPT 108	CIS Concepts .....	3
MATH 102	Beginning Algebra I .....	4
xxx xxx	Basic Education Electives .....	3
ENGL 101	Beginning Composition .....	3
<b>TOTAL CREDIT HOURS</b>		<b>16</b>
<b>Quarter 2</b>		
MCT 106	PC Applications 2 .....	3
MCT 121	PC Operating Systems .....	3
ACCT 106	Introduction to Accounting I .....	5
ENGL 102	Essay & Research .....	3
BMGT 101	Introduction to Business .....	5
<b>TOTAL CREDIT HOURS</b>		<b>19</b>
<b>Quarter 3</b>		
MCT 131	Expert Excel <b>OR</b> .....	3
MCT 141	Expert Access .....	3
MCT 093	Introduction to Project .....	1
MCT 205	E Publishing .....	3
ACCT 107	Introduction to Accounting II .....	5
MCT 122	Workstation Operations .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>
<b>Quarter 4</b>		
MCT 211	Advanced Information Presentation .....	3
MCT 241	Groupware .....	3
MCT 221	Introduction to LAN .....	3
MCT 231	Web Essentials .....	3
ENGL204	Technical Writing .....	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>
<b>Quarter 5</b>		
MCT 251	Introduction to Systems Analysis .....	3
MCT215	PC Maintenance .....	3
MCT XXX	Technical Elective .....	3
EET 146	Network Communications .....	3
HUM xxx	Humanities 111,112,113,151, 152 or 224 .....	5
<b>TOTAL CREDIT HOURS</b>		<b>17</b>
<b>Quarter 6</b>		
MCT 281	Final Project .....	5
MCT xxx	Technical Elective .....	3
SSCI10X	Social Science 101, 102, 103, 104 .....	5
xxx xxx	Basic Education Electives .....	3
COMM200	Speech .....	3
<b>TOTAL CREDIT HOURS</b>		<b>19</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>101</b>



**Technical Electives must be selected from the following list of courses:**

MCT 131	Advanced Excel .....	3
MCT 141	Advanced Access .....	3
MCT 235	WEB Publishing .....	3
MCT 236	HTML .....	3
MCT254	DB Admin/SQL .....	3
CPT 291	Special Topics in CS 1 .....	1-5
CPT 292	Special Topics in CS 2 .....	1-5
CPT 293	Special Topics in CS 3 .....	1-5
CPT 294	Special Topics in CS 4 .....	1-5
CPT 295	Special Topics in CS 5 .....	1-5
CPT 296	Special Topics in CS 6 .....	1-5
CPT 297	Computer Science Internship/Field Experience 1 .....	1
CPT 298	Computer Science Internship/Field Experience 2 .....	2
CPT 299	Computer Science Internship/Field Experience 3 .....	3
EET 144	PC Hardware .....	3

Listed below are additional requirements for admission to the Microcomputing Technology – Web Technician:

- Placement into ENGL101
- MATH 102 - Beginning Algebra I
- OADM 131 - Keyboarding I
- CPT 101 – PC Applications I

**Microcomputing Technology Associate Degree  
Web Technician Track**

COURSE		CR
<b>Quarter 1</b>		
MCT 231	Web Essentials .....	3
xxx xxx	Basic Education Electives .....	3
SSCI 10x	Social Science 101, 102, 103, 104 .....	5
CPT 108	CIS Concepts .....	3
ENGL 101	Beginning Composition .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 2</b>		
MCT 205	E Publishing .....	3
MCT 121	PC Operating Systems .....	3
ACCT 106	Introduction to Accounting I .....	5
ENGL 102	Essay & Research .....	3
MCT 235	Web Publishing .....	3
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

<b>Quarter 3</b>		
MCT236	HTML .....	3
MCT 215	PC Maintenance .....	3
XXX XXX	Basic Education Elective .....	3
MCT 221	Local Area Networks .....	3
ENGL 207	Writing for the Web .....	3
ACCT 106	Introduction to Accounting II .....	5
<b>TOTAL CREDIT HOURS</b>		<b>20</b>

<b>Quarter 4</b>		
MCT 211	Advanced Information Presentation .....	3
MCT 262	Java Script Fundamentals .....	3
CPT 261	Network Communications .....	5
MKTG 111	Marketing Principles .....	5
ENGL204	Technical Writing .....	3
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

<b>Quarter 5</b>		
MCT 223	Server Administration .....	5
MCT 263	Advanced Web Programming .....	5
MCT 254	DB Administration/SQL .....	3
MCT 093	Introduction to Project .....	1
MCT 271	Introduction to Java Programming .....	3

<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
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**Quarter 6**

MCT 281	Final Project .....	5
CPT 266	Certification Review .....	1
MCT 264	Advanced Web Programming 2 .....	5
HUM XXX	Humanities 111, 112, 113, 151, or 152 .....	5
COMM105	Speech .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>	
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>109</b>	

**PC Specialist Certificate**

COURSE		CR
<b>Quarter 1</b>		
MCT 106	PC Applications 2 .....	3
MCT 121	PC Operating Systems .....	3
MCT 231	Web Essentials .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>9</b>	

**Quarter 2**

MCT 221	Local Area Network .....	3
MCT 122	Workstation Operations .....	3
ENGL204	Technical Writing .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>9</b>	

**Quarter 3**

MCT 215	PC Maintenance .....	3
EET 146	Computer Network Communications .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>8</b>	
<b>TOTAL CERTIFICATE CREDIT HOURS</b> .....	<b>26</b>	

# Multi-Competency Health

- EMT-Paramedic Degree Track
- Histology Degree Track
- Patient Care Degree Track
- Animal Assisted Therapy in Education Certificate
- Basic Electrocardiography Certificate
- Health Care Manager Certificate
- Histology Certificate
- Nurse Aide Training Program Certificate
- Phlebotomy Certificate
- Registered Nurse First Assistant Certificate
- Respiratory Care Rehab/Home Care Certificate
- Train the Trainer Certificate

Many health care facilities have reorganized. The job roles within these systems have adjusted to provide care and services based on patient needs. Many employment opportunities have been created for the individual who has documented competencies in a variety of health care skills. Multi-Competency Health provides the flexibility for students to gain these important skills in health care. The student has many options from which to choose in Multi-Competency Health.

## Option 1 Associate Degree

An Associate Degree in Multi-Competency Health can be obtained by:

a) Completing one of three established tracks, Histology or Emergency Medical Technician/Paramedic. The Histology Program is accredited by the National Accrediting Agency for Clinical Laboratory Services. The Emergency Medical/Paramedic Program is accredited by the Commission on Accreditation of Allied Health Programs. Along with the identified technical courses, the student must complete the required general education courses, the required basic related courses, the technical core courses and at least 6 hours of technical options courses.

b) A student may also choose the Patient Care Track. This track was designed to allow the student to build a degree by choosing two or more Multi-Competency certificate programs and at least 6 hours of technical options courses for a minimum of 49 technical hours. The student also completes the required general education courses, the required basic related courses and the required technical core courses. This track allows the student to choose the multi-skill grouping of certificates and courses that best suits his/her interest or employer needs.

Upon completion of the Associate Degree requirements in Multi-Competency Health, the graduate will be able to:

- Use medical terminology correctly.
- Recognize life-threatening situations and administer necessary first aid and/or CPR.
- Demonstrate an understanding of medical ethics, medical legal responsibilities, and safety procedures, as well as professional attitudes.

- Demonstrate entry level competence in a major and a technical elective.

\*Curriculum plans are available in the Multi-Competency Health office.

## Option 2 Certificate Programs

Many certificate programs are offered through Multi-Competency Health. These are focused technical programs that result in a certificate of completion. The certificate programs range from those designed for anyone interested to those that require completion of a health care program or specific licensure. Many area health care employers are interested in students who have successfully completed one or more of these certificates.

## Option 3 Enhance or Complement Primary Skills in Nursing or Allied Health

There are many courses within Multi-Competency Health that can be taken in association with the degree option, as a complement to a certificate program or as stand-alone courses that meet a professional need or personal interest.

\*The requirements for each course vary. Many of these courses are open to all students and have no prerequisites. Others require completion of a health record.

For information on additional certificates see the Multi-Competency Health Coordinator.

## EMT-Paramedic Degree Track

A student completing the EMT-Paramedic Degree Track will be able to:

- Meet the requirements for the Associate Degree in Multi-Competency Health
- Meet State of Ohio requirements to take the EMT-Paramedic certification examination.
- Perform all duties of the EMT-Basic.
- Initiate appropriate intravenous procedures as specifically authorized by medical authority in advance. Initiate and continue emergency medical care under medical control, including recognizing presenting conditions and initiating appropriate invasive and noninvasive therapies (e.g., surgical and medical emergencies, airway and respiratory problems, cardiac dysrhythmias, cardiac pulmonary arrest, and psychological crisis), and assessing the response of the patient to that therapy.

## Histology Degree Track

A student completing the Histology Degree Track will be able to:

- Meet the requirements for the Associate Degree in Multi-Competency Health
- Meet the specific Histology Certificate requirements

## **Patient Care Degree Track**

A student completing the Patient Care Degree Track will be able to:

- Meet the requirements for the Associate Degree in Multi-Competency Health
- Work in a health care organization under professional supervision in the role of a PCA or technician. Understand and work with various patient populations.
- Practice multiple patient skills, interpersonal communications and infection control.

## **Animal Assisted Therapy in Education Certificate**

A student completing the Animal Assisted Therapy in Education Certificate will be able to:

- Promote understanding of the mutually nurturing relationship between people and animals and to explore services by animals to aid people with physical, cognitive, and emotional challenges.
- Complete the Delta Society's Pet Partners introductory animal handler skills course.
- Explore the techniques for the therapeutic use of companion animals and the conduct of Animal Assisted therapist in a variety of settings.

## **Basic Electrocardiography (EKG) Certificate**

A student completing the EKG Certificate will be able to:

- Position leads and use electrocardiographic equipment correctly.
- Obtain and prepare an electrocardiography recording for analysis by a physician.
- Recognize and correct technical errors in an electrocardiography recording.
- Recognize and call attention to life-threatening abnormalities of an electrocardiograph.
- Provide safe, professional direct patient contact, specifically in the areas of infection control, electrical safety, privacy and environmental safety.

## **Health Care Manager Certificate**

A student completing the Health Care Manager Certificate will be able to:

- Apply theories and principles of human resource management to real life health care situations.
- Generate action plans, implementation activities, and evaluation processes to assure continuous quality improvement in health care institutions.
- Apply strategies, processes and current trends in health care management.
- Understand risk management and the underlying legal principles inherent in the health care system.

## **Histology Certificate**

A student completing the Histology Certificate will be able to:

- Identify the source of the tissue and correlate tissue identification with function.
- Prepare stain solutions and fix tissue while utilizing universal precautions and following OSHA and CDC guidelines.
- Prepare and stain slides of organs and tissues safely and appropriately for the accurate examination by a pathologist.
- Identify inadequate staining preparations and make corrections to improve quality of slides to the satisfaction of the pathologist.
- Complete eligibility requirements to sit for American Society of Clinical Pathologists certification exam.

## **Nurse Aide Training Program Certificate**

A student completing the Nurse Aide Certificate will be able to:

- Effectively communicate in the health care setting.
- State and demonstrate principles of medical asepsis and standard precautions.
- Identify and demonstrate the principles of safe resident care.
- Discuss and demonstrate correct basic nursing skills.
- Meet the requirements set forth in the Omnibus Budget Reconciliation Act of 1987.
- Meet the eligibility requirements needed to apply to take the state test for nurse aides.

## **Phlebotomy Certificate**

A student completing the Phlebotomy certificate will be able to:

- Collect a quality blood specimen by venipuncture and capillary puncture using the appropriate collection equipment with minimum trauma to the patient.
- Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel and other health care professionals.
- Identify problems which may occur during blood collection and handle them effectively and correctly in a professional manner.
- Perform all duties utilizing standard precautions while conforming to current OSHA, CDC and NCCLS guidelines.

## **Registered Nurse First Assistant Certificate**

A student completing the Registered Nurse First Assistant Certificate will be able to:

- Act effectively and safely as a first assistant in surgery.
- Meet eligibility requirements to take the RNFA certificate examination.

## Respiratory Care Rehabilitation/Home Care Certificate

A student completing the Respiratory Care Rehabilitation/Home Care Certificate will be able to:

- Educate patient and caregiver in disease process, medications, equipment care, and available resources.
- Monitor patient's equipment needs.
- Establish and maintain records as required for patient care, billing records, and governmental records.

## Train the Trainer

A student completing the Train the Trainer Certificate will be able to:

- Teach, coordinate and supervise a Nurse Aide Training Program.
- Meet the requirements established by the Ohio Department of Health.

## Specific Program Admissions Information

Listed below are additional requirements for admission to the degree programs in Multi-Competency Health Technology.

- High school graduate or G.E.D. equivalency
- Recommended high school (or equivalent) courses:
  - Algebra , grade of "C" or better
  - Biology, grade of "C" or better
  - Chemistry, grade of "C" or better
- Completed health statement (See Coordinator for detailed requirements)

## Multi-Competency Health Associate Degree

### General Education Requirements

COURSE		CR
ENGL 101	Beginning Composition .....	3
ENGL 102	Essay & Research .....	3
COMM 105	Speech .....	3
HUM xxx	Humanities 111, 112, 113, 151, 152 or 224 .....	5
SSCI 10x	Social Science 101, 102, 103 or 104 .....	5
ENGL 200	Business Communications .....	3

### Basic Studies Requirements

COURSE		CR
MATH 102	Beginning Algebra I .....	4
BIO 115	Microbiology .....	5
BIO 161	Human Anatomy OR .....	5
BIO 121	Anatomy, Physiology & Pathology I .....	5
BIO 169	Human Physiology OR .....	5
BIO 122	Anatomy, Physiology & Pathology II .....	5
CHEM 113	General & Biological Chemistry .....	5
BIO 170	Human Pathophysiology .....	5

\*These requirements may vary according to major/plan of study.

### Technical Studies Core - Required

COURSE		CR
MULT 101	Medical Terminology .....	2
MULT 102	Cardiopulmonary Resuscitation (CPR) .....	1
MULT 180	Professionalism for Health Care Providers .....	2

Students must select a minimum of 6 credit hours from technical options courses.

### Technical Option Course

Any Multi-Competency course will be accepted as a Technical Options course (when not used as part of a student's identified certificate program).

MULT 103	Responding to Emergencies .....	2
MULT 110	Basic Electrocardiography .....	6
MULT 114	Phlebotomy Practicum II .....	1
MULT 115	Phlebotomy .....	1
MULT 116	Venipuncture for Health Care Providers .....	2
MULT 120	Nurse Aide Training Program .....	5
MULT 121	Nurse Aide to Home Health Aide .....	2
MULT 126	Patient Care Skills I .....	4
MULT 127	Patient Care Assistant .....	5
MULT 128	Introduction to Patient Care Assistant .....	5
MULT 129	Patient Care Skill: Restorative Techniques .....	4
MULT 135	Basic PCA/MSP Training .....	4
MULT 136	Advanced Patient Care Assistant .....	2
MULT 137	Phlebotomy Training .....	4
MULT 138	EKG Training .....	2
MULT 139	Basic PCA Training .....	4
MULT 140	Patient Care Technician Training .....	3
MULT 153	Point-of-Care Testing .....	1
MULT 160	Tissue Identification .....	3
MULT 161	Chemistry of Stains I .....	3
MULT 162	Chemistry of Stains II .....	2
MULT 163	Basic Histology Techniques I .....	4
MULT 164	Basic Histology Techniques II .....	3
MULT 165	Case Study Review .....	3
MULT 166	Seminar II .....	3
MULT 167	Histology Clinical Experience I .....	4
MULT 168	Histology Clinical Experience II .....	8
MULT 169	Introduction to Histology .....	2
MULT 170	Cancer Prevention, Diagnosis & Treatment .....	1
MULT 171	Current Issues: HIV .....	1
MULT 174	Personal Health .....	3
MULT 175	Principles of Homeopathy .....	4
MULT 176	Fundamentals of Herbology .....	4
MULT 177	Holistic Healing Methods .....	4
MULT 178	Animals and Nature - Therapeutic Programs .....	3
MULT 179	Companion Animals and Health .....	2
MULT 181	Introduction to the Human-Animal Interaction .....	2
MULT 183	Introduction to Inpatient Coding .....	1
MULT 184	Introduction to Ambulatory Coding .....	1
MULT 185	Introduction to Third-Party Reimbursement .....	1
MULT 190	Radiation Protection for General Machine Operator .....	1
MULT 191	Radiographic Positioning for the General Machine Operator .....	2
MULT 245	RN First Assistant Program .....	5
MULT 246	RNFA Experience in the Operating Room .....	4
MULT 250	N.A.T.P. Train the Trainer .....	3
MULT 270	Human Resources Management for Health Services .....	4
MULT 272	Health Care Resources Management .....	4
MULT 274	TQM/UM Accreditation .....	4
MULT 275	Advanced Homeopathic Theories .....	4
MULT 276	Legal Aspects and Risk Management .....	3
MULT 290	Special Topics in Health Care .....	1-5
MULT 291	Special Topics in Health Care Facilities .....	1-5
SSRV 104	CHAPS Basic Core Course .....	7
SSRV 106	CHAPS Special Topics Course .....	7
SSRV 108	CHAPS Field Experience .....	7

## EMT-Paramedic Degree Track Requirements

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 102	Beginning Algebra I .....	4
BIO 121	Anatomy, Physiology & Pathology I .....	5
MULT 101	Medical Terminology .....	2
<b>TOTAL CREDIT HOURS</b> .....		<b>14</b>

<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
BIO 122	Anatomy, Physiology & Pathology II .....	5
EMS 110	EMT-Basic .....	8
<b>TOTAL CREDIT HOURS</b>	.....	<b>16</b>

<b>Quarter 3</b>		
COMM 105	Speech .....	3
BIO 115	General Microbiology .....	5
HUM xxx	Humanities 111,112,113,151,152 or 224 .....	5
MULT 102	Cardiopulmonary Resuscitation .....	1
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>

<b>Quarter 4</b>		
EMS 281	Hospital Clinical .....	2
SSCI 10x	Social Science 101, 102, 103 or 104 .....	5
EMS 211	EMT-P I .....	7
EMS 291	Field Clinical I .....	1
MULT 180	Professionalism for Health Care Providers .....	2
<b>TOTAL CREDIT HOURS</b>	.....	<b>17</b>

<b>Quarter 5</b>		
BIO xxx	Biological & Physical Science Elective .....	5
EMS 212	EMT-P II .....	7
EMS 282	Hospital Clinical II .....	2
EMS 292	Field Clinical II .....	1
<b>TOTAL CREDIT HOURS</b>	.....	<b>15</b>

<b>Quarter 6</b>		
EMS 213	EMT-P III .....	5
EMS 283	Hospital Clinical III .....	2
EMS 293	Field Clinical III .....	1
ENGL 200	Business Communications .....	3
MULT xxx	Technical Option .....	2-6
<b>TOTAL CREDITS HOURS</b>	.....	<b>13-17</b>

<b>Quarter 7</b>		
EMS 214	EMT-P IV .....	2
EMS 284	Hospital Clinical IV .....	2
MULT xxx	Technical Studies Core Course .....	6
EMS 294	Field Clinical IV .....	2
<b>TOTAL CREDIT HOURS</b>	.....	<b>12</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	.....	<b>99</b>

\*Curriculum plans are available in the Multi-Competency Health Office

## Histology Degree Track Requirements

\*This program is offered every *odd* numbered year.

<b>COURSE</b>	<b>CR</b>	
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 102	Beginning Algebra I .....	4
BIO 161	Human Anatomy <b>OR</b> .....	5
BIO 121	Anatomy, Physiology & Pathology I .....	5
MULT 101	Medical Terminology .....	2
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>

<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
BIO 169	Human Physiology <b>OR</b> .....	5
BIO 122	Anatomy, Physiology & pathology II .....	5
MULT xxx	Technical Options Course .....	6
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>

<b>Quarter 3</b>		
COMM 105	Speech .....	3
CHEM 113	General & Biological Chemistry .....	5
HUM xxx	111, 112, 113, 151, 152 or 224 .....	5
MULT 102	Cardiopulmonary Resuscitation .....	1
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>

<b>Quarter 4</b>		
MLT 100	Introduction to Health Care .....	3
SSCI 10x	Social Sciences 101, 102, 103 or 104 .....	5

MULT 169	Introduction to Histology .....	2
MULT 180	Professionalism for Health Care Providers .....	2
MULT xxx	Technical Option .....	2-6
<b>TOTAL CREDIT HOURS</b>	.....	<b>14-18</b>

<b>Quarter 5</b>		
BIO 170	Human Pathophysiology .....	5
MULT 160	Tissue Identification .....	3
MULT 161	Chemistry of Stains I .....	3
MULT 163	Basic Histology Techniques I .....	4
<b>TOTAL CREDIT HOURS</b>	.....	<b>15</b>

<b>Quarter 6</b>		
MULT 162	Chemistry of Stains II .....	2
MULT 164	Basic Histology Techniques II .....	3
MULT 165	Case Study Review (Histology Seminar I) .....	3
MULT 167	Histology Clinical Experience I .....	4
ENGL 200	Business Communication .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>15</b>

<b>Quarter 7</b>		
MULT 166	Histology Seminar II .....	3
MULT 168	Histology Clinical Experience II .....	8
<b>TOTAL CREDIT HOURS</b>	.....	<b>11</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	.....	<b>95</b>

\*Curriculum plans are available in the Multi-Competency Health Office

## Patient Care Degree Track Requirements

Two or more Multi-Competency Health certificate programs and at least six hours of Technical Options courses for a minimum of 52 technical hours. Suggested curriculum plans are available.

<b>COURSE</b>	<b>CR</b>	
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
MATH 102	Beginning Algebra I .....	4
CHEM 113	General & Biological Chem. ....	5
MULT 101	Medical Terminology .....	2
MULT xxx	Technical Certificate Course .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>17</b>

<b>Quarter 2</b>		
ENGL 102	Essay and Research .....	3
BIO 121	Anatomy, Physiology & Path I <b>OR</b> .....	5
BIO 161	Human Anatomy .....	5
MULT xxx	Technical Certificate Course .....	5
MULT 180	Professionalism for Health Care Providers .....	2
MULT xxx	Technical Certificate Course .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>18</b>

<b>Quarter 3</b>		
MULT xxx	Technical Certificate Course .....	3
HUM xxx	111, 112, 113, 151, 152, or 224 .....	5
MULT 102	CPR .....	1
BIO 122	Anatomy, Phys. and Path. II <b>OR</b> .....	5
BIO 169	Human Physiology .....	5
MULT xxx	Technical Options Course .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>17</b>

<b>Quarter 4</b>		
SSCI xxx	Social Science 101, 102, 103, or 104 .....	5
BIO 115	Microbiology .....	5
MULT xxx	Technical Certificate Course .....	3
MULT xxx	Technical Options Course .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>16</b>

<b>Quarter 5</b>		
COMM 105	Speech .....	3
MULTxxx	Technical Certificate Course .....	5
MULT xxx	Technical Certificate Course .....	3
MULT xxx	Technical Certificate Course .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>

<b>Quarter 6</b>		
MULT xxx	Technical Certificate Course .....	5
MULT xxx	Technical Certificate Course .....	5
MULT xxx	Technical Options Course .....	3
ENGL 200	Business Communications .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>		<b>98</b>

## Animal Assisted Therapy in Education Certificate

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
MULT 181	Introduction to Human-Animal Interaction .....	2	
<b>TOTAL CREDIT HOURS .....</b>		<b>2</b>	

<b>Quarter 2</b>		
MULT 179	Companion Animals and Health .....	2
<b>TOTAL CREDIT HOURS .....</b>		<b>2</b>

<b>Quarter 3</b>		
MULT 178	Animals & Nature - Therapeutic Programs .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>3</b>
<b>TOTAL CERTIFICATE CREDITS HOURS .....</b>		<b>7</b>

## Health Care Manager Certificate\*

\* This certificate begins autumn quarter every *even* year

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
CPT 101	PS Applications 1 .....	3	
BMGT 218	Management Training for Supervisors .....	5	
<b>TOTAL CREDIT HOURS .....</b>		<b>8</b>	

<b>Quarter 2</b>		
MULT 270	Human Resource Management in Health Services Organizations .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>4</b>

<b>Quarter 3</b>		
MULT 276	Legal Aspects and Risk Management .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>3</b>

<b>Quarter 4</b>		
MULT 272	Health Care Resource Management .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>4</b>

<b>Quarter 5</b>		
MULT 274	TQM/UM/Accreditation .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>4</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>23</b>

## Histology Certificate

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
MLT 100	Introduction to Health Care .....	3	
BIO 161	Human Anatomy .....	5	
MULT 160	Tissue Identification .....	3	
MULT 169	Introduction to Histology .....	2	
<b>TOTAL CREDIT HOURS .....</b>		<b>13</b>	

<b>Quarter 2</b>		
MULT 101	Medical Terminology .....	2
MULT 161	Chemistry of Stains I .....	3
MULT 163	Basic Histology Techniques I .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>9</b>

<b>Quarter 3 (Winter) First Term</b>		
MULT 162	Chemistry of Stains II .....	2
MULT 164	Basic Histology Techniques II .....	3
<b>Second Term</b>		
MULT 165	Case Study Review (Histology Seminar I) .....	3
MULT 167	Histology Clinical Experience I .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>12</b>

<b>Quarter 4 (Spring)</b>		
MULT 166	Histology Seminar II .....	3
MULT 168	Histology Clinical Experience II .....	8
<b>TOTAL CREDIT HOURS .....</b>		<b>11</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>45</b>

\*Curriculum plans are available in the Multi-Competency Health Office

## Nurse Aide Certificate

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
MULT 120	Nurse Aide Training Program .....	5	
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>5</b>	

## Phlebotomy Certificate

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
MULT 115	Phlebotomy .....	6	
<b>TOTAL CREDIT HOURS .....</b>		<b>6</b>	

<b>Quarter 2</b>		
MULT 114	Phlebotomy Practicum II .....	1
<b>TOTAL CREDIT HOURS .....</b>		<b>1</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>7</b>

## Registered Nurse First Assistant Certificate

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
MULT 245	Registered Nurse First Assistant .....	5	
<b>TOTAL CREDIT HOURS .....</b>		<b>5</b>	

<b>Quarter 2</b>		
MULT 246	RNFA Experience in the Operating Room .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>4</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>9</b>

## Respiratory Care Rehabilitation/Home Care

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
RESP 251	Respiratory Rehabilitation Home Care Techniques .....	3	
<b>TOTAL CREDIT HOURS .....</b>		<b>3</b>	

<b>Quarter 2</b>		
RESP 252	Patient Management in Respiratory Rehabilitation .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>3</b>

<b>Quarter 3</b>		
RESP 253	Respiratory Rehabilitation Home Care Administrator .....	4
<b>TOTAL CREDIT HOURS .....</b>		<b>4</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>10</b>

## Train the Trainer Certificate

<b>COURSE</b>			<b>CR</b>
<b>Quarter 1</b>			
MULT 250	NATP Train the Trainer .....	3	
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>		<b>3</b>	

# Nursing

Columbus State's Associate Degree Program in Nursing prepares graduates to provide health care services to clients of all ages located in a variety of settings in the community and home.

The seven quarter program is sequential and integrates theory from biological and social sciences with reasoning and communication skills to develop a graduate who can think critically, solve problems, and communicate effectively. Students who go out-of-sequence in the Nursing program will join the program sequence with the subsequent class and meet the catalog requirements for graduation in place for that class.

Nursing classes are structured to promote student participation and learning through seminar, laboratory practice, and clinical experiences. These learning opportunities are designed to encourage the student to apply concepts and utilize critical thinking skills in the promotion, maintenance, and restoration of health of clients. Students learn to work collaboratively with other health team members within the health care delivery system.

Students take 53 credit hours of nursing courses and 56 credit hours in the arts and sciences. An elective of at least 2 credit hours is required. Students participate in 4-16 hours of clinical experience each week in a variety of health care settings under the direction of a registered nurse. Two nursing outcome exams are given during the nursing program. Students must achieve a minimum percentile score on these exams in order to continue to the next nursing course or to graduate.

Students who successfully complete the Associate Degree program are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Nursing program at Columbus State is accredited by the National League for Nursing Accrediting Commission at 61 Broadway New York, N.Y. 10006, telephone (212)363-5555 and the North Central Association of Colleges, and is approved by the Ohio Board of Nursing.

Upon completion of the Associate Degree in Nursing, the graduate will be able to:

- Value the role of the Associate Degree nurse.
- Plan care for persons of all ages using the nursing process.
- Demonstrate safe, competent, nurturing care in the practice of nursing.
- Communicate effectively, including the use of teaching and counseling techniques, in the promotion, maintenance, and restoration of health.
- Manage nursing care for a diverse population of clients in a variety of practice settings.
- Synthesize knowledge from nursing and related disciplines using critical thinking skills.
- Analyze legal, ethical, and economic concepts that influence nursing practice.
- Account for competence and personal growth.

## Program Admissions Information

Listed below are general requirements for admission to Nursing. For specific directions see Nursing Admission requirements available in Nursing, Records and Registration, Counseling and Advising Services and Admissions Offices. Advising services are available in Union Hall, ground level to help guide new students through the admission process.

- A separate application is required for nursing and is available on the internet at [www.csc.edu/docs/nurs/nursing.htm](http://www.csc.edu/docs/nurs/nursing.htm)
- Required high school courses with a grade of "C" or better or CSCC equivalent courses with a grade of "C" or better
  - Biology or BIO 100 Introduction to Biological Sciences
  - Chemistry or CHEM 100 Introduction to Chemistry
- Placement into ENGL 101- Beginning Composition or ENGL 111 English Composition or completion of ENGL 100 Language Development with a grade of "C" or better
- Placement above Math 103 Beginning Algebra II or completion of MATH 103 - Beginning Algebra II, with a grade of "C" or better
- Completion of the following college courses with a grade of "C" or better:
  - MULT 120 - Nurse Aide Training Program
  - MULT 126 - Patient Care Skills
  - CHEM 113 - General and Biological Chemistry
- Completion of Nurse Entrance Test (NET) with a reading comprehension score of 50% or above
- Grade point average of 2.0 or better through most recently completed course work

## Nursing Associate Degree

COURSE	CR
<b>Quarter 1</b>	
NURS 110 Introduction to Nursing .....	3
NURS 120 Health Assessment in Nursing I .....	2
ENGL 101 Beginning Composition .....	3
PSY 100 Introduction to Psychology .....	5
*BIO 161 Human Anatomy .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 2</b>	
NURS 111 Health Promotion of Women and Families .....	4
NURS 121 Health Assessment in Nursing II .....	2
NURS 130 Concepts of Pharmacology I .....	3
*BIO 169 Human Physiology .....	5
*PSY 240 Human Growth and Development Through the Life Span .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>
<b>Quarter 3</b>	
NURS 112 Introduction to Nursing Concepts of Health Maintenance and Restoration .....	6
NURS 113 Nursing Skills .....	2
NURS 131 Concepts of Pharmacology II .....	3
*BIO 170 Human Pathophysiology .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>
<b>Quarter 4</b>	
NURS 210 Nursing Concepts of Health Maintenance and Restoration I .....	6
ENGL 102 Essay and Research .....	3
*BIO 115 General Microbiology .....	5
**NURS 19X Nursing elective 190, 191, 192, 193 194, 197, 198, or 199 .....	2-3
<b>TOTAL CREDIT HOURS .....</b>	<b>16-17</b>

# Office Administration

## Office Administration Associate Degree Administrative Assistant Major Administrative Assistant Medical Cognate Administrative Assistant Legal Cognate Office Skills Certificate

The Occupational Outlook Handbook printed by the United States Government, Department of Labor, has forecast that there will be a shortage of office workers well into the new millennium. This handbook indicates that these office workers will need technical skills as well as management skills in order to be successful. The Business Management/Office Administration Department is now offering an Associate Degree in Office Administration with an Administrative Assistant Major that would enable students to have not only keyboarding skills and software knowledge but also management and team-building skills. Students also receive instruction in personalized/interpersonal skills so that they may become an integral part of any management team. These skills will enable an employee to assume responsibility without direct supervision, display initiative, exercise judgment, and prepare written/oral presentations.

Students may wish to select the Legal Cognate which prepares students to work in law offices, various courts or the legal departments of corporations, by providing specialized knowledge of legal procedures and court structure. Or students may select the Medical Cognate which prepares students to work in medical settings such as hospitals, physician offices, nursing homes, clinics, dental offices, and insurance companies.

A Word Processing Certificate program is also available. The four-quarter Word Processing Certificate program prepares students for entry-level positions in word processing centers and general offices. Students develop skills and knowledge in keyboarding, word processing basics, information management, and accounting.

Columbus State is accredited as an associate degree granting institution offering business programs by the Association of Collegiate Business Schools and Programs (ACBSP).

Upon completion of the Associate Degree in Office Administration, the graduate will be able to:

- Maintain a filing system (alphabetic, numeric, geographic, and/or by subject).
- Write or draft responses to routine correspondence, use correct grammar, and use punctuation rules accurately.
- Perform basic accounting tasks.
- Prepare written and oral presentations using currently accepted presentation software.
- Demonstrate knowledge of management theory, function, and skills
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business
- Work effectively as a member of a team

**Quarter 5**

NURS 211	Nursing Concept of Health Maintenance and Restoration II .....	6
ENGL 200	Business Communication or	
ENGL 202	Writing for Health and Human Services .....	3
SSCI 10x	Social Sciences 101, 102,103,or 104 .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>

**Quarter 6**

NURS 212	Nursing Concepts of Health Maintenance and Restoration III .....	6
*MATH 135	Elementary Statistics .....	5
COMM 105	Speech or	
COMM 110	Conference and Group Discussion .....	3
<b>TOTAL CREDIT HOURS</b>	.....	<b>14</b>

**Quarter 7**

NURS 213	Concepts of Nursing Management .....	8
HUM xxx	Humanities 111,112, 113, 151, 152, or 224 .....	5
<b>TOTAL CREDIT HOURS</b>	.....	<b>13</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	.....	<b>109</b>

\* Note a C or better is required to continue in sequence

**Nursing Technical Electives: select from the following**

**\*\*At least 2 credit hours is required**

NURS 190	Holistic Interventions for Health Care Practitioners .....	2
NURS 191	Basics of Gerontological Nursing .....	2
NURS 192	Introduction to Community Health Nursing .....	3
NURS 193	End of Life Care .....	2
NURS 194	Using Advanced Nursing Skills to Manage the Care of Critically Ill Adult Patients .....	3
NURS 197	Current Trends in Pediatric Nursing.....	3
NURS 198	Information Technology in Healthcare .....	3
NURS 199	Healthcare Mission .....	1





## Administrative Assistant Major

In addition to the general Office Administration competencies, a graduate in the Administrative Assistant Major will be able to:

- Understand and use Excel for Windows to create and revise spreadsheets.
- Use Windows commands to operate microcomputers effectively.
- Prepare graphics and present information.
- Research information using a variety of resources including the Internet.
- Use computers to integrate graphics into documents.
- Transcribe a variety of documents accurately and at an acceptable production rate.
- Use Microsoft Office software efficiently.

## Administrative Assistant Legal Cognate

In addition to the general competencies, a graduate choosing the Legal Cognate will be able to:

- Demonstrate a basic knowledge of court structure and court proceedings at the federal, state, and local levels.
- Demonstrate knowledge of law office procedures and management.
- Demonstrate an understanding of the rules and documents involved in litigation.
- Demonstrate an understanding of criminal law OR the basics of legal research, depending on which additional class the student chooses.

## Administrative Assistant Medical Cognate

In addition to the general competencies, a graduate choosing the Medical Cognate will be able to:

- Demonstrate an understanding of the structure and organization of current health care systems.
- Demonstrate the ability to spell, pronounce, and define basic medical terminology.

(Non-traditional credit may be given to any Columbus State Community College student, enrolled as an Office Administration Major, with submission of appropriate documentation / evidence demonstration successful completion of the Certificate Professional Secretaries Exam.)

## Administrative Assistant Major

COURSE	CR
<b>Quarter 1</b>	
OADM 101 Business Grammar .....	3
OADM 111 Accounting Basics .....	4
OADM 115 Desktop Management .....	3
OADM 121 Records Management .....	3
OADM 132 Keyboarding II .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>16</b>

<b>Quarter 2</b>	
BMGT 101 Introduction to Business* .....	5
BMGT 102 Managing Interpersonal Skills .....	3
OADM 102 Editing Business Documents .....	3
OADM 133 Keyboarding III .....	3
OADM 191 Word I .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

<b>Quarter 3</b>	
MATH 101 Business Math .....	5
ENGL 101 Beginning Composition .....	3
OADM 134 Keyboarding IV .....	3
OADM 151 Computer Transcription .....	4
OADM 192 Word II .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 4</b>	
BMGT 111 Management* .....	5
OADM 172 Excel .....	3
OADM 261 Electronic Office Procedures .....	4
OADM 167 Desktop Publishing .....	3
BMGT 211 Organizational Behavior* .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>

<b>Quarter 5</b>	
NSCI 101 Natural Science I .....	5
OADM 164 WordPerfect .....	3
ENGL 102 Essay & Research .....	3
LEGL 264 Legal Environment of Business .....	4
xxx xxx Technical Elective .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

<b>Quarter 6</b>	
BMGT 216 Business Ethics .....	3
ENGL 200 Business Communications .....	3
COMM 105 Speech <b>OR</b> .....	3
COMM 110 Conference & Group Discussion .....	3
HUM xxx Humanities 111, 112, 113, 151,152, or 224 .....	5
XXX XXX Business Elective* .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>105</b>

<b>Technical Electives</b>	
OADM 139 Keyboarding Improvement .....	3
OADM 144 Notetaking Using SuperWrite .....	3
OADM 224 Field Experience .....	2
BMGT 103 Managing Interpersonal Skills II .....	3
HRM 121 Human Resource Management .....	3
HRM 124 Personnel Interviewing .....	3
MCT 096 Introduction to Information Presentations .....	1

**\*TECHNICAL COGNATE**  
Students specializing in legal or medical will substitute from the cognate lists for this course.

## Administrative Assistant Legal Cognate

<b>The following 4 courses are required:</b>	
LEGL 102 The Legal System .....	2
LEGL 103 Law Office Procedures and Mgt. ....	3
LEGL 201 General Practice .....	4
LEGL 205 Litigation Practice & Procedure .....	3

<b>Choose 3 or more additional credit hours from the following courses:</b>	
LEGL 210 Criminal Law and Procedure .....	3
LEGL 111 Legal Research and Writing .....	4

## Administrative Assistant Medical Cognate

### The following 2 courses are required:

MLT 100	Introduction to Health Care .....	3
MULT 101	Medical Terminology .....	2

### Choose 10 or more additional credit hours from the following courses:

BIO 161	Human Anatomy .....	5
HIMT 111	Intro. to Health Information Mgmt. ....	2
HIMT 121	Advanced Medical Terminology .....	3
HIMT 132	Intro. to Medical Transcription* .....	2
HIMT 135	Health Data Management .....	3
MULT 183	Intro. to Inpatient Coding .....	1
MULT 184	Intro. to Ambulatory Coding .....	1
MULT 185	Intro. to Third-Party Reimbursement .....	1

\*Check prerequisites; signature may be required to enroll in this class.

## Office Skills Certificate

COURSE		CR
<b>Quarter 1</b>		
OADM 101	Business Grammar .....	3
OADM 111	Accounting Basics .....	4
OADM 115	Desktop Management .....	3
OADM 121	Records Management .....	3
OADM 131	Keyboarding I .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>16</b>

<b>Quarter 2</b>		
OADM 102	Editing Business Documents .....	3
OADM 132	Keyboarding II .....	3
OADM 191	Word I .....	3
OADM xxx	Technical Elective .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>12</b>

<b>Quarter 3</b>		
OADM 133	Keyboarding III .....	3
OADM 151	Computer Transcription .....	4
OADM 172	Excel .....	3
OADM 192	Word II .....	3
<b>TOTAL CREDIT HOURS .....</b>		<b>13</b>

**TOTAL CERTIFICATE CREDIT HOURS .....** 41

### Technical Electives (Choose one or more):

OADM 139	Keyboarding Improvement .....	3
OADM 144	Notetaking Using SuperWrite .....	3
OADM 164	WordPerfect .....	3
OADM 167	Desktop Publishing Using PageMaker .....	3

## Quality Assurance Technology

Increasing requirements for quality in the goods and services consumers buy has created additional demand for trained technicians and supervisors who are responsible for monitoring, testing, and continuously improving the quality of those goods and services. Individuals entering the field of quality assurance must be skilled in the areas of quality transformation, teamwork, statistical process control, product and service improvement, cost reduction, reliability development, and quality planning and management.

This program is designed to meet the employment needs of business and industry. Students work on quality improvement projects for local organizations as part of their course work. They apply the techniques being studied in class, and practice teamwork and communications skills in real life settings while developing a portfolio to demonstrate their expertise. Graduates are qualified for a wide range of positions such as quality control technician, inspector, quality/reliability analyst, value engineering analyst, cost improvement or statistical process control coordinator, or methods planner.

The Quality Assurance program was originally designed to meet increasing needs for quality assurance personnel in manufacturing. Many courses in the program, however, address quality needs of the service industries. Students and prospective students interested in pursuing a quality assurance program in any of the following options: banking, insurance, food processing, chemical processing, or another option not listed are encouraged to contact the Chairperson to set up an individual program which meets their specific needs.

Upon completion of the Associate of Applied Science Degree in Quality Assurance Technology, the graduate will be able to:

- Improve products, processes, and systems in manufacturing and service environments by applying statistical and quality improvement tools according to the Shewhart cycle.
- Apply a variety of teamwork, leadership, and communication skills (verbal, written, and graphic) to communicate effectively with clients, suppliers, co-workers and others in the work environment.
- Apply fundamental principles of project management.
- Read and interpret engineering blueprints, drawings, specifications and quality charts.
- Apply a basic knowledge of physics, electronics, manufacturing processes, metrology, and materials testing and analysis to improving, and/or designing new products and processes.
- Apply knowledge of specifications, sampling plans and testing techniques to the analysis of materials, components and systems.
- Apply cost estimating techniques and cost containment procedures to new and existing products and systems, while maintaining or improving quality.

The Quality Assurance Technology also shares related courses with the Electronic Engineering Technology and the Mechanical Engineering Technology. For additional information refer to Electronic Engineering Technology and Mechanical Engineering Technology which are listed in this section of the Catalog.

## Quality Assurance Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101 Beginning Composition .....	3
MATH 111 Technical Math I .....	4
EET 111 DC Fundamentals .....	4
EET 112 DC Lab .....	2
MECH 110 Introduction to Manufacturing .....	3
MECH 112 Computer Applications in Manufacturing .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 2</b>	
ENGL 102 Essay and Research .....	3
MATH 112 Technical Math II .....	4
PHYS 181 Technical Physics (Mechanics) .....	4
QUAL 240 Total Quality Management .....	3
MECH 244 Statistical Process Control .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
<b>Quarter 3</b>	
MATH 135 Elementary Statistics .....	5
MECH 120 Mechanical Drafting I .....	3
EET 120 AC Fundamentals .....	4
EET 121 AC Lab .....	2
MECH 250 Materials Science .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
<b>Quarter 4</b>	
COMM 105 Speech .....	3
PHYS 185 Technical Physics (heat, light & sound) .....	4
MECH 111 Manufacturing Processes .....	4
QUAL 150 Quality Transformation .....	4
EET 132 Digital Fundamentals .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>Quarter 5</b>	
ENGL 204 Technical Writing .....	3
HUM xxx Humanities 111,112,113,151 152, or 224 .....	5
QUAL 251 Value Engineering .....	3
EET 130 Electronic Devices .....	4
EET 131 Devices Lab .....	2
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
<b>Quarter 6</b>	
SSCI 10X Social Science 101,102, 103, or 104 .....	5
MECH 240 Machine Tools .....	4
QUAL 260 Reliability and System Maintainability .....	3
QUAL 261 Project Management .....	3
QUAL 250 Metrology .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>18</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>106</b>

## Radiography

Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of a physician. A radiographer is able to perform diagnostic imaging, fluoroscopy, trauma, surgical, and portable radiography. Specialized areas in the curriculum include: Computed tomography, vascular and digital imaging and magnetic resonance imaging.

Technology classes begin in the summer quarter. Admission to the program is competitive with completed applications received annually. Because students and health care workers in the health care field may be exposed to infectious materials and communicable diseases, the program emphasizes safety and prevention.

Upon completion of the Associate Degree in Radiography, the graduate will be able to:

- Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately show anatomical structures on an image.
- Determine exposures that achieve optimum images with minimum radiation to the patient.
- Act as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection for the patient, staff and others.
- Provide patient care and comfort during procedures.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
- Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
- Exercise independent judgment and discretion in the performance of medical imaging procedures.
- Participate in radiologic quality assurance programs.

### Specific Program Admissions Information

Prospective students are required to attend an advising session to learn detailed program requirements and career opportunities. These sessions are held several times each quarter and are very helpful in answering students' questions.

The yearly deadline for application to the Radiography program is January 15 for admission beginning the following summer. Applications are available in an information packet which may be obtained by calling the Allied Health Office at 287-2521 OR by sending an email with your name and complete mailing address to: afrank01@csc.edu.

Listed below are additional requirements for admission to the Radiography program.

- High school graduate or G.E.D. equivalency

- Required high school (or equivalent) courses:  
Algebra, grade of “C” or better  
Biology, grade of “C” or better  
Chemistry, grade of “C” or better  
Physics, grade of “C” or better
- Placement into ENGL 101 - Beginning Composition
- Placement into MATH 135/148 - College Algebra
- Placement into “No Reading Required”
- Written statement relevant to interest and intent in Radiography
- Health care experience or volunteer service
- Attend radiography advising session
  
- *Individuals who have been convicted of, plead guilty to, or plead nolo contendere to a crime may not be eligible to take the American Registry of Radiologic Technologists (ARRT) Radiography Examination according to the ARRT’s code of Ethics, Section B.3. Rules of Ethics. For additional information, contact the ARRT.*

## Radiography Associate Degree

COURSE	CR
<b>Quarter 1</b>	
BIO 161 Anatomy .....	5
MATH 148 College Algebra <b>OR</b> .....	5
MATH 135 Elementary Statistics .....	5
MULT 101 Medical Terminology .....	2
RAD 111 Introduction to Radiologic Technology .....	3
RAD 141 Radiographic Procedures I .....	4
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>
<b>Quarter 2</b>	
BIO 169 Physiology .....	5
RAD 142 Radiographic Procedures II .....	4
RAD 261 Clinical I .....	2
CPT 101 Computer Literacy I .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>
<b>Quarter 3</b>	
BIO 170 Human Pathophysiology .....	5
RAD 113 Radiologic Science .....	5
RAD 143 Radiographic Procedures III .....	4
RAD 262 Clinical II .....	2
<b>TOTAL CREDIT HOURS</b> .....	<b>16</b>
<b>Quarter 4</b>	
ENGL 101 Beginning Composition .....	3
RAD 118 Radiographic Exposure and Processing .....	5
RAD 148 Special Radiologic Procedures .....	3
RAD 263 Clinical III .....	2
<b>TOTAL CREDIT HOURS</b> .....	<b>13</b>
<b>Quarter 5</b>	
ENGL 102 Essay & Research .....	3
RAD 254 Seminar I .....	1
RAD 264 Clinical IV .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>7</b>
<b>Quarter 6</b>	
SSCI 10x Social Science 101,102,103 or 104 .....	5
RAD 126 Radiation Biology and Processing .....	3
RAD 211 Sectional Anatomy .....	1
RAD 222 Computerized Imaging .....	1
RAD 255 Seminar II .....	1
RAD 265 Clinical V .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>14</b>

<b>Quarter 7</b>	
ENGL 200 Business Communications .....	3
HUM xxx Humanities 111, 112, 113, 151,152 or 224 .....	5
RAD 123 Advanced Exposure and Processing .....	4
RAD 231 Radiographic Pathology .....	3
RAD 256 Seminar III .....	1
RAD 266 Clinical VI .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>19</b>

<b>Quarter 8</b>	
COMM 105 Speech .....	3
xxx xxx Elective .....	3
<b>TOTAL CREDIT HOURS</b> .....	<b>6</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....	<b>108</b>

Students should request a program plan of study from their faculty advisor.

<b>Technical electives</b>	
RAD 264 Clinical IV - elective .....	3
RAD 257 Seminar IV - elective .....	1
RAD 267 Clinical VII - elective .....	3
MULT 120 Nurse Aid Training .....	5
RAD 203 Mammography Anatomy and Physiology .....	2
RAD 204 Mammographic Positioning .....	2.5
RAD 205 Mammographic Physics and Quality Assessment .....	2
RAD 206 Mammography Special Procedures & Pathology .....	2.5
RAD 207 Clinical Experience in Mammography .....	1.5
RAD 208 Mammographic Physics and Quality Assessment Lab .....	1
HIMT 121 Advanced Medical Terminology .....	3

# Real Estate

The Associate Degree program in Real Estate offers the course work that meets the standards of professionalism in the real estate industry. The program follows a “blueprint” for real estate education developed by the Ohio Association of Realtors. Courses meet the educational requirements for real estate licensure in the State of Ohio.

The program meets the career objective of persons interested in real estate sales or other allied professional opportunities in real estate. For students seeking to enter the real estate field, it offers formal education that meets the industry’s goals of professionalism. For licensed real estate brokers and sales associates, it provides training to upgrade their professional competence and to meet future educational requirements of the profession. For students who plan to continue their education beyond the Associate Degree, it offers credit courses that transfer to some four-year colleges and universities.

Prospective real estate students who plan to take the real estate licensing exam are more successful when they take courses as shown in the plan of study.

Only courses approved by the Ohio Division of Real Estate qualify for *continuing education credit* for licensed professionals. Please check for course approval before enrolling. Courses required for licensing do not qualify for continuing education credit. Before students schedule classes, they should contact their advisor if they are interested in taking (1) only the sequence of courses to prepare for specific real estate licensing exams, (2) only selected courses to meet continuing education requirements of the Ohio Division of Real Estate or courses to meet the various appraisal classifications.

Upon completion of the Associate Degree in Real Estate, the graduate will be able to:

- Demonstrate understanding of key principles and concepts involved in a real estate transaction.
- Prepare and present correctly all forms necessary to complete a real estate transaction.
- Create effective promotional plans to market property.
- Identify and explain different types of construction materials.
- Apply one of three appraisal techniques to the evaluation of a residential or commercial property.
- Utilize current industry techniques, conduct an investment analysis of a selected property.
- Manage a real estate property sales force effectively.
- Apply relevant formulas and microcomputer applications to the practice of real estate.
- Effectively apply current technology to daily real estate activity

# Real Estate Associate Degree

COURSE	CR
<b>Quarter 1</b>	
ENGL 101	Beginning Composition ..... 3
PSY 100	Introduction to Psychology ..... 5
CPT 101	PC Applications 1 ..... 3
REAL 101	Real Estate Principles & Practices ..... 4
REAL 102	Real Estate Law ..... 4
<b>TOTAL CREDIT</b>	<b>19</b>

<b>Quarter 2</b>	
ENGL 102	Essay & Research ..... 3
HUM xxx	Humanities 111, 112, 113, 151, 152 or 224 ..... 5
REAL 111	Real Estate Finance ..... 2
REAL 112	Real Estate Appraisal ..... 2
MATH 101	Business Mathematics ..... 5
<b>TOTAL CREDIT HOURS</b>	<b>17</b>

<b>Quarter 3</b>	
ENGL 200	Business Communications ..... 3
REAL 121	Residential Sales Practices ..... 3
LEGL 264	Legal Environment of Business ..... 4
ACCT 104	Small Business Accounting ..... 5
MKTG 122	Business and the Internet ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 4</b>	
COMM 105	Speech ..... 3
CMGT 253	Residential Construction ..... 3
ENVR 158	Environmental Site Assessment ..... 3
FMGT 130	Small Business Finance ..... 3
REAL 236	Real Estate Development ..... 3
REAL 240	Introduction to Entrepreneurship ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>18</b>

<b>Quarter 5</b>	
ECON 200	Principles of Microeconomics ..... 5
REAL 212	Income Property Appraisal ..... 3
BMGT 111	Management ..... 5
REAL 238	Technical Professional Applications ..... 3
<b>TOTAL CREDIT HOURS</b>	<b>16</b>

<b>Quarter 6</b>	
NSCI 101	Natural Science I ..... 5
REAL xxx	Technical Elective ..... 3
REAL 221	Professional Property Management ..... 3
HRM 121	Human Resources Management ..... 4
<b>TOTAL CREDIT HOURS</b>	<b>15</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>103</b>

### Technical Elective courses must be selected from the following list:

REAL 202	Real Estate Commercial Investments ..... 5
REAL 213	Advanced Real Estate Investment Analysis ..... 3
REAL 214	Marketing Investment Analysis for Real Estate ..... 3
REAL 233	Practical Financial Analysis ..... 3
REAL 281	Real Estate Today Seminar I ..... 1
REAL 282	Real Estate Today Seminar II ..... 2
REAL 283	Real Estate Today Seminar III ..... 3
REAL 284	Uniform Standards of Professional Appraisal Practice ..... 2

### Prelicensure Courses

REAL 101	Real Estate Principles & Practices ..... 4
REAL 102	Real Estate Law ..... 4
REAL 111	Real Estate Finance ..... 2
REAL 112	Real Estate Appraisal ..... 2

# Respiratory Care

## Registered Respiratory Therapist Program

Graduates are eligible to sit for the Certification Examination for Entry-Level Respiratory Therapists and the Registry Examination for Advanced Respiratory Therapy Practitioners offered by the National Board for Respiratory Care, Inc. Graduates are also eligible to apply to become licensed as Respiratory Care Professionals by the Respiratory Care Board.

Respiratory therapists are life support specialists concerned with managing, controlling, and treating problems related to the cardiopulmonary system. Respiratory care practitioners work with the physician, nurse, and other health care personnel.

The complexity of the respiratory care worker's responsibility requires extensive training, dedication, and professionalism. Respiratory care takes place in such settings as the newborn nursery, surgical and medical units, emergency rooms, outpatient departments, and intensive care units of hospitals.

In addition to their classroom learning, students enrolled in the Respiratory Care program gain hands-on experience while working in area health care facilities, under the supervision of qualified instructors. These clinical experiences teach students to apply their knowledge and skills in actual work environments. Because students and workers in the health care field may be exposed to infectious materials and communicable diseases, the program emphasizes safety and prevention.

Columbus State's program is accredited by the Committee on Accreditation for Respiratory Care.

Upon completion of the Associate Degree in Respiratory Care, the graduate will be able to:

- Review existing data in patient medical record and recommend diagnostic procedures based on available patient information.
- Collect and evaluate pertinent clinical information.
- Perform diagnostic procedures and interpret results.
- Determine appropriateness of prescribed respiratory care plan, recommend modifications where indicated, and participate in the development of respiratory care plan.
- Select and obtain equipment, and assure cleanliness of equipment appropriate to the respiratory care plan.
- Assemble, check for proper function, identify malfunctions of equipment, and take action to correct malfunctions of equipment.
- Explain planned therapy and goals to patient, maintain records and communication; and protect against patient nosocomial infections.
- Conduct therapeutic procedures to achieve maintenance of a patient airway, including the care of artificial airways; to achieve the removal of secretions.
- Conduct therapeutic procedures to achieve adequate spontaneous and artificial ventilation.
- Conduct therapeutic procedures to achieve adequate arterial and tissue oxygenation.

- Evaluate and monitor patient's response to respiratory care.
- Make necessary modifications in therapeutic procedures, and recommend respiratory care plan modifications based on patient response.
- Initiate and conduct, or modify respiratory care techniques in an emergency setting.
- Demonstrate personal and professional behaviors required for successful employment.
- Apply the principles of continuous quality improvement and quality assurance to work situations.

### Specific Program Admissions Information

(\*Advanced standing credit may be awarded for previous health care training and/or experience. Please contact the Respiratory Care program director for further information.)

Listed below are additional requirements for admission to the Respiratory Care program.

- High school graduate or G.E.D. equivalency
- Placement into MATH 135 - Elementary Statistics
- Placement into ENGL 101 - Beginning Composition
- High school Biology with a "C" or better
- CHEM 113 with a "C" or better
- MULT 120 with a "C" or better
- MULT 126 with a "C" or better
- Completed health statement

### Statement Regarding Infectious Diseases

Students in this program, including perform their clinical work on real people. Columbus State does not discriminate against students, faculty, or patients in any way, or based on color, creed, national origin, gender, disability or sexual preference. The patient populations with whom we work come from all walks of life, and the students may therefore be exposed to many types of communicable diseases. These are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, Rubella, rubeola, etc.

**ALL** students are required to have appropriate immunizations after they are admitted to the program (information is given to all admitted students). Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering the program must be aware of this slight, but real, potential. All students are encouraged to have personal health insurance in effect by the first day of class.

## Respiratory Care Associate Degree

COURSE	CR
<b>Quarter 1</b>	
BIO 161 Human Anatomy .....	5
MATH 135 Elementary Statistics .....	5
HIMT 113 Managed Care Trends .....	2
RESP 100 Introduction to Respiratory Care .....	5
<b>TOTAL CREDIT HOURS</b> .....	<b>17</b>
<b>Quarter 2</b>	
ENGL 101 Beginning Composition .....	3
BIO 115 General Microbiology .....	5
BIO 169 Human Physiology .....	5

# Sports & Fitness Management

## Exercise Specialist Certificate

The Sports and Fitness Management prepares students to work in health and/or fitness centers. From private clubs to public facilities, trained managers are needed to develop, train, staff, and implement programming to address the needs of the general public or specific clients, in compliance with state and federal guidelines. Risk management, anatomy, physiology, exercise science, and sport business courses will develop the skills necessary to gain a managerial or technical position within the sport and fitness field.

Upon completion of the Associate Degree in Sports & Fitness Management, the graduate will be able to:

- Effectively communicate current information on exercise, nutrition, and health promotion.
- Facilitate effective recreational, fitness, and health activities in the community.
- Assess fitness levels by evaluating and monitoring client physiological responses and adaptations in the apparently healthy.
- Design sports and fitness programs for individuals and/or groups by utilizing appropriate assessment data.
- Assess and maximize potential for behavioral change to enhance fitness level.
- Instruct individual(s) in a variety of activities by describing and demonstrating acceptable and proper usage and techniques in the industry, modifying activity when indicated.
- Possess the ability to prevent and manage emergency situations by applying safety procedures in accordance with federal, state, and local guidelines.
- Exhibit organizational and administrative leadership in delivery of sports and fitness programs by establishing program direction, serving as a role model, and maintaining professional ethics.
- Embrace diversity with the ability to work with persons of diverse needs and modeling nondiscriminatory behaviors.

## Specific Program Admissions Information

Listed below are additional requirements for admission to the Sport & Fitness Management.

- High school graduate or G.E.D. equivalency
- Placement into ENGL 101 - Beginning Composition
- Placement into MATH 101 - Business Math

## Sports & Fitness Management Associate Degree

COURSE	CR
<b>Quarter 1</b>	
SFMT 100 Personal Fitness Concepts .....	3
MULT 171 Current Issues: HIV/AIDS .....	1
ENGL 101 Beginning Composition .....	3
MATH 101 Business Math .....	5
HOSP 153 Nutrition .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

RESP 114 Introduction to Pulmonary Disease .....	4
RESP 150 Introduction to Pharmacology .....	2
RESP 170 Mechanical Ventilation .....	1
<b>TOTAL CREDIT HOURS .....</b>	<b>20</b>

### Quarter 3

HUM xxx Humanities 111,112,113,151, 152 or 224 .....	5
RESP 130 Patient Assessment .....	2
RESP 152 Case Management I .....	2
RESP 196 Clinical Practice I .....	8
<b>TOTAL CREDIT HOURS .....</b>	<b>17</b>

### Quarter 4

ENGL 102 Essay & Research .....	3
RESP 132 Patient Assessment II .....	2
RESP 154 Case Management II .....	2
RESP 198 Clinical Practice II .....	8
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

### Quarter 5

COMM 105 Speech .....	3
RESP 230 Patient Assessment III .....	2
RESP 256 Case Management III .....	2
RESP 290 Clinical Practices III .....	8
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

### Quarter 6

ENGL 200 Business Communications .....	3
SSCI 10x Social Science 101, 102, 103 or 104 .....	5
RESP 270 Current Issues in Respiratory Care .....	2
RESP 292 Clinical Practices IV .....	8
<b>TOTAL CREDIT HOURS .....</b>	<b>18</b>

### Quarter 7

RESP xxx Technical Elective .....	3
RESP 295 Clinical Experience .....	4
<b>TOTAL CREDIT HOURS .....</b>	<b>7</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>	<b>109</b>

### Technical Electives

EMS 232 Advanced Cardiac Life Support .....	1
RESP 232 Pediatric Respiratory Care .....	3
RESP 238 Pulmonary Functions .....	3
RESP 251 Respiratory Care Home Care Techniques .....	3
RESP 260 Respiratory Care Seminar .....	2
RESP 221 Introduction to Sleep Problems .....	2
RESP 223 Level I Polysomnography Technician .....	2
RESP 224 Level I Polysomnography Technician-Clinical .....	2
RESP 225 Level II Polysomnography Technician .....	2
RESP 226 Level II Polysomnography Technician-Clinical .....	2
RESP 227 Polysomnography Current Topics .....	2

<b>Quarter 2</b>		
SFMT 101	Introduction to Sport & Fitness Mgmt. ....	3
ENGL 102	Essay & Research .....	3
BIO 121	Anatomy, Physiology and Pathology I .....	5
ACCT 101	Financial Accounting .....	4
CPT 101	PC Applications I .....	3
<b>TOTAL CREDITS HOURS</b>	<b>.....</b>	<b>18</b>

<b>Quarter 3</b>		
SFMT 115	Intermediate Resistance Training .....	2
SFMT xxx	Technical Elective .....	2
SFMT-xxx	Technical Elective .....	2
BIO 122	Anatomy, Physiology and Pathology II .....	5
ACCT 102	Managerial Accounting .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>14</b>

<b>Quarter 4</b>		
SFMT 224	Sport Management Foundations .....	5
SFMT xxx	Technical Elective .....	2
SFMT xxx	Technical Elective .....	2
SFMT 235	Sport Law .....	3
SSCI 10x	Social Science 101, 102, 103 or 104 .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>

<b>Quarter 5</b>		
SFMT 234	Sport Marketing .....	5
SFMT xxx	Technical Elective .....	2
SFMT 231	Exercise Physiology .....	5
SFMT 292	Sports & Fitness Management Practicum I .....	3
COMM 105	Speech .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>

<b>Quarter 6</b>		
SFMT 226	Care and Prevention of Athletic Injuries .....	3
SFMT xxx	Technical Elective .....	2
SFMT 294	Sports & Fitness Management Practicum II .....	3
MULT 103	Responding to Emergencies .....	2
HUM xxx	Humanities 111, 112, 113, 151, 152, or 224 .....	5
ENGL 2xx	English 200, 250, 251, 252, 253 .....	3/5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>102</b>

Students should request a plan of study from their faculty advisor.

**Technical Electives must be selected from the following list of courses**

SFMT 105	Introduction to Resistance Training .....	2
SFMT 106	Beginning Golf .....	1
SFMT 113	Aquatics Management .....	2
SFMT 114	Aerobic & Group Fitness .....	2
SFMT 116	Golf Management .....	2
SFMT 117	Introduction to Tae Kwon Do .....	2
SFMT 213	Aquatic Program for Individuals with Disabilities .....	3
SFMT 215	Advanced Resistance Training .....	3
SFMT 222	Court Sports I (Tennis) .....	2
SFMT 232	Court Sports II (Racquetball) .....	2
SFMT 225	Athlete Intervention .....	3
SFMT 230	Fitness Concepts for Special Populations .....	3
SFMT 233	Outdoor Community Recreation .....	3
SFMT 237	Corporate Health .....	3
SFMT 238	Aging Fitness and Exercise.....	3
SFMT 241	Kinesiology .....	5
SFMT-280	History of Sport in the United States (1840-Present) .....	3
SFMT 298	Special Topics in Sport .....	3
BMGT 111	Business Management .....	5

## Exercise Specialist Certificate

<b>COURSE</b>	<b>CR</b>	
<b>Quarter 1</b>		
SFMT 100	Personal Fitness Concepts .....	3
SFMT 230	Fitness Concepts for Special Populations .....	3
SFMT 231	Exercise Physiology .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>

<b>Quarter 2</b>		
SFMT 101	Introduction to Sport & Fitness Management .....	3
SFMT 241	Kinesiology .....	5
MULT 103	Responding to Emergencies .....	2
MULT 171	Current Issues: HIV/AIDS .....	1
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>

<b>Quarter 3</b>		
SFMT 215	Advanced Resistance Training .....	3
SFMT 234	Sport Marketing .....	5
SFMT 292	Sport & Fitness Management Practicum I .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>11</b>

<b>Quarter 4</b>		
SFMT 294	Sport & Fitness Management Practicum II .....	3
SFMT 298	Special Topics in Sport .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>6</b>
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>.....</b>	<b>39</b>

**PROGRAMS OF STUDY**



# Surgical Technology

## Surgical Technology Certificate Surgical Technology Associate Degree

The health care field of Surgical Technology is a dynamic and exciting allied health profession. The Surgical Technologist is a vital member of the allied health field of professionals who work closely with surgeons, anesthesiologists, registered nurses, and other personnel delivering surgical patient care

Columbus State Community College offers a four (4)-academic/laboratory/clinical quarter Certificate Surgical Technology program concurrent with a six (6) academic/laboratory/clinical quarter Associate of Applied Science Degree program

The Certificate and Associate Degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to obtain national certification as a Certified Surgical Technologist (CST) upon successful examination administered by the Liaison Council on Certification for the Surgical Technologist (LCC-ST)

Upon completion of the Surgical Technology Certificate, the student will be able to:

- Demonstrate knowledge and practice of basic patient care concepts.
- Demonstrate the application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room.
- Demonstrate basic surgical case preparation skills in the sterile processing role (STSP) and transportation/communication role (STTC).
- Demonstrate the ability to perform the role of first scrub (STSR) and second scrub (STSR2) on basic surgical cases.
- Demonstrate responsible behavior as a health care professional.

Upon Completion of the Associate Degree in Surgical Technology, the graduate will be able to:

- Demonstrate all competencies required for the certified Surgical Technologist (CST). Demonstrate advanced knowledge and practice of patient care techniques.
- Demonstrate advanced knowledge of sterile and surgical technique.
- Demonstrate advanced knowledge and practice in the role of the first scrub (STSR) and second scrub (STSR2).
- Demonstrate knowledge and practice of circulating skills and tasks (STAC).
- Demonstrate knowledge relating to operating room emergency situations.
- Demonstrate advanced organizational skills.
- Demonstrate advanced knowledge in one or two surgical specialty areas.
- Demonstrate a professional attitude.

## Specific Program Admission Information

Listed below are additional requirements for admission to the Surgical Technology Program.

- College placement testing
- Placement testing into MATH 103 or completion of MATH 102. Student who has college algebra course, grade of “C” or better, are not required to take placement test.
- Placement testing into ENGL 101 or ENGL 111 or completion of ENGL 100. Student who has college transfer credit for ENGL 101 are not required to take placement test.
- Placement testing above the reading requirements or completion of DEV 044. Student who has college transfer credit for ENGL 101 are not required to take placement test.
- Course completion of the following:
  - High School graduate or GED equivalency
  - High School biology, grade of “C” or better, within the past five years or BIO 100 or equivalent
  - High School chemistry, grade of “C” or better, within the past three years or CHEM 100 or equivalent
- College course completion, or successful completion of equivalent approved training for:
  - MULT 126 Patient Care Skills I
  - MULT 102 Cardiopulmonary Resuscitation
  - HIMT 121 Advanced Medical Terminology
- Completion of health records on file with the college Health Office

## Surgical Technology Certificate

COURSE	CR
<b>Quarter 1</b>	
SURG 102 Surgical Technology I .....	7
ENGL 101 Beginning Composition .....	3
BIO 161 Human Anatomy .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

<b>Quarter 2</b>	
SURG 104 Surgical Technology II .....	7
BIO 161 Human Anatomy .....	5
ENGL 102 Essay & Research .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>15</b>

<b>Quarter 3</b>	
SURG 202 Surgical Technology III .....	9
HIMT 141 Pharmacology .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>12</b>

<b>Quarter 4</b>	
SURG 204 Surgical Technology IV .....	9
SSCI xxx Social Sciences 101 or 102 or 103 or 104 .....	5
<b>TOTAL CREDIT HOURS .....</b>	<b>14</b>
<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>56</b>

## Surgical Technology Associate Degree

<b>Quarter 1</b>	
SURG 102 Surgical Technology I .....	7
ENGL 101 Beginning Composition .....	3

BIO 161	Human Anatomy .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>15</b>

**Quarter 2**

SURG 104	Surgical Technology II .....	7
BIO 161	Human Anatomy .....	5
ENGL 102	Essay & Research .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>15</b>

**Quarter 3**

SURG 202	Surgical Technology III .....	9
HIMT 141	Pharmacology .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>12</b>

**Quarter 4**

SURG 204	Surgical Technology IV .....	9
SSCI xxx	Social Sciences 101 or 102 or 103 or 104 .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>14</b>

**Quarter 5**

SURG 250	Surgical Technology V .....	7
BIO 115	General Microbiology .....	5
HUM xxx	Humanities, 111,112, 113, 151, 152, or 224 .....	5
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>17</b>

**Quarter 6**

SURG 251	Surgical Technology VI .....	7
BIO 170	Human Pathophysiology .....	5
ENGL xxx	200 or 202 or 204 .....	3
COMM xxx	105 or 110 .....	3
<b>TOTAL CREDIT HOURS</b>	<b>.....</b>	<b>18</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>.....</b>	<b>91</b>



# Technical Communication

In the areas of business, industry, government, healthcare, and technology, there is a need to communicate information of a technical nature to different audiences. Technical Communication is the process of translating technical information into forms that different audiences can understand and use. Technical communicators are the translators. They, write, edit, and perform page layout and design on user manuals, textbooks, training materials, press releases, memos, environmental impact statements, video scripts, and online help files. They design Web pages, develop computer-based training (CBT) modules, prepare multimedia presentations, and develop material for delivery on CD-ROM.

The Associate of Applied Science Degree in Technical Communication at Columbus State Community College is the only technical communication degree program in Central Ohio. The program provides students with the practical, specific skills and technical knowledge needed to get entry-level jobs as technical communicators. All the courses are taught in a state-of-the-art computer classroom, so students become familiar with a variety of computer applications.

The program is designed to be completed within six quarters of full-time study. Students are required to take eleven courses in Technical Communication (TCO courses) and an additional 15-25 credits in a single cognate (specialization) area. The choice of the cognate area is up to the student in consultation with the Technical Communication advisor and the advisor in the cognate area. Currently there are over 20 approved cognates in areas such as accounting, aviation maintenance, computer programming, marketing, microcomputing, and graphic communications. For a complete listing, contact the Technical Communication Program Coordinator.

A technical communicator should be able to discuss projects with a technical expert and know the best way to translate information so the targeted audience will understand it. The cognate area enhances the knowledge and skills of the technical communicator and provides vocabulary and basic knowledge about the chosen field.

Upon completion of the Associate of Applied Science Degree in the Technical Communication, the graduate will be able to:

- Write in the forms most often required of a Technical Communicator (e.g., processes and procedures, reports, manuals, etc.).
- Translate complex material into clear, concise and easy-to-use terms for specific targeted audiences. Participate in the entire technical writing cycle both individually and collaboratively - planning, researching, and coordinating projects, writing, revising, and editing documents; designing and placing graphics; and producing a final product.
- Prepare and deliver oral presentations both in formal and informal settings.
- Develop basic graphics and integrate them into text.
- Apply the principles learned in technical cognates to technical communication.

- Critically evaluate existing documentation for clarity, completeness, and general effectiveness.
- Operate the word processors and desktop design packages that are most widely used in the technical communication field.
- Incorporate the basic concepts of multimedia production into professional technical presentations.
- Edit documents individually and collaboratively using both hard copy and online methods.
- Carry out, prepare, and produce documented primary or secondary research.
- Demonstrate an understanding of concepts of time/project management both in individual and team projects.

ENGL 280	Publishing Practicum .....	2
TCO 221	Proposal Development .....	3
TCO 222	Developing Software Documentation .....	3
TCO 224	Advanced Technical Editing .....	3
TCO 235	Instructional Design .....	2
TCO 236	Computer-Based Training .....	3
TCO 237	Digital Video Production for the Workplace .....	3
TCO 245	HTML-Based Online Documentation .....	5
TCO 297, 298, 299	Special Topics in Technical Communication .....	1-5

## Technical Communication Associate Degree

COURSE		CR
<b>Quarter 1</b>		
ENGL 101	Beginning Composition .....	3
TCO 101	Careers in Technical Communication .....	2
CPT 101	PC Application 1 .....	3
*	Technical Cognate .....	3-6
xxxx xxx	Math or Science Elective for Tech Cognate .....	5
<b>TOTAL CREDIT HOURS</b> .....		<b>16-19</b>

<b>Quarter 2</b>		
ENGL 102	Essay & Research .....	3
OADM 101	Business Grammar Usage .....	3
HUM xxx	Humanities 111, 112, 113, 151, 152 or 224 .....	5
TCO 102	Tools and Tips for Technical Communicators .....	3
TCO 203	Introduction to Technical Communication .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>17</b>

<b>Quarter 3</b>		
OADM 167	Desktop Publishing Using PageMaker .....	3
COMM 105	Speech Cognate .....	3-6
NSCI 191	Natural Science I .....	5
TCO 204	Introduction to Technical Editing .....	3
<b>TOTAL CREDIT HOURS</b> .....		<b>17-20</b>

<b>Quarter 4</b>		
ENGL 200	Business Communications .....	3
TCO 223	Advanced Technical Communication .....	3
GRPH 251	Electronic Imaging .....	3
TCO 214	Document Design & Delivery Methods .....	3
*	Technical Cognate .....	3-6
<b>TOTAL CREDIT HOURS</b> .....		<b>15-18</b>

<b>Quarter 5</b>		
COMM 110	Conference and Group Discussion .....	3
TCO 215	Online Documentation .....	3
TCO 230	Technical Presentations .....	3
xxx xxx	Technical Writing Elective .....	3
*	Technical Cognate .....	3-6
<b>TOTAL CREDIT HOURS</b> .....		<b>15-18</b>

<b>Quarter 6</b>		
SSCI 101	Cultural Diversity .....	5
TCO 250	Capstone Project .....	3
TCO 260	Career Development .....	1
TCO 290	Industry Internship .....	4
*	Technical Cognate .....	3-6
<b>TOTAL CREDIT HOURS</b> .....		<b>16-19</b>
<b>TOTAL DEGREE CREDIT HOURS</b> .....		<b>93-108</b>

\* Between 15-25 hours must be completed in a Technical Cognate.

Technical writing electives may be selected from the following courses:

ENGL 202	Writing for the Health and Human Services .....	3
ENGL 206	Governmental Communications .....	3
ENGL 208	Communication for the Mass Media .....	3
ENGL 215	Magazine Publication .....	3

# Veterinary Technology

Veterinary technicians are registered, certified or licensed members of the veterinary health care team. They play an integral role in many areas of veterinary clinical practice, including medical, surgical, laboratory, and office procedures. All tasks are performed under the supervision of a licensed veterinarian. Compassion for animals is essential, because the main focus of individuals employed as veterinary technicians is the treatment and nursing of healthy and sick animals.

The American Veterinary Medical Association accredits Columbus State's Veterinary Technology program. The Associate Degree program provides students with both classroom and clinical experiences. Students have the opportunity to intern at The Ohio State University Veterinary Teaching Hospital. Students will also spend a portion of their clinical experience in various veterinary settings, including research centers, private clinical practices, veterinary emergency hospitals, veterinary diagnostic laboratories, and zoos. Columbus State Community College emphasizes safety and disease prevention because students and employees in health care professions may be exposed to infectious materials and communicable diseases.

Columbus State Community College also offers an evening Veterinary Technology program designed for the working student. The evening program can be completed in nine quarters with courses starting no earlier than 5:00 p.m. Some daytime availability may be required during the clinical experience courses.

For students interested in equine health, a joint program has been developed between Columbus State's Veterinary Technology and Otterbein College's Equine Health Technology. For students interested in Health Services Administration, a joint program has been developed between Columbus State's Veterinary Technology and Franklin University. For students interested in a Bachelor of Science degree in Veterinary Technology, a joint program has been developed between Columbus State's Veterinary Technology and Purdue University. Special advising with the Program Coordinator is necessary for students who wish to participate in these joint programs.

Please note that are changes to the Veterinary Technology admission requirements and curriculum effective for all 2003 applicants. Contact the Program Coordinator for more information.

Upon completion of the Associate Degree in Veterinary Technology, and under the supervision of a licensed veterinarian, the graduate will be able to:

- Perform physical examinations and maintain records for patient animals in a veterinary health care setting.
- Effectively communicate preventative medicine, treatment protocols, dental health, and medical and surgical procedures to veterinary clients.
- Prepare and dispense medications according to a prescription, perform drug dosage calculations and maintain controlled drug records.
- Administer treatments and/or medications either orally or parenterally.

- Apply wound dressings, bandages and splints.
- Collect and prepare patient specimens for clinical laboratory procedures including blood samples, urine samples and skin scrapings.
- Perform clinical laboratory procedures, including complete blood counts, serum chemistries, microbiology, immunologic testing, urinalysis, and cytology.
- Identify internal, external, and blood parasites of dogs, cats, horses, and food animals.
- Perform routine procedures on laboratory animals (rats, mice, guinea pigs, rabbits). Other experiences may include avian, zoo and exotic animal medicine based on student clinical internship preference.
- Prepare equipment, instruments, animals and medications for surgical procedures.
- Administer and effectively monitor anesthesia, including anesthetic induction, maintenance and recovery by inhalation and/or parenteral injection.
- Assist in diagnostic, medical and surgical procedures.
- Perform complete routine dental prophylaxis.
- Administer and monitor intensive nursing care, including fluid therapy and nutritional management.
- Position animals for radiographic procedures. Expose and develop radiographs using safe and proper technique.

Graduates register with the Ohio Veterinary Medical Licensing Board to become Registered Veterinary Technicians in the State of Ohio. Graduates are eligible to take the Veterinary Technician National Exam (VTNE) that is recognized in more than 40 states to certify veterinary technicians.

## Specific Program Admissions Information

Prospective students are required to attend an information session where they will receive the *separate admission application* for the Veterinary Technology program. Detailed admission criteria, plans of study and career opportunities are also discussed. These sessions are held periodically throughout the year, and are very helpful in answering the prospective students' questions. General information packets and information session dates and times may be obtained by contacting the Program Coordinator, Dr. Brenda Johnson, at (614) 287-3685, or by sending an E-mail request to [bjohnson@csc.edu](mailto:bjohnson@csc.edu).

The yearly deadline for application and completion of admission requirements is March 23 for admission beginning the following Summer Quarter (evening Plan of Study) or the following Autumn Quarter (day Plans of Study), based on space availability. Students must meet all admission requirements before being considered for admission into the Veterinary Technology.

Listed below are additional requirements for admission to the Veterinary Technology.

- High school graduate or G.E.D. equivalency
- Required high school (or equivalent) courses:
  - Algebra, grade of "C" or better, or MATH 103, grade of "C" or better
  - Biology, grade of "C" or better, or BIO 100/101, grade of "C" or better
  - Chemistry, grade of "C" or better within the past three (3)

years, or CHEM 100, grade of “C” or better within the past three (3) years

- Placement into ENGL 101 - Beginning Composition
- Placement out of reading requirement
- Placement into MATH 104 - Intermediate Algebra , or completion of MATH 103 - Beginning Algebra II
- Attend a Veterinary Technology Mandatory Information Session (Applicants will receive a separate admission application for the Veterinary Technology at these sessions. Applicants will not be considered for admission until an information session has been attended!)
- Completed health statement
- Health insurance
- Computer literacy (High School, work-related or completion of CPT 101)
- Grade point average of 2.0 or better

#### Quarter 7

VET 293	Clinical Experience II .....	6
VET 274	Clinical Seminar II .....	2
HUM xxx	Humanities 111,112,113 ,151,152 or 224 .....	5
<b>TOTAL CREDIT HOURS .....</b>		<b>13</b>
<b>TOTAL DEGREE CREDIT HOURS .....</b>		<b>110</b>

\* An accelerated plan of study for students with prior college coursework and an evening plan of study are also offered. Students should consult with the Program Coordinator regarding these options.

\* All students will be required to participate in the Patient Animal Care Teams (P.A.C.T.) program during their enrollment in the Veterinary Technology. Students will be responsible for additional animal exercise, training, patient care and other related skills outside of scheduled class time. Detailed information is available at the mandatory information sessions prior to Veterinary Technology program admission.

## Veterinary Technology Associate Degree

COURSE	CR
<b>Quarter 1</b>	
BIO 161	Human Anatomy ..... 5
MULT 190	Radiation Protection for the General Machine Operator ..... 2
MATH 100	Calculations and Dosages ..... 2
VET 111	Veterinary Technology I ..... 5
VET 114	Client Relations ..... 2
<b>TOTAL CREDIT HOURS .....</b>	
<b>16</b>	
<b>Quarter 2</b>	
BIO 169	Human Physiology ..... 5
VET 122	Veterinary Parasitology ..... 3
VET 126	Principles of Veterinary Anesthesia ..... 3
HIMT 121	Advanced Medical Terminology ..... 3
VET 124	Principles of Veterinary Radiology ..... 2
<b>TOTAL CREDIT HOURS .....</b>	
<b>16</b>	
<b>Quarter 3</b>	
VET 131	Veterinary Anatomy and Physiology ..... 3
VET 138	Veterinary Surgical Tech. .... 3
VET 136	Animal Health and Disease I ..... 3
VET 133	Clinical Application I ..... 3
ENGL 101	Beginning Composition ..... 3
<b>TOTAL CREDIT HOURS .....</b>	
<b>15</b>	
<b>Quarter 4</b>	
ENGL 102	Essay & Research ..... 3
SSCI 10x	Social Science 101,102,103 or 104 ..... 5
VET 135	Veterinary Hematology ..... 5
CHEM 113	Gen. & Bio. Chemistry ..... 5
<b>TOTAL CREDIT HOURS .....</b>	
<b>18</b>	
<b>Quarter 5</b>	
COMM 105	Speech or
COMM 110	Conf. & Group Discussion ..... 3
VET 291	Clinical Experience I ..... 6
VET 254	Clinical Seminar I ..... 2
ENGL 200	Business Communications ..... 3
VET 266	Animal Health & Disease II ..... 3
<b>TOTAL CREDIT HOURS .....</b>	
<b>17</b>	
<b>Quarter 6</b>	
VET 262	Vet. Pharmacology ..... 3
VET 267	Vet. Urinalysis & Clinical Chemistry ..... 4
VET 269	Vet. Microbiology ..... 5
VET 263	Clinical Application II ..... 3
<b>TOTAL CREDIT HOURS .....</b>	
<b>15</b>	



# Course Descriptions

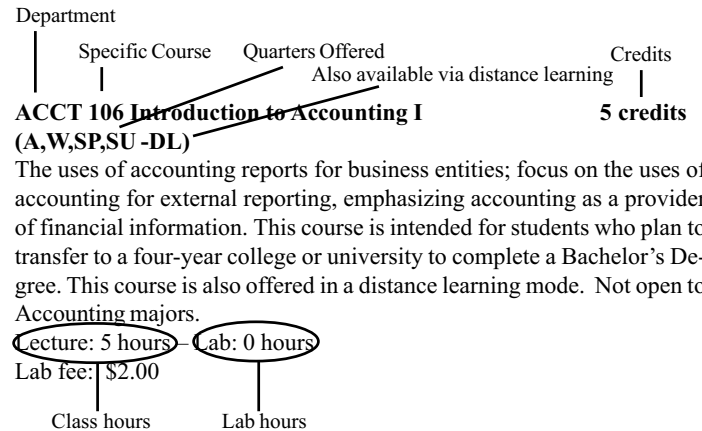
## Columbus State's Course Numbering System

No two courses at Columbus State have the same course number. The three or four-letter alpha identifier indicates the department, and the three numbers indicate the specific course within each department.

Listed below are the various departments in alphabetical order. Refer to this chart to find the department in which a given course can be found. For example, ACCT 106 Introduction to Accounting would be found in the Course Descriptions section under Accounting (ACCT).

Accounting .....	ACCT	Hospitality Management .....	HOSP
Anthropology .....	ANTH	Human Resources Mgmt .....	HRM
Arabic .....	ARAB	Humanities .....	HUM
Architecture .....	ARCH	Interactive Multimedia	
Art .....	ART	Production .....	MMPT
Automotive Technology ...	AUTO	Interpreting/ASL Education .....	ITT
Aviation Maintenance		Italian .....	ITAL
Technology .....	AVI	Japanese .....	JAPN
Biology .....	BIO	Landscape Design/Build .....	LAND
Business Management .....	BMGT	Latin .....	LATN
Chemistry .....	CHEM	Law Enforcement .....	LAWE
Civil Engineering		Legal Assisting .....	LEGL
Technology .....	CIVL	Legal Medical Asst. ....	LEGL/HIMT
Communication Skills .....	COMM	Literature .....	ENGL
Computer Programming		Logistics .....	LOGI
Technology .....	CPT	Marketing .....	MKTG
Construction Management .....	CMGT	Massage Therapy .....	MASS
Dance .....	DANC	Mathematics .....	MATH
Dental Hygiene .....	DHY	Mechanical Engineering	
Dental Laboratory		Technology .....	MECH
Technology .....	DENT	Medical Assisting Tech .....	MAT
Developmental Education .....	DEV	Medical Laboratory	
Dietetic Manager Certificate ..	DMGR	Technology .....	MLT
(See Hospitality Management)		Mental Health/Chemical	
Dietetic Technician Major .....	DIET	Dependency/Mental	
(See Hospitality Management)		Retardation .....	MHCR
Early Childhood Development ..	ECD	Mental Health/Chemical	
Economics .....	ECON	Dependency/Mental	
Electro-Mechanical		Retardation Module .....	MHC
Engineering Technology .....	EMEC	Microcomputing Technology/MCT	
Electronic Engineering		Multi-Competency Health MULT	
Technology .....	EET	Music .....	MUS
Emergency Medical Services		Natural Science .....	NSCI
Technology .....	EMS	Nursing .....	NURS
English .....	ENGL	Office Administration .....	OADM
English Module .....	ENG	Office Admin. Module .....	OAD
English as a Second Language		Philosophy .....	PHIL
ESL		Physics .....	PHYS
Environmental Technology	ENVR	Political Science .....	POLS
Facility Mgmt. Certificate .....	FAC	Psychology .....	PSY
Financial Management		Quality Assurance Tech .....	QUAL
Technology .....	FMGT	Radiography .....	RAD
Fire Science .....	FIRE	Respiratory Care .....	RESP
French .....	FREN	Real Estate .....	REAL
Geography .....	GEOG	Social Sciences .....	SSCI
Geology .....	GEOL	Sociology .....	SOC
German .....	GERM	Spanish .....	SPAN
Graphic Communications ...	GRPH	Spanish Module .....	SPN
Health Information		Sports & Fitness Mgmt .....	SFMT
Management Technology .....	HIMT	Surgical Technology .....	SURG
Health Information		Surveying .....	SURV
Management Module .....	HIM	Technical Communication ...	TCO
Heating, Ventilating and Air		Theater .....	THEA
Conditioning Technology ..	HAC	Veterinary Technology .....	VET
History .....	HIST		

## Explanation of Course Description Codes



**Course Number** - the three or four letter alpha identifier indicates the department; the three numbers that follow identify the specific course. Three of four letters followed by xxx indicate an elective requirement for which only the department is specified; here the student may choose the specific course, subject to approval of his/her advisor. Where no alphabetical or numerical characters appear, the elective may come from more than one department.

**Quarter Offered** - indicates which quarter or quarters the course is offered during the year. A- Autumn; W - Winter; SP - Spring; SU - Summer.

**Prerequisites** - any coursework that must be completed before the student is eligible to enroll for the course. For example, if ENGL 101 were listed as a prerequisite for a course, then only students who have completed ENGL 101 would be eligible to register for the course.

**Concurrent Courses** - any coursework that must be completed during the same quarter as the course in which you are enrolling. For example, if course ACCT 271 is concurrent with course ACCT 272, both courses must be taken during the same quarter.

**Class Hours** - the number of hours per week a particular course meets in a lecture classroom.

**Lab Hours** - the number of hours per week a particular class meets in a laboratory situation. This is usually in addition to class hours.

**Credits** - the number of credits to be awarded to students who successfully complete the course.

**Distance Learning** - designates course is also available in a distance learning format. Courses taken in the distance learning format may be subject to a different lab fee.

**Lab Fee** - a fee required of students, registering in certain courses, that is used to offset the cost of consumable materials, technology, and printing in classrooms or laboratory situations.

## Accounting (ACCT)

### **ACCT 101 Financial Accounting (A,W,SP,SU) 4 credits**

The first of a two-quarter sequence introducing financial accounting to non-accounting majors. The course is a fundamental study of the principles and procedures of double-entry accounting as applied to sole proprietorships. Concepts of this first course are continued and applied in the second course, Managerial Accounting. Students are advised to avoid any time lapse between these courses.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$2.00

### **ACCT 102 Managerial Accounting (A,W,SP,SU) 3 credits**

An extension of financial accounting applying introductory accounting techniques to business situations. It is designed to acquaint the student with the use of accounting information in the control of a business operation and the interpretation of such information for management's use. This course is an overview of the analysis of financial statements, cost and responsibility accounting, budgeting, cost volume profit analysis and decision-making.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ACCT 101 or ACCT 111

Lab fee: \$2.00

### **ACCT 104 Small Business Accounting (W,SP) 5 credits**

An introductory course for small business management majors with no bookkeeping or accounting background. The emphasis is on the study of the fundamental principles and procedures of double-entry accounting, preparation of financial statements using manual and/or PC systems.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: MCT 106

Lab fee: \$5.00

### **ACCT 106 Introduction to Accounting I (A,W,SP,SU -DL) 5 credits**

The uses of accounting reports for business entities; focus on the uses of accounting for external reporting, emphasizing accounting as a provider of financial information. This course is intended for students who plan to transfer to a four-year college or university to complete a Bachelor's Degree. This course is also offered in a distance learning mode.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$2.00

### **ACCT 107 Introduction to Accounting II (A,W,SP,SU -DL) 5 credits**

A continuation of ACCT 106 with special emphasis on the uses of accounting reports in management decisions and in control of business operations; focus is on the internal use of accounting information. This course is also offered in a distance learning mode.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ACCT 106

Lab fee: \$2.00

### **ACCT 111 Principles of Accounting I (A,W,SP,SU) 5 credits**

An introductory course in accounting with emphasis on 1) the accounting cycle as applied to a service organization 2) adaptations in accounting for a merchandising concern, and 3) recording through the use of specialized journals. Not recommended for Associate of Arts or Associate of Science degree seeking students. Accounting, EDP Auditing, Certificate of Accounting Concentration, and Bookkeeping Certificate majors beginning the program after 09/02/02 are required to take ACCT 106, 107 instead of ACCT 111, 112, and 113.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Placement into ENGL 101 and MATH 102

Lab fee: \$6.00

### **ACCT 112 Principles of Accounting II (A,W,SP,SU) 5 credits**

A continuation of ACCT 111 will specifically emphasize the major types of assets, as well as the category of current liabilities, and payroll accounting, with particular emphasis on the effect of their measurement on net income and their presentation in the financial statements. The course is rounded out with a discussion of corporate equity and the Statement of Retained Earnings. Accounting, EDP Auditing, Certificate of Accounting Concentration, and Bookkeeping Certificate majors beginning the program after 09/02/02 are required to take ACCT 106, 107 instead of ACCT 111, 112, and 113.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ACCT 111 with a "C" or better

Lab fee: \$4.00

### **ACCT 113 Principles of Accounting III (A,W,SP,SU) 5 credits**

A continuation of ACCT 112 with special emphasis on accounting problems peculiar to corporations (focusing on long-term liabilities and corporate earnings). A major portion of this course is devoted to the analysis and interpretation of accounting information enabling management to plan their organization's financial destiny. Lastly, the students will be expected to apply their accumulated knowledge of ACCT 111, ACCT 112 and ACCT 113 to a computerized practice set for a merchandising corporate entity. Accounting, EDP Auditing, Certificate of Accounting Concentration, and Bookkeeping Certificate majors beginning the program after 09/02/02 are required to take ACCT 106, 107 instead of ACCT 111, 112, and 113.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ACCT 112 with a "C" or better

Lab fee: \$4.00

### **ACCT 121 Data Processing for Accountants (W,SP) 4 credits**

As applied to the accounting world, in-depth practice in the varied practical applications of Microsoft Excel and Lotus 1-2-3 electronic spreadsheets.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: CPT 101 and ACCT 106

Lab fee: \$5.00

### **ACCT 126 Accounting Systems (SP,SU) 5 credits**

An introduction to systems fundamentals including flowcharting and internal control. A comprehensive application of accounting principles studied in ACCT 111 and ACCT 112 using microcomputers.

Lecture: 2 hours – Lab: 5 hours

Prerequisite: ACCT 107 and ACCT 121

Lab fee: \$5.00

### **ACCT 201 Intermediate Accounting I (SP) 5 credits**

A continuation of accounting theory. An in-depth study of the accounting process and accounting records; the nature and content of accounting statements: balance sheet, income statement, and retained earnings statement; analysis of working capital; analysis and methods of valuation and statement presentation of the following items: cash and receivables, inventories and property, plant and equipment.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: with a "C" or better ACCT 107

Lab fee: \$1.00

### **ACCT 202 Intermediate Accounting II (A) 5 credits**

A continuation of ACCT 201 including analysis and methods of valuation and statement presentation of the following items: current liabilities - contractual and contingent items; intangible assets; deferred charges and long-term liabilities, investments, leases, equity transactions, earnings per share, statement of cash flow.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: ACCT 201 with a "C" or better

Lab fee: \$1.00

**ACCT 203 Advanced Accounting (W)** **5 credits**  
The study of financial accounting theory and practice relating to Accounting for business combinations, consolidated financial statements, partnerships, segment and interim reports, and foreign operations.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ACCT 202 with a “C” or better  
Lab fee: \$1.00

**ACCT 211 Cost Accounting (A)** **5 credits**  
A study of the field of job order cost accounting; the cost cycle methods of handling materials, labor costs, and manufacturing overhead expenditures (controllable and uncontrollable); process cost accounting; byproducts and joint products; fundamental cost-volume-profit relationships (break-even analysis); flexible budgeting and standard costs.  
Lecture: 4 hours – Lab: 3 hours  
Prerequisite: ACCT 107  
Lab fee: \$2.00

**ACCT 221 Financial Statement Analysis I (A,SU)** **3 credits**  
A study of forms of business organization; source and management of working capital; financial statement presentation; tools of analysis; percentages, comparisons to past performance industry standards, and basic ratios including working capital.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: ACCT 106  
Lab fee: \$1.00

**ACCT 222 Financial Statement Analysis II (W,SU)** **3 credits**  
A continuation of course ACCT 221; ratios of equity, return on equity and return on assets; corporate securities; financing through securities; sources and management of long -term assets, debt, and equity including capital budgeting; expansion and combinations, reorganization, receivership, and dissolution. (Open to Finance Majors as elective).  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: ACCT 221 for Accounting Students; & for Finance Students the prerequisite is FMGT 201  
Lab fee: \$2.00

**ACCT 231 State and Local Taxation (SP,SU)** **3 credits**  
Payroll taxes (withholding and reports), unemployment taxes, workmen’s compensation, franchise taxes, personal property taxes (classified and intangible), city income taxes, Ohio personal taxes, sales and use taxes, real estate taxes, and vehicle and other taxes.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: ACCT 106  
Lab fee: \$5.00

**ACCT 232 Federal Taxation (W,SU)** **5 credits**  
Individual income taxes; returns, income exemptions, deductions, gains and losses, rates, adjustments. Problems of proprietorship, partnerships, corporations, inventories, depreciation accounting, installment and deferred sales treatment. Filing requirements, payments, refunds, claims. Tax planning techniques.  
Lecture: 4 hours – Lab: 3 hours  
Prerequisite: ACCT 113  
Lab fee: \$5.00

**ACCT 236 Advanced Taxation (SP)** **4 credits**  
A continuation of ACCT 232, including non-liquidating distributions, accumulated earnings, and undistributed income. Sub-chapter S corporations, stock redemption and partial liquidations, corporate reorganization, and estate and gift taxation.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: ACCT 232  
Lab fee: \$2.00

**ACCT 241 Auditing I, Principles (W, SU)** **3 credits**  
A course concerned with identification of professional qualifications and responsibilities of an auditor and study of auditing concepts utilized in the investigation and appraisal of economic information. Topics of study will include the role of the auditor in society, professional ethics, auditing standards, professional liability, audit objectives, relationship of risk and materiality to audit strategies, planning and accepting an engagement, audit sampling, and an auditor’s concern with internal control.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: ACCT 201  
Lab fee: \$3.00

**ACCT 242 Auditing II, Applications (SP, SU)** **3 credits**  
A course concerned with practical application of professional qualifications and responsibilities of an auditor utilized in the investigation and appraisal of economic information. Topics of study include how to audit each of the following transaction cycles: revenue, expenditure, personnel services, productive, investing, and financing and cash. The audit report and other special reports will also be studied.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: ACCT 241 and ACCT 202  
Lab fee: \$3.00

**ACCT 251 Accounting Practice (SP)** **4 credits**  
A capstone course in the technology intended to tie course material presented throughout the Accounting Technology curriculum to a single practical application - herein students form simulated accounting firms to maintain accounting records for an on-going enterprise. A secondary thrust is intended to assist students in post-graduation pursuits of employment and continuing education.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: ACCT 202  
Lab fee: \$5.00

**ACCT 256 Final Project (SP)** **5 credits**  
A capstone course for students who are enrolled in the EDP Auditing Major. The course integrates materials presented throughout the curriculum through use of a simulated accounting engagement. Students will design appropriate software in conjunction with both systems analysis and design and apply it to a period of transactions of a hypothetical business enterprise.  
Lecture: 2 hours – Lab: 8 hours  
Prerequisite: ACCT 202

**ACCT 261 Controllership/CPA Review (SP)** **4 credits**  
The emphasis of this course is the practical accounting problems and questions on accounting theory as presented in the C.P.A. examination which students have not had in other Columbus State classes such as: fund accounting, consolidated financial statements, foreign currency transactions, and partnership accounting (including liquidations). Other emphasis will include test taking strategies, Geometry in the G.R.E., statement of cash flow, review of intermediate accounting.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: ACCT 203  
Lab fee: \$3.00

**ACCT 266 Public Administration/Fund Accounting (SP,SU)** **4 credits**  
A course dealing with the principles and applications of fund accounting as it relates to state and local governments. It includes budgeting, accounting, reporting, and auditing for federal government, colleges, universities, and hospitals.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: ACCT 201



**ACCT 271 Accounting Internship (A,W,SP,SU) 2 credits**

A structured employment situation in which the student is introduced into an actual accounting office. The student is expected to perform many of the accounting procedures studied in conjunction with their other classes (i.e., bank reconciliations, payroll, journal entries, etc.) and to gain relevant experience and a limited work record. Weekly supervision of the intern is used to solve any job-related problems and to attempt to develop a sense of responsibility and a professional attitude within the student/intern.

Lecture: 0 hours – Lab: 20 hours

Prerequisite: ACCT 201

Concurrent: ACCT 272

**ACCT 272 Internship Seminar (A,W,SP,SU) 2 credits**

A practical work experience in which the student is expected to perform several operational auditing procedures (i.e., flowcharts, organization charts, analysis of existing internal control, recommendations, etc.) related to an accounting internship position. Emphasis is placed upon analyzing and further understanding the student's working environment.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: ACCT 201

Concurrent: ACCT 271

**Anthropology (ANTH)****ANTH 200 Introduction to Physical Anthropology (A,W,SP,SU - DL) 5 credits**

This course introduces students to the field of physical anthropology. It covers the basic concepts of the field, discusses anthropology's relationship with other biological and social sciences, surveys non-human primates, examines some aspects and examples of non-human behavior in depth, covers topics in current human diversity, and looks at human evolutionary history.

A distance-learning version of Introduction to Physical Anthropology is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**ANTH 201 World Prehistory (A,W,SP,SU) 5 credits**

This course is an overview of world prehistory. Since the majority of human existence occurred long before written records and historical documents were available, this course introduces students to the fundamentals of prehistoric archaeology. The course surveys human origins, investigates the emergence of domestication and agriculture, and explores the rise of settlements and civilization. A global perspective is taken in the study of the prehistoric human past.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**ANTH 202 Introduction to Cultural Anthropology (A,W,SP,SU) 5 credits**

Cultural anthropology focuses on understanding human cultural diversity, using research techniques such as participant observation to explore the lifeways of groups. Topics include cross-cultural treatments of social systems such as politics, economics, family and marriage, and kinship. General theories of cultural interpretation and change are discussed in a broad geographical context. Students apply concepts and complete a "mini-

project" using anthropological research techniques.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**ANTH 240 Introduction to Forensic Anthropology (A, SP) 5 credits**

This course introduces students to the field of forensic anthropology. Forensic sciences use methods and applications from anthropology in the investigation and detection of crime, the processing of mass disasters, the recovery of war dead and missing persons, and in international human rights investigations. The course covers the development of forensic anthropology, examines the theoretical and methodological bases of forensic anthropology, and considers present applications as well as future directions in this relatively new subfield of anthropology.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ANTH 200 or LEGL 210 or BIO 161 or LAW 111 and LAW 113

Lab fee: \$7.00

**ANTH 290 Capstone Experience in Anthropology (On Demand) 3 credits**

This course is for students completing the two-year Associate of Arts or Associate of Science degree who have a special interest in continuing in a baccalaureate degree program in anthropology. Course requirements include the completion and presentation of a research project that relates to the students' academic interest after reviewing research methodologies and findings in anthropology; assembly of a portfolio that covers their academic career at Columbus State Community College; and participation in summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Completion of AA/AS core requirements and at least 75 hours toward the degree with five credit hours in anthropology

Lab fee: \$10.00

**ANTH 293 Independent Study in Anthropology (On Demand) 1 - 5 credits**

An individual, student-structured course that examines a selected topic in anthropology through intensive reading or research. The independent study elective permits a student to pursue his/her interests within the context of a faculty-guided program.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Permission of the Instructor, the Chairperson, and one course in Anthropology

Lab fee: \$6.00

**ANTH 299 Special Topics in Anthropology (On Demand) 1 – 5 credits**

A detailed examination of selected topics of interest in anthropology.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Vary

Lab fee: \$6.00

**Arabic (ARAB)****ARAB 101 Elementary Arabic I (On Demand) 5 credits**

Introduction to the fundamentals of the Arabic language with practice in listening, reading, speaking, and writing. Includes studies in Arabic culture. Meets elective requirements in the Associate of Arts and Associate of Science Degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$6.00

**ARAB 102 Elementary Arabic II (On Demand) 5 credits**  
Continuation of ARAB 101 with further development of listening, reading, speaking, and writing skills and further study of Arabic culture. Meets elective requirements in the Associate of Arts and Associate of Science Degree programs and transfer requirements in foreign languages and literature.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ARAB 101 with a grade of “C” or better  
Lab fee: \$6.00

## Architecture (ARCH)

**ARCH 100 Introduction to the History of Architecture (A,W,SP) 5 credits**  
A study of the fundamental elements of architecture, its development, and its meaning to various cultures throughout western history. Architecture is viewed from the perspectives of form, function, interior and exterior space, technological development, and landscape. Meets elective requirements in the Associate of Arts and Associate of Science Degree programs.  
Lecture: 5 hours – Lab: 0 hours  
Lab fee: \$9.00

**ARCH 110 Construction Drafting -Manual I (A,W,SP,SU) 2 credits**  
This course presents basic concepts and fundamentals of drafting especially for the building construction industry and covers the use of drawing instruments, lettering practices, basic line work, dimension procedures and an introduction to orthographic projection.  
Lecture: 1 hours – Lab: 3 hours  
Lab fee: \$15.00

**ARCH 111 Architectural Drafting -Manual II (A,W,SP) 4 credits**  
This course is intended to develop the skills of drafting especially for building construction and covers the use of lettering practices, line quality and weights, dimension procedures, orthographic projection, and the drawing of plans, sections, elevations, isometric and axonometric views.  
Lecture: 2 hours – Lab: 6 hours  
Prerequisite: ARCH 110  
Lab fee: \$15.00

**ARCH 112 Construction Drafting -CAD I (A,W,SP,SU) 2 credits**  
This course is an introduction to the basic features of AutoCAD. Emphasis is placed on the basic display, drawing, editing, dimensioning and text commands required for the elementary use of AUTOCAD. Lectures, in-class demonstrations, and hands on work sessions are employed as teaching tools during the course. The course uses the current release of AutoCAD.  
Lecture: 1 hour – Lab: 3 hours  
Prerequisite: ARCH 110 or permission of instructor  
Lab fee: \$15.00

**ARCH 113 Architectural Drafting -CAD II (A,W,SP,SU) 2 credits**  
This course introduces students to the intermediate features of AutoCAD and builds upon the basics learned in ARCH 112. Emphasis is placed on advanced dimensioning features, hatching, attributes, external references and paper/model space. Several small projects will be created utilizing these features. Lectures, in-class demonstrations, and hands on work sessions are employed as teaching tools during the course. The course uses current release of AutoCAD.  
Lecture: 1 hour – Lab: 3 hours  
Prerequisite: ARCH 112  
Lab fee: \$15.00

**ARCH 114 Architectural Drafting -CAD III (A,W,SP,SU) 2 credits**  
This course introduces students to the advanced features of AutoCAD and builds upon ARCH 113. Emphasis is placed the use of additional two-dimensional drafting commands. The student will learn the tools necessary to create a set of working drawings for a residential project. Lectures, in-class demonstrations, and hands on work sessions are employed as teaching tools during the course. The course uses current release of AutoCAD.  
Lecture: 1 hour – Lab: 3 hours  
Prerequisite: ARCH 113  
Lab fee: \$15.00

**ARCH 115 MicroStation CAD Drafting I (W) 3 credits**  
This course is to provide training in the use of basic display, drawing, manipulation, dimensioning, text, cell, reference files and plotting commands required to the elementary use of Bentley MicroStation. After mastering system basics, students will be given individual projects.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: ARCH110 or permission of instructor  
Lab fee: \$15.00

**ARCH 116 Piping Systems (W, SU) 3 credits**  
A comprehensive study of the UPC, water supply, water treatment and distribution, to include wastewater disposal and sanitation standards. Emphasis will be placed on mechanical piping design, nomenclature, the physics of metal, pipe, tubing, fittings, valves, joining methods, pumps, pump sizing, water flow principles, pressure loss, sizing and terminal units. Boilers, furnaces, chillers, and refrigeration systems will be discussed in detail.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: for Architecture students: CMGT 121  
Lab fee: \$12.00

**ARCH 130 Introduction to Interior Design (On Demand) 4 credits**  
An introduction to the design process, focusing on space planning, through the use of project assignments in a design studio. Emphasis is on problem solving and the process of design, exploring the tools and resources available, and presentation. Several projects, small in scope, will be employed to give the student exposure to a wide variety of typical interior design problems. Lecture, discussion, and studio critiques will be employed as teaching methods during the course.  
Lecture: 2 hours – Lab: 6 hours  
Prerequisite: ARCH 161 and 113  
Lab fee: \$12.00

**ARCH 155 Structures - Wood (A, SP) 3 credits**  
This course involves the structural design and detailing of various systems used in wood construction, including conventional light framing, post and beam, trusses, and various plywood panel systems. Additional topics discussed include installation, insulation and protection of wood structures.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: MATH 104 and ARCH 111  
Lab fee: \$12.00

**ARCH 161 Presentation Drawings (A, SP) 2 credits**  
A manual drafting course that is designed to serve as a basis for presentation drawings by hand or using the computer. Problems are designed to strengthen the student’s understanding of 3D drawing principles, and to use those principles in order to solve drawing and design issues.  
Lecture: 1 hour – Lab: 3 hours  
Prerequisite: ARCH 111  
Lab fee: \$15.00

**ARCH 214 Electricity (A, SP) 2 credits**  
This course studies the electrical code, electrical systems, standards, conventional symbols, nomenclature, layouts and fixture and equipment schedules. Coordination of electrical work with the elements of the building is emphasized.  
Lecture: 1 hour – Lab: 2 hours  
Prerequisite: CMGT 121  
Lab fee: \$6.00

**ARCH 215 Lighting (A, SP) 2 credits**  
This course deals with the fundamentals of lighting within buildings. The appropriate quantity of lighting is calculated and the appropriate selection and placement of lighting within a space is studied.  
Lecture: 1 hour – Lab: 2 hours  
Prerequisite or Concurrent: ARCH 214  
Lab fee: \$6.00

**ARCH 232 Building Construction Standards (A,SP) 3 credits**  
This course focuses primarily on building and zoning codes. Emphasis is placed on the OBBC (Ohio Basic Building Code) and the Columbus, Ohio zoning code. Other areas of study include: the influence of professional associations, manufacturers, and testing laboratories in design and construction documents; CSI specifications, their organization, content and relationship to other contract documents; and professional practice in architecture.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: CMGT 121  
Lab fee: \$12.00

**ARCH 237 Structures-Steel & Concrete (W,SU) 4 credits**  
This course presents basic conceptual and practical structural design concepts. The course begins with a basic overview of statics and strength of materials. Steel and concrete structures will then be studied and evaluated mathematically. Various plans, sections and details will be CAD drafted with a focus on structural elements.  
Lecture: 2 hours – Lab: 6 hours  
Prerequisite: MATH 148 and ARCH 114  
Lab fee: \$12.00

**ARCH 240 3D Modeling and Rendering Overview (AU) 3 credits**  
An introduction to presentation drawing techniques using computer applications. The course will focus on three-dimensional modeling, rendering and other applications useful to the profession.  
Lecture: 1 hours – Lab: 5 hours  
Prerequisite: ARCH 113 and 161  
Lab fee: \$12.00

**ARCH 250 Building Enclosure Materials (A,SP) 3 credits**  
This course is intended to follow CIVL 120 and expose the student to those materials which are specifically associated with the shell of buildings. Topics covered include interior finishes, window and door openings, moisture and thermal protection, acoustical treatments, and mechanical conveyance systems.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CIVL120  
Prerequisite or Concurrent: ARCH 155  
Lab fee: \$12.00

**ARCH 263 Working Drawings I (A, SP) 4 credits**  
This course introduces the student to the practice of working drawings, and deals with the generation of schedules, details, plans and other drawings necessary, and ADA requirements, with an emphasis on the organization and coordination necessary among the drawings  
Lecture: 1 hour – Lab: 7 hours  
Prerequisite: ARCH 250 and 114  
Lab fee: \$15.00

**ARCH 264 Workings Drawings II (W, SU) 4 credits**  
This course uses all of the knowledge obtained from the previous architectural courses. A complete set of working drawings is created as a team effort. The student learns to incorporate consultant information in the final set of working drawings. Independent search for and use of information is encouraged.  
Lecture: 1 hour – Lab: 7 hours  
Prerequisite: ARCH 232 and 263  
Lab fee: \$20.00

**ARCH 270 Professional Practice and Management (A,SP) 3 credits**  
Students learn about planning projects, defining project scope and translating physical needs into building area, developing alternative solutions, preparing schedules and estimates, coordinating work efforts, and other practical factors. The student must consider physical constraints, code implications, costs, bidding, construction sequencing and practices, design goals, and working with consultants.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: ARCH 264  
Lab fee: \$10.00

**ARCH290 Work Experience Seminar (SU) 1 credit**  
Application of business knowledge to specific areas of on-the-job work experience. Group discussions emphasize student work experience. The student takes this course concurrently with ARCH 291.  
Lecture: 1 hours – Lab: 0 hours  
Concurrent: ARCH 291

**ARCH 291 Co-Op Work Experience (SU) 4 credits**  
Off-campus work experience in architecture, consulting engineering or construction related paid employment that augments formal education received in the technology, with actual work conditions and job experience. “N” credit will not be allowed for this course. This student takes this course concurrently with ARCH290.  
Lecture: 0 hours – Lab: 40 hours  
Concurrent: ARCH 290  
Lab fee: \$15.00

**ARCH 299 Special Topics in Architecture (On Demand)1-5 credits**  
Detailed examination of selected topics in Architecture.  
Lecture and Lab hours vary dependent upon topic.  
Prerequisite: varies based upon topic.  
Lab fee: \$10.00

## Facility Management (FAC)

**FAC 111 Introduction to Facility Management (On Demand) 3 credits**  
A course designed to familiarize the student with the fundamental areas of knowledge comprising facility management, including ethical and legal responsibilities, the relationship of the facilities unit with other organizational units, and the history, concepts, standards and responsibilities of the profession.  
Lecture: 3 hours – Lab: 0 hours  
Lab fee: \$5.00.

**FAC 150 Operations & Maintenance (On Demand) 3 credits**  
A course designed to convey to the student, an understanding of the importance, procedures, policies, and practices required to oversee acquisition, installation, operation, maintenance, and disposition of building systems, furniture, equipment, grounds, and other elements of a facility.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: FAC 111 or permission of instructor  
Lab fee: \$10.00

**FAC 240 Voice and Data Systems (On Demand) 3 credits**  
A study of the techniques, theory, and devices used for communication in computer systems, network, and telecommunications, with an emphasis on facility needs and problems arising with communications and management of the systems.  
Lecture: 3 hours  
Prerequisite: FAC 111 or permission of instructor

**FAC 250 Computers in Facility Management (On Demand) 2 credits**  
A study of the computer programs and techniques in current use for Facility Management, including those used in Communication, Engineering and Management.  
Lecture: 1 hours – Lab: 2 hours  
Prerequisite: CPT 101 or permission of instructor  
Lab fee: \$15.00

**FAC 260 Problems in Facility Management (On Demand) 4 credits**  
A comprehensive capstone course for the facility management student, blending academic theory with practical skills. Problem solving and teamwork in reaching solutions to real problems is emphasized. Students will present their reports and findings to an academic panel and/or real clients.  
Lecture: 2 hours – Lab: 4 hours  
Prerequisite: FAC 150 or permission of instructor  
Lab fee: \$10.00

## Art (ART)

**ART 101 History of Western Art (A, W, SP, SU) 5 credits**  
A survey of artistic expression in the Western world from the earliest times to the present including the types of media used and their limitations, the role of patronage in artistic development, the relationship of art and the artist to developments in society, and a consideration of the attributes of “great” art in any time or age. Meets elective requirements in the Associate of Arts and Associate of Science Degree programs and distributive transfer requirements in Humanities, and the Arts.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$5.00

**ART 111 Fundamental Concepts of Art (W, SU) 5 credits**  
This is a course that specifically explores the principles of artistic communication through the structural devices of line, color, iconography, shape, perspective, collage, montage, etc. Selected major works of art and styles in the history of art, as well as the moving image, film and video will be analyzed in relation to what they were intended to communicate and how this communication is achieved.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$6.00

**ART 121 Beginning Drawing (A, W, SP, SU) 5 credits**  
An introduction to the basic techniques of freehand drawing. Emphasis is on media, concepts, drawing from observation and development of technique. Meets elective requirements in the Associate of Arts and Associate of Science Degree programs and distributive transfer requirements in the Arts.  
Lecture: 0 hours – Lab: 10 hours  
Lab fee: \$8.00

**ART 122 Two-Dimensional Design (A, W, SP, SU) 5 credits**  
An introduction to the basic concepts of 2-dimensional design: line, shape, space, hue, value and texture. Use of various media in a variety of problem-solving projects leading toward an awareness of the principles of visual organization.  
Lecture: 0 hours – Lab: 10 hours  
Lab fee: \$8.00

**ART 123 Beginning Painting (On Demand) 5 credits**  
An introduction to studio painting fundamentals utilizing varied subject matter and media.  
Lecture: 0 hours – Lab: 10 hours  
Lab fee: \$8.00

**ART 131 Three-Dimensional Design (On Demand) 5 credits**  
Design II is aimed at developing the student’s basic understanding of three-dimensional visual communication through the exploration of three-dimensional principles. Students learn through the process of solving visual art problems. Solutions to these problems are achieved through the fabricating of three dimensional art objects. Various techniques and media are also systematically addressed that are common to this area of study.  
Lecture: 0 hours – Lab: 10 hours  
Prerequisite: ART 122 or permission of instructor.  
Lab fee: \$10.00

**ART 230 Color Composition (A, SP) 5 credits**  
This course examines the theory and artistic application of basic color principles through student projects and lecture. Such topics as color mixing, interaction, and organization are presented.  
Lecture: 0 hours – Lab: 10 hours  
Prerequisite: ART 122 or permission of instructor  
Lab fee: \$10.00

**ART 242 World Cinema (On Demand) 5 credits**  
A course exploring the history of world cinema through analysis of the content and structure of selected major historic examples in the genre from the beginnings of film in the late 19th century to the present. Special attention will be given to the work of important filmmakers from around the world, and the social and philosophical context in which they worked.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$6.00

**ART 290 Capstone Experience in Art (On Demand) 3 credits**  
A capstone course focusing on Art. Students will work on developing techniques and methodologies in the field of art. Students will apply these techniques to a project of their own design, complete a personal portfolio covering their studies at Columbus State, and participate in summative testing of their academic skills.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: Open only to AA and AS students preparing to graduate within 2 academic quarters.  
Lab fee: \$10.00

**ART 299 Special Topics in Art (On Demand) 1 to 5 credits**  
Detailed examination of selected topics of art.  
Lecture: variable hours – Lab: hours  
Prerequisite: Permission of Instructor.  
Lab fee: \$2.00

## Automotive (AUTO)

### **AUTO 061 Basic Automotive Systems & Theories of Operation (A,W,SP,SU) 4 credits**

This course covers the basic systems of an automobile and their theory of operation. Includes the physical, hydraulic, and electrical theoretical basics, as applied to cars and light trucks. This course and AUTO 062 are prerequisites for all other automotive courses. Credit for this course can be obtained by satisfactory completion of the course, documented previous training and/or experience, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 3 hours – Lab: 3 hours

Concurrent: Recommend concurrent with AUTO 062

Lab fee: \$15.00

### **AUTO 062 Auto Shop Orientation & Service (A,W,SP,SU) 4 credits**

This course covers the operation of an automotive shop. Includes use of hand and power tools and basic maintenance operations on cars and light trucks. This course and AUTO 061 are prerequisites for all other automotive courses. Credit for this course can be obtained by satisfactory completion of the course, documented previous training and/or experience, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: AUTO 061

Concurrent: Recommended concurrent with AUTO 061

Lab fee: \$15.00

### **AUTO 101 Autocare (On Demand) 3 credits**

This course is designed for the non-automotive student who is interested in obtaining a familiarity with the fundamentals of automotive systems and preventative maintenance. Also included is information on choosing a repair shop, tips and techniques for dealing with minor breakdowns, and vehicle purchasing strategies.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$20.00

### **AUTO 110 Engine Operation & Overhaul (A,SU) 4 credits**

A basic course in the theory of operation and automotive engines. All engine mechanical systems are explored during teardown and assembly of a current automotive engine. Common in-car repairs are covered. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$20.00

### **AUTO 115 Engine Diagnosis & In-Car Repair (A,SU) 3 credits**

An advanced engine course including minor cylinder head and valve machining, component service, and engine removal and installation. Prepares student to achieve national ASE certification in engine repair.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 110

Concurrent: AUTO 110

Lab fee: \$20.00

### **AUTO 120 Automatic Transmissions Operation & Overhaul (W,SP) 4 credits**

A basic course in automatic transmission theory of operation. Hydraulic and electrical systems are emphasized during a complete teardown and assembly. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

### **AUTO 125 Automatic Transmissions Diagnosis & In-Car Repair (W,SP) 3 credits**

An advanced course in automatic transmission and transaxle service and diagnostics. Emphasis on field diagnostics and repairs. Prepares student to achieve national ASE certification in automatic transmissions.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 120

Concurrent: AUTO 120

Lab fee: \$15.00

### **AUTO 130 Manual Transmissions/Driveline Operation & Overhaul (A,SU) 3 credits**

This course provides a working knowledge of manual transmissions, transaxles, and differentials. Repair and diagnostics are covered during complete teardown and assembly. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

### **AUTO 135 Manual Transmissions Diagnosis & In-Car Repair (A,SU) 3 credits**

An advanced course in clutch, manual transmission, transaxle, and differential diagnostics. Includes clutch and transmission removal and installation. Prepares student to achieve national ASE certification in manual transmissions.

Lecture: 2 hours – Lab: 2 hours

Prerequisite or concurrent: AUTO 130

Lab fee: \$15.00

### **AUTO 140 Suspension and Steering System Theory & Operation (A,SU) 4 credits**

This course provides a working knowledge of the diagnosis and repair of wheels, tires, suspension systems, steering systems, and wheel alignment diagnosis and adjustment. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

### **AUTO 145 Suspension and Steering Diagnosis & Repair (A,W) 3 credits**

An advanced course covering detailed diagnostics and service of suspension components. Includes instruction on both two-wheel and four-wheel alignment. Prepares student to achieve national ASE certification in suspension and steering.

Lecture: 2 hours – Lab: 2 hours

Prerequisite or concurrent: AUTO 140

Lab fee: \$15.00

### **AUTO 150 Brake Systems Theory & Operation (W,SP) 4 credits**

This course provides a working knowledge of the diagnosis and repair of the hydraulic system, drum brake systems, disc brake systems, power assist units, and associated systems including wheel bearings, parking brakes and related electrical circuits. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$20.00

**AUTO 155 Brake Systems Diagnosis & Repair (W,SP) 3 credits**

An advanced course covering detailed diagnostics and repair of automotive brake systems including anti-lock systems. Prepares student to achieve national ASE certification in brake systems.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 150

Lab fee: \$15.00

**AUTO 160 Electrical Systems Theory & Operation (W,SU) 4 credits**

This course provides a working knowledge of the diagnosis and repair of general electrical systems: the battery, starting, charging, and lighting systems. Also included are gauges, warning devices, wiper systems, and other electrical accessories. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

**AUTO 165 Electrical/Electronic Diagnosis & Repair (A,SP) 3 credits**

An advanced course designed to provide students with a knowledge of electronic components, circuits and diagrams, and testing and service of automotive computer systems. Prepares student to achieve national ASE certification in electrical systems.

Lecture: 2 hours – Lab: 2 hours

Prerequisite or concurrent: AUTO 160

Lab fee: \$15.00

**AUTO 170 Heating and Air Conditioning Systems Theory & Operation (W, SP) 3 credits**

This course provides a working knowledge of the diagnosis and repair of air conditioning systems, refrigeration systems, heating and engine cooling systems, and control units. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

**AUTO 175 Heating and Air Conditioning Diagnosis & Repair (SP, SU) 3 credits**

An advanced course designed to provide the knowledge necessary to diagnosis and repair automotive air conditioning systems, including the diagnosis and repair of automatic temperature controls and related electronic systems. Prepares student to achieve national ASE certification in heating and air conditioning systems.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 170

Lab fee: \$20.00

**AUTO 180 Engine Performance Theory & Operation (A, SP) 4 credits**

This course provides the opportunity to gain a working knowledge of engine performance diagnostics. Includes diagnosis and repair of the ignition system, fuel and exhaust systems, emission control systems, and an introduction to engine electrical and computer control systems. Credit for this course can be obtained by satisfactory completion of the course, ASE certification in this area, or by satisfactory results of a proficiency exam administered by the department. It is recommended that students complete AUTO 160 prior to registering for this course.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: AUTO 110 and 160

Lab fee: \$15.00

**AUTO 181 Fundamentals of Alternative Fuel Systems (On Demand) 3 credits**

This course provides a working knowledge of the predominate alternate fuel systems currently in use in automotive applications. These include CNG, LNG, propane, ethanol, methanol, electric, oxygenated gasoline, and gasohol. The unique characteristics of each fuel along with the systems used to adapt automobiles to its use is explored along with the federal legislation that is mandating and controlling this technology.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 180

Lab fee: \$20.00

**AUTO 185 Computerized Engine Performance (W,SU) 3 credits**

The course is designed to provide students with a working knowledge in the area of advanced engine diagnostics. Diagnosis and repair of fuel injection and computerized engine control systems are included. Prepares student to achieve national ASE certification in engine performance.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 180

Lab fee: \$15.00

**AUTO 186 Advanced Alternative Fuel Systems (On Demand) 3 credits**

An advanced course designed to provide students with background knowledge and experience on current alternate fuel conversion systems and proper installation procedures. Symptom analysis, diagnosis, and repair of alternate fuel related engine performance problems are covered. Prepares student to achieve national ASE certification in alternate fuels.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: AUTO 181 and 185

Lab fee: \$20.00

**AUTO 190 Automotive Business Management (On Demand) 3 credits**

An introduction to automotive management principles. Topics covered include: A systems approach to management, management styles, financial measures, MBO and quality, time management, customer and employee relations, marketing and the legal environments.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$10.00

**AUTO 191 Service Advising (On Demand) 3 credits**

The primary responsibilities of a Service Advisor: Writing a proper repair order, scheduling, selling maintenance and customer relations are covered in depth in this course. Estimating, repair order tracking and time management skills are also presented.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 190

Lab fee: \$10.00

**AUTO 192 Automotive Service Management (On Demand) 3 credits**

This course covers the variety of duties of the service manager. Principles presented in AUTO 190 are further developed along with practical implementation strategies. Facilities and equipment planning and management along with financial management and analysis are covered.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 190

Lab fee: \$10.00

**AUTO 193 Automotive Service Merchandising (On Demand) 3 credits**

Principles of marketing, merchandising and advertising and their application in the automotive repair industry will be covered in this course. Upon completion of this course the student will be able to demonstrate

the ability to develop specific merchandising and advertising items and to develop a departmental marketing plan.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 190

Lab fee: \$10.00

**AUTO 195 Auto Parts - Sales (On Demand) 2 credits**

The duties and responsibilities of a parts department counter-person are covered in this course. The use of catalogs and locator systems, as well as outside sales, are included.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 190

Lab fee: \$10.00

**AUTO 196 Auto Parts - Inventory Control (On Demand) 2 credits**

This course covers the various inventory control systems that are commonly used in automotive parts departments and stores. Determining inventory levels is an integral part of this course.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 190

Lab fee: \$10.00

**AUTO 197 Auto Parts - Management (On Demand) 3 credits**

This course covers the various management duties of a parts department manager. Pricing, inventory merchandising, forecasting, and purchasing are included.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 190

Lab fee: \$10.00

**AUTO 210 Current Trends in Engine Repair (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in engine design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 115

Lab fee: \$15.00

**AUTO 220 Current Trends in Automatic Transmissions (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in automatic transmission design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 125

Lab fee: \$15.00

**AUTO 230 Current Trends in Manual Transmissions (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in manual transmission design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 135

Lab fee: \$15.00

**AUTO 240 Current Trends in Suspension Steering (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in steering and suspension system design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 145

Lab fee: \$15.00

**AUTO 250 Current Trends in Brake Systems (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in brake system design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 155

Lab fee: \$15.00

**AUTO 260 Current Trends in Electrical Systems (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in electrical system design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 165

Lab fee: \$15.00

**AUTO 270 Current Trends in A/C Systems (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in heating air conditioning system design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 175

Lab fee: \$15.00

**AUTO 280 Current Trends in Engine Systems (On Demand) 2 credits**

The content of this course reflects recent technological advances and changes in engine control system design and repair made by the automobile industry during the current model year.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 185

Lab fee: \$15.00

**AUTO 297 Special Topics in Automotive Technology (On Demand) 1 credit**

Advanced level course electives. This course will address current issues in the automotive industry.

Lecture: 1 hour – Lab: 0 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

**AUTO 298 Special Topics in Automotive Technology (On Demand) 2 credits**

Advanced level course electives. This course will address current issues in the automotive industry.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

**AUTO 299 Special Topics in Automotive Technology (On Demand) 3 credits**

Advanced level course electives. This course will address current issues in the automotive industry.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: AUTO 061 and 062

Lab fee: \$15.00

**AUTO 300 Shop Experience (SP) 4 credits**

This course is taken during a student's final quarter. It includes a final assessment of skills and knowledge. Skills are measured in a shop condition with the students performing diagnostics and repairs. A review of the eight ASE areas is also included.

Lecture: 1 hour – Lab: 8 hours

Prerequisite: Permission of instructor

Lab fee: \$25.00

# Aviation Maintenance Technology (AVI)

**AVI 111 Aviation Theory (A,SP) 5 credits**  
Basic science for the aviation maintenance technician, including aerodynamics and flight stability, mathematics, physics, and weight and balance effects.  
Lecture: 3 hours - Lab: 4 hours  
Prerequisite: DEV 030 with a grade of "C" or better; or placement into DEV 031 or MATH 102  
Lab fee: \$16.00

**AVI 115 Aircraft Maintenance Regulations, Pubs., and Records (A,SP) 2 credits**  
Application of Federal Aviation Regulations to aircraft maintenance and the aircraft technician. The use of aircraft maintenance forms, records, publications, and other pertinent technical data.  
Lecture: 1 hour – Lab: 3 hours  
Lab fee: \$16.00

**AVI 117 Basic Aviation Maintenance (A,SP) 6 credits**  
Develop an understanding of basic aviation maintenance procedures and the tools used by the aircraft technician. Covers identification and selection of materials used in aircraft construction. Practice in fabricating and installing fluid lines and fittings. Select and perform non-destructive inspection processes.  
Lecture: 4 hours – Lab: 4 hours  
Prerequisite: DEV 030 with a grade of "C" or better, or placement into DEV 031 or MATH 102  
Lab fee: \$20.00

**AVI 119 Aircraft Drawings (A,SP) 2 credits**  
Develop an understanding of the general language and symbolism of the aviation industry. Fundamentals of blueprint reading and interpretation of drawings and shop sketches for fabricating parts.  
Lecture: 1 hour – Lab: 3 hours  
Lab fee: \$16.00

**AVI 121 Basic Electricity (W,SU) 9 credits**  
Inspect and service batteries. Determine the relationship of voltage, current, and resistance in electrical circuits. Measure voltage, current, resistance, and continuity, calculate and measure power, read and interpret aircraft electrical circuit diagrams including solid state devices, and logic functions. Calculate and measure capacitance and inductance, and operating principles of generators, alternators, and motors.  
Lecture: 5 hours – Lab: 11 hours  
Prerequisite: Completion of AVI 111 or DEV 031 with a grade of "C" or better, or placement into MATH 102  
Lab fee: \$20.00

**AVI 121 Basic Electricity Part 1 (Night on Demand) 5 credits**  
Inspect and service batteries. Determine the relationship of voltage, current, and resistance in electrical circuits. Measure voltage, current; resistance, and continuity, calculate and measure power.  
Lecture: 3 hours Lab: 6 hours  
Prerequisite: Completion of AVI 111 or DEV 031 with a grade of "C" or better, or placement into MATH 102  
Lab fee: \$16.00

**AVI 121 Basic Electricity Part 2 (Night on Demand) 4 credits**  
Read and interpret aircraft electrical circuit diagrams including solid state devices, and logic functions. Calculate and measure capacitance and inductance, and operating principles of generators, alternators, and motors.  
Lecture: 2 hours - Lab: 5 hours  
Prerequisite: AVI 1121  
Lab fee: \$16.00

**AVI 125 Ground Operations and Cleaning (W,SU) 3 credits**  
Ground operations and servicing of aircraft. Identify and select fuels. Identify and select cleaning materials. Identify, remove and treat aircraft corrosion and perform aircraft cleaning.  
Lecture: 2 hours – Lab: 2 hours  
Lab fee: \$20.00

**AVI 211 Aircraft Environmental Controls (A,SP) 3 credits**  
This course includes aircraft oxygen and environmental control systems. The pressurization system, deicing and anti-icing systems, and fire detection and extinguishing systems are explored. Emphasis is placed on troubleshooting systems.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: AVI 117  
Lab fee: \$20.00

**AVI 213 Airframe Instruments and Electronics (A,SP) 6 credits**  
This course centers around aircraft instrument, navigation and communication systems, and the theory of operation and troubleshooting the systems.  
Lecture: 4 hours – Lab: 6 hours  
Prerequisite: AVI 121 or AVI 121  
Lab fee: \$20.00

**AVI 215 Aircraft Electrical Systems (A,SP) 6 credits**  
This course deals with the operation and control of electrical generation and distributing systems. Included are the wiring procedure and operation principles of electrical appliances such as solenoids, diodes, transistors, motors and switches. Emphasis is placed on troubleshooting the systems.  
Lecture: 4 hours – Lab: 6 hours  
Prerequisite: AVI 121 or AVI 121  
Lab fee: \$20.00

**AVI 221 Aircraft Structures I (W,SU) 4 credits**  
A study of aircraft wood and its defects. Selection, application, inspection, testing and repair of aircraft fabric materials. Selection, identification and application of finishing materials, trim, letters, and touch-up paint.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: AVI 117  
Lab fee: \$20.00

**AVI 223 Aircraft Structures II (W,SU) 9 credits**  
Identification of aircraft structural materials, properties of aircraft metals, and heat treatment. Inspection of welded assemblies. Layout from blueprints, bend allowances, forming and fabrication techniques. Installation and inspection of conventional and special rivets and fasteners. Construction techniques, inspection, repair and finishing of composite structures and components.  
Lecture: 4 hours – Lab: 15 hours  
Prerequisite: AVI 117  
Lab fee: \$32.00

**AVI 1 223 Aircraft Structures II Module 1 (Night on Demand) 5 credits**  
Identification of aircraft structural materials, properties of aircraft metals, and heat treatment. Inspection of welded assemblies. Layout from blueprints, bend allowances, forming and fabrication techniques. Installation and inspection of conventional and special rivets and fasteners.  
Lecture: 2 hours Lab: 8 hours  
Prerequisite: AVI 117  
Lab fee: \$16.00



**AVI2 223 Aircraft Structures II Module 2****(Night on Demand)****4 credits**

Construction techniques, inspection, repair and finishing of composite structures and components. Fabrication and inspection of welded assemblies.

Lecture: 2 hours Lab: 7 hours

Prerequisite: AVI 117

Lab fee: \$16.00

**AVI 246 Aircraft Landing Gear Systems (A,SP)****4 credits**

The inspection, service, and repair of aircraft landing gear. Topics include proper jacking procedures, fixed and retractable landing gear, wheels, tires and brakes.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: AVI 117

Lab fee: \$20.00

**AVI 244 Aircraft Fluid Systems (A, SP)****6 credits**

This course covers the basic knowledge the aircraft mechanic needs to properly inspect, service, troubleshoot and repair aircraft hydraulic, pneumatic and fuel systems.

Lecture: 4 hours Lab: 4 hours

Prerequisite: AVI 117

Lab fee: \$ 20.00

**AVI 249 Aircraft Inspection, Rigging, and Assembly (A, SP)****6 credits**

Study of aircraft rigging and assembly. Inspection of the complete airframe and all its systems. Review of airframe topics via written examinations that present a comprehensive overview of all airframe training units.

Lecture: 3 hours – Lab: 7 hours

Prerequisites: AVI 211, 213, 215, 221, and 223 (or AVI 223 &amp; AVI 223)

Lab fee: \$20.00

**AVI 311 Reciprocating Engine Theory, Overhaul, and Repair (W,SU)****6 credits**

Theory and operation of aircraft reciprocating engines. Study of the reciprocating engine construction and design. Reciprocating engine maintenance, inspection, repair, and troubleshooting. Procedures of engine removal, installation, rigging, and testing.

Lecture: 4 hours – Lab: 6 hours

Prerequisite: AVI 117

Lab fee: \$24.00

**AVI 313 Reciprocating Engine Ignition and Fuel Systems (W,SU)****6 credits**

Electrical principles of reciprocating ignition systems. Aircraft magneto inspection, repair and overhaul. Installation and adjustment of aircraft magnetos. Reciprocating engine ignition harness construction and repair. Aircraft spark plug inspection and servicing. Reciprocating engine ignition system troubleshooting. Theory of operation, maintenance, repair and troubleshooting of aircraft carburetors. Operation, maintenance, repair and troubleshooting of reciprocating engine fuel injection systems. Repair and maintenance of engine fuel systems.

Lecture: 4 hours – Lab: 6 hours

Prerequisite: AVI 117

Lab fee: \$20.00

**AVI 315 Reciprocating Engine Cooling, Induction, and Exhaust Systems (W,SU)****3 credits**

The theory, maintenance and repair of reciprocating aircraft engine cooling, induction and exhaust systems. Principles and maintenance of reciprocating aircraft engine superchargers and turbo-superchargers and related components.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: AVI 117

Lab fee: \$20.00

**AVI 324 Turbine Engine Theory & Maintenance (A,SP)10 credits**

Theory and operation of aircraft turbine engines. Study of the turbine engine construction and design. Principles of turbine engine induction, ice and rain, cooling, exhaust and thrust reverser systems. A study of turbine engine maintenance, inspection, repair, and troubleshooting techniques. Application of procedures to remove, install, rig, and operational test turbine engines. Identification and repair of lubrication systems and components.

Lecture: 7 hours - Lab: 8 hours

Prerequisites: AVI 111 and 117

Lab fee: \$24.00

**AVI 1 324 Turbine Engine Theory & Maintenance Part 1 (Night on Demand)****6 credits**

Theory and operation of aircraft turbine engines. Study of the turbine engine construction and design. Principles of turbine engine induction, ice and rain systems. A study of turbine engine compressor maintenance, inspection, repair and troubleshooting techniques.

Lecture: 5 hours Lab: 3

Prerequisites: AVI 111 and 117

Lab fee: \$12.00

**AVI2 324 Turbine Engine Theory & Maintenance Part 2 (Night on Demand)****4 credits**

Study of the turbine engine cooling, exhaust and thrust reverser systems. A study of turbine engine hot section maintenance, inspection, repair, and troubleshooting techniques. Application of procedures to remove, install, rig, and operational test turbine engines. Identification and repair of lubrication systems and components.

Lecture: 2 hours Lab: 5 hours

Prerequisites: AVI 324

Lab fee: \$12.00

**AVI 325 Turbine Engine Fuel and Ignition Systems (A,SP)****6 credits**

A study of operating principles, and theory of turbine engine fuel systems, fuel metering systems and subsystems. A study of applied techniques to inspect, maintain, troubleshoot, repair and adjust respective systems to industry standards. A study of electrical principles of turbine engine ignition systems. Principles of operating turbine engine starting systems of both electrical and pneumatic type. A study of applied techniques to inspect, service, troubleshoot and repair respective system components to industry standards

Lecture: 4 hours – Lab: 6 hours

Prerequisite: AVI 117

Lab fee: \$20.00

**AVI 331 Propellers (W,SU)****6 credits**

Aerodynamic principles of propellers. Propeller types, construction and operation. Inspection, repair and troubleshooting. Installation, removal, tracking and balance. Controllable propellers. Constant speed governor control, operation and adjustment. Reversible propellers. Hazards of propeller operation.

Lecture: 4 hours – Lab: 6 hours

Prerequisite: AVI 117

Lab fee: \$20.00

**AVI 333 Engine Instruments and Electrical Systems (W,SU)****3 credits**

Identify types of powerplant instrument and electrical systems, operating principles and procedures to inspect, check and troubleshoot temperature, pressure and RPM indicating systems.

Lecture: 2 hours – Lab: 1 hours

Prerequisite: AVI 121 or AVI2 121

Lab fee: \$20.00

**AVI 335 Powerplant Inspection and Fire Protection (W,SU)**

**7 credits**

One hundred hour inspection of powerplants and systems. Use of inspection equipment and aids. Procedures for returning aircraft engines to service. FAA regulations and maintenance records. Theory, inspection, service and troubleshooting of engine fire protection and fire detection systems. Radial engine design, systems and differences. A summative evaluation course to determine, in a comprehensive manner, the competence necessary for certification testing.

Lecture: 4 hours – Lab: 8 hours

Prerequisites: AVI 311, 313, 315, 324, and 325

Lab fee: \$20.00

## Biology (BIO)

**A mandatory safety lesson (normally given in the laboratory) must be completed before the student is admitted to certain biology laboratory sessions. Approved safety glasses are required for some laboratory sessions and may be purchased through the Bookstore. Attendance during the first week of class is mandatory and may affect a student's continuation in these classes. Students must complete 60% of the laboratories in a course to receive credit. Courses in this area may require additional hours outside of the scheduled class times. Prerequisite for all Biology courses above Bio 101 is High School Biology completed within the last 5 years or completion of Biology 100 or previous college credit in biology.**

**BIO 100 Introduction to Biological Sciences (A,W,SP,SU -DL)**

**4 credits**

A general biology course in which basic principles of the characteristics of life, biochemistry, cell reproduction and genetics are explored. Students who enroll in the distance version of this course will be required to come to campus for exams and orientation meetings.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 100 or higher. Not open to students with credit for BIO 111, 112, 125, 126, 121, 161, 174, NSCI 101 or subsequent course that this list serves as course prerequisites.

Lab fee: \$3.00

**BIO 101 Introduction to Anatomy and Physiology (A,W,SP,SU)**

**3 credits**

A general overview of normal human anatomy and physiology. Topics include the cell, tissues, musculo-skeletal, nervous, cardiovascular, genitourinary, digestive, respiratory, and endocrine systems.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 100 or higher. Not open to students with credit for BIO 121, 122, 161, 169, 211 or 212.

Lab fee: \$3.00

**BIO 104 Introduction to Marine Science (SP, SU and On Demand)**

**4 credits**

An introductory course in the principles of Marine Science. This course is designed to introduce major concepts in physics, chemistry, geology and biology as they relate to the oceans and marine life. Shore and ocean environments as well as diversity of marine life will be emphasized. This course and BIO 105 fulfill the science requirement for the AAS degree where Natural Science 101 is required.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$27.00

**BIO 105 Field Investigations in Marine Science (S, SU and On Demand)**

**2 credits**

An introductory course-providing laboratory experiences in marine science. This course will be instructed at a marine science laboratory such as Discovery Bay and Port Royal in Jamaica, West Indies. Students will spend 7 to 10 days at a marine laboratory engaged in an intense introduction to coral reefs, coastal environments and marine life. Course will be offered over quarter breaks. Cultural and ecological experiences of the region will be included. Students will be given both snorkeling and diving instruction and thus should be strong swimmers and comfortable in the ocean. Accommodation fees at the marine lab and travel expenses will vary.

Lecture: 0 hours – Lab: 4 hours

Concurrent: BIO 104

Lab fee: \$80.00

**BIO 111 Introductory Biology I (A,W,SP,SU -DL)**

**5 credits**

An introduction to the biological sciences for the non-major student. Topics included are cell structure and function, bioenergetics, DNA structure and function, cell reproduction, biodiversity, ecology, and evolution. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus. This course and BIO 112 or BIO 115 or BIO 125 or BIO 126 or BIO 127 provide a two-quarter sequence in biological science that will fulfill the elective requirement for the Associate of Science Degree.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: Placement into ENGL 101, High School biology or BIO 100 Not open to students with credit for BIO 174 or 175.

Lab fee: \$19.00

**BIO 112 Introductory Biology II; Human Biology (A,W,SP,SU -DL)**

**5 credits**

An introduction to the study of human biology. Topics included are human evolution, human reproduction, human growth and development, homeostasis, the human brain, and the environmental impact of humans on earth. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: High school biology or BIO 100 or 111

Lab fee: \$19.00

**BIO 115 General Microbiology (A,W,SP,SU -DL)**

**5 credits**

A general microbiology course for biology majors (non-microbiology majors). Topics covered include taxonomy, morphology and staining, culture techniques, bacterial metabolism and physical and chemical methods for microbial control. General concepts in immunology, including host defense mechanisms and hypersensitivity, are also covered. Related laboratory is required, including identification of unknown bacteria. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: high school chemistry and biology, or CHEM 100 and BIO 100 or NSCI 103 and placement into ENGL 101.

Lab fee: \$26.00

**BIO 116 Microbial Diseases (On Demand)**

**3 credits**

A basic study of the concepts of microbial disease. Topics covered are host-parasite interactions and resistance and immunity to disease, including the development of the immune system and mechanics of anti-

gen-antibody reactions. Additional topics for detailed discussion are human airborne, foodborne and waterborne infections and human contact diseases.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: BIO 115 and ENGL 101

Lab fee: \$ 3.00

**BIO 121 Anatomy, Physiology and Pathology I (A,W,SP,SU) 5 credits**

An integrated organ systems approach to the anatomy, physiology and pathology of the human body. Topics include cell biology, histology, and integumentary, skeletal, muscular and nervous systems. The cat and human cadavers are used for demonstrations in the laboratory.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: High school biology and chemistry or BIO 100 and CHEM 100 or NSCI 103 and placement into ENGL 101. Not open to students with credit for BIO 161, 169, 211 or 212

Lab fee: \$19.00

**BIO 122 Anatomy, Physiology and Pathology II (A,W,SP,SU) 5 credits**

A continuation of BIO 121. Topics include endocrinology, respiratory system hematology, cardiovascular system, metabolism, gastro-intestinal system, thermal regulation, and renal and reproductive systems. The cat and human cadavers are used for demonstrations in the laboratory.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: BIO 121

Lab fee: \$19.00

**BIO 124 Human Genetics (On Demand) 3 credits**

Mendelian and classical genetics are presented. Emphasis is also placed on the discovery of the DNA molecule and its structure, genetic mutations and diseases as well as genetic engineering and its implications.

Prerequisite: High school biology or BIO 100 or NSCI 103, and ENGL 101

Lab fee: \$3.00

**BIO 125 General Botany (W) 5 credits**

This course covers the biology of the major plant groups. Topics include diversity, physiology, reproduction, ecology, and economic significance.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: Placement into ENGL 101; high school chemistry and biology, or CHEM 100 and BIO 100, or NSCI 103

Lab fee: \$18.00

**BIO 126 Introduction to Ecology (On Demand) 5 credits**

This course provides an introduction to ecology. Topics include population dynamics, distribution of species, and energetics.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: BIO 111 or 174, high school chemistry, CHEM 100, or NSCI 103

Lab fee: \$16.00

**BIO 127 Environmental Science ( On Demand) 5 credits**

This course provides a survey of current issues in the study of environmental science. Topics include scientific principles and concepts, human population dynamics, resources and resource management, pollution, world problems, and environment and society. Emphasis will be placed on how individual actions, and economic and political policies can affect the environment. Proposed solutions to environmental problems will be considered.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: placement into ENGL 101, high school biology or BIO 100

Lab fee: \$19.00

**BIO 161 Human Anatomy (A,W,SP,SU -DL) 5 credits**

The gross anatomy of the entire human body is presented in detail. The cat is used for laboratory dissection. Human cadavers are used for demonstrations. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on weekly basis on campus. This course and BIO 169 provide a two-quarter sequence in biological science that will fulfill the elective requirement for the Associate of Science Degree. Not open to students with credit for BIO 121.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: High school biology or BIO 100 or 101 or NSCI 103; placement into ENGL 101

Lab fee: \$ 26.00

**BIO 169 Human Physiology (A,W,SP,SU -DL) 5 credits**

An introductory course in human physiology designed to cover the normal physiology of all organ systems. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: BIO 161 or equivalent, placement into ENGL 101. Not open to students with credit for BIO 122, 211 or 212

Lab fee: \$13.00

**BIO 170 Human Pathophysiology (A,W,SP,SU) 5 credits**

This course deals with the disordered functioning of the human body due to disease. It is designed for students or practitioners in nursing or other allied health professions who wish to increase their understanding of the changes occurring in physiology due to an abnormality.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: BIO 169 or 211 and 212 or equivalent; CHEM 112 or 113 or equivalent or permission of instructor

Lab fee: \$3.00

**BIO 174 Biological Sciences I (A,W,SP,SU -DL) 5 credits**

A biology course designed for biology majors that provides an in-depth coverage of cell biology, genetics and embryology. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on weekly basis on campus. This course and BIO 175 provide a two-quarter sequence in biological science that will fulfill the elective requirement for the Associate of Science Degree.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: High school chemistry or CHEM 100, high school biology or BIO 100

Concurrent: CHEM 111 or 171

Lab fee: \$26.00.

**BIO 175 Biological Sciences II (A,W,SP,SU) 5 credits**

A continuation of BIO 174. A biology course designed for biology majors that provides an in-depth coverage of evolution, diversity of life, animal behavior, and ecology.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: BIO 174

Lab fee: \$25.00

**BIO 201 General Zoology: Animal Diversity and Systematics (On Demand) 5 credits**

A survey of the diversity of organisms in the animal kingdom. Emphasis will be placed on evolutionary interrelationships, locomotory, nutritional, and reproductive strategies of the major groups. This course and BIO 174 provide a two-quarter sequence in biological science that will fulfill the elective requirement for the Associate of Science Degree.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: BIO 174

Lab fee: \$26.00

**BIO 205 Introduction to Biotechnology (On Demand) 4 credits**

A molecular biology course designed to introduce major concepts in: DNA structure and function, gene expression, recombinant DNA, biotechnology, techniques and applications of genetic engineering, medical biotechnology (gene therapy), forensics and DNA profiling, impact and potential of the human genome project.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: BIO 111, 115, 124 or 174

Lab fee: \$5.00

**BIO 206 Introduction to Biotechnology Lab (On Demand) 1 credit**

A general laboratory course designed to introduce students to the principles of biotechnology. Topics include: sterile techniques; DNA isolation and purification; bacterial culture techniques, transformation, purification and isolation of plasmid DNA; DNA restriction analysis; Gel electrophoresis, PCR and RFLP analysis and animal cell and plant tissue culture techniques. This course may require additional hours outside of scheduled times.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: BIO 205

Lab fee: \$27.00

**BIO 211 Principles of Human Physiology I (On Demand) 5 credits**

First course of a two-quarter sequence offering a detailed, in-depth exploration of neuromuscular physiology, brain and special senses, and the cardiovascular/circulatory and respiratory systems. This class and BIO 212 are suitable as transfer prerequisites for BS Nursing/Allied Health and pre-professional programs.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: BIO 161 or equivalent, CHEM 111 and 112 and placement into ENGL 101. Not open to students with credit for BIO 121 or 169.

Lab fee: \$6.00

**BIO 212 Principles of Human Physiology II (On Demand) 5 credits**

Second course of a two-quarter sequence, continuation of Biology 211, offering a detailed, in-depth exploration of renal, endocrine, reproductive and digestive physiology, thermal regulation and metabolism.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: BIO 211

Lab fee: \$6.00

**BIO 250 General Genetics (On Demand) 5 credits**

The principles of genetics, including molecular genetics, transmission genetics of prokaryotes and eukaryotes, developmental and non-chromosomal genetics, and the genetics and evolution of populations.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: CHEM 252 or equivalent and BIO 111 or 174 plus 5 additional hours in biology.

Lab fee: \$5.00

**BIO 290 Capstone Experience in Biology (A,W,Sp,Su) 3 credits**

An integrated science course blending elements of chemistry, physics and biology. Topics include the historical development of the sciences, ethical issues in science and how they affect the advancement of scientific thought, and the scientific method as it relates to experimental design and interpretation of scientific results. The laboratory utilizes an investigative approach taking students through the process of identifying a research problem, conducting a literature review, writing a research proposal, collecting and analyzing data, writing a scientific paper and presenting results. This course is required for all biological science majors seeking either the Associate of Arts or Associate of Science degree.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: 75 hours or more of course work completed with a minimum of 20 credit hours within the sciences.

Lab fee: \$19.00

**BIO 293 Independent Study in Biology (On Demand) 1 to 5 credits**

Detailed examination of selected topics of interest in Biology.

Lecture: 1 to 5 hours – Lab: 0 to 6 hours

Prerequisite: permission of instructor.

**BIO 299 Special Topics in Biology (On Demand) 1 to 5 credits**

Detailed examination of selected topics of interest in biology.

Lecture: 1 to 5 hours – Lab: 0 to 6 hours

Prerequisite: Permission of the instructor.

**Business Management (BMGT)****BMGT 101 Principles of Business (A, W, SP, SU - DL) 5 credits**

A discussion of all significant activities in the field of business including the interaction of business with internal and external forces, ownership, management, marketing, production, human resources, finance, and control. These areas are discussed as they relate to the basic principles of management and economics.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 102 Managing Interpersonal Skills I (A, W, SP, SU) 3 credits**

This course introduces the student to management themes and the five primary skill sets required to be a successful manager. The course provides opportunities for students to begin to learn, develop, and apply managerial skills through personal assessment and an introduction to various skill concepts and behavior models.

Lecture: 1 hour – Lab: 4 hours

Lab fee: \$5.00

**BMGT 103 Managing Interpersonal Skills II (W, SP) 3 credits**

This course builds upon BMGT 102 and expands the students understanding of Temperament and Type theory. Students also learn the basics of Emotional Intelligence and how to apply these management tools to motivate and improve performance.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$5.00

**BMGT 111 Management (A, W, SP, SU - DL) 5 credits**

The basic management functions of planning, organizing, leading, controlling and staffing business organizations are covered. The organization is viewed as a system of interdependent parts which interacts with the outside environment. Topics include leadership, motivation, communication and problem solving.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 201 Creative Problem Solving; Applications in the Workplace (A, SP, ) 3 credits**

This course will provide an exploration of the foundations of creativity skills and methods for application in an organizational environment. The application to problem solving, decision-making, and planning will be taught through various models and best practices currently utilized in organizations. Case studies and various creativity methodologies will be explored and practiced during the class sessions.

Lecture: 1 hours – Lab: 4 hours

Lab fee: \$5.00

**BMGT 202 Facilitating Organizational Processes (W, SU) 3 credits**

This course introduces students to the importance and value of effective group facilitation skills within the daily operation of organizational functions. Student will learn how to select and evaluate tools, methods, and techniques that impact group business outcomes. Specific organizational

practices which enhance facilitation techniques include coaching, use of audiovisual technology, diversity awareness and systems analysis. Lab work will include the exploration and practice of facilitating different types of groups.

Lecture: 1 hours – Lab: 4 hours

**BMGT 208 Organization Communication (A,SP) 3 credits**

The organizational communication emphasis provides student with knowledge and skills necessary to pursue careers dependent on human interaction in business, industry, or government. Bridging the gap between the classroom and the workplace is an objective of the organizational communication course. Emphasis will be placed on communication structure and process within organizations and the need for individual and group communication skill development.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 211 Organizational Behavior (A, W, SP, SU - DL) 4 credits**

An introduction to fundamental concepts and applications of individual, group, and organizational behavior in the workplace. Topics include foundations of organizational behavior, perception and individual decision making, values, attitudes, the foundations of group behavior, understanding work teams, and organizational dynamics.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: BMGT 111

Lab fee: \$5.00

**BMGT 216 Business Ethics (A, W, SP, SU - DL) 3 credits**

A comprehensive and practical study of ethical systems designed to explore, analyze and evaluate the organizational values, strategic policies and expected behaviors required to develop high ethical standards both on a personal and organizational level. Emphasis will be placed on case studies and exercises in ethical behaviors.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 218 Management Training for Supervisors (A, W, SP, SU) 5 credits**

A comprehensive examination of management functions and techniques and of the role of a supervisor. This course will increase awareness of the role and present proven methods and techniques to do a better job. Major areas covered include: setting objectives, problem identification techniques, decision-making, time management, management styles, motivation, training subordinates, performance evaluation, verbal and non-verbal communications, interviewing techniques, and a look at the challenge of leadership in an organizational setting. Emphasis is placed on actual on-the-job problems.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 219 International Business (A, SP - DL) 3 credits**

The course focuses on the economic, social and cultural considerations in doing business overseas. The globalization of markets and the growth of overseas business ventures is explored. The need to develop varied techniques for managing people from other cultural backgrounds, the means of minimizing risks in financial transactions, and development of systems for coordinating and controlling operations is stressed. Techniques to overcome international business barriers are examined.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 220 Leadership Fundamentals (W, SU) 3 credits**

This course provides an in-depth study of leadership styles, skills, roles, and the functions of leaders in organizations. The course integrates writings from the humanities, military leaders, political leaders, religious leaders, and business leaders with basic leadership principles. The course provides the opportunity for the student to explore the concept of leader-

ship and to develop and improve his/her leadership skills.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: BMGT 102

Lab fee: \$5.00

**BMGT 229 International Management (On Demand) 4 credits**

This course focuses on the concepts and skills needed to achieve organizational goals, and achieve strategic initiatives in a multicultural environment as affected by political/legal, economic and technological issues. Strategic use of cultural and language diversity is stressed as a competitive advantage in achieving global organizational goals. The student will be introduced to a global business vocabulary or glossary to aid them in doing business overseas. Concepts are applied to not only those who go to another country to manage local citizens but also to those in this country who manage people from other countries. Emphasis is placed on the changing nature of the international management challenge. Emphasis will be placed on developing and managing various types of strategic alliances and or human resource management, as well as conflict resolution and negotiation techniques.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: BMGT 111, and 219

Lab fee: \$5.00

**BMGT 231 Small Business Development (A, W, SP, SU - DL) 4 credits**

First of a two-quarter sequence that introduces the fundamental considerations in planning and executing the start-up of a new small business venture. Concentrates on planning selected critical aspects of a business plan in the areas of: Orientation to Small Business, Strategic Planning, Financial Considerations, Location, Layout and Beginning Inventory.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 232 Small Business Operations (A, W, SP, SU - DL) 4 credits**

This course is a sequel to BMGT 231 and completes the basic instruction necessary for competence in managing a small business enterprise. Topics covered will include effective operation of an established business with emphasis on strategic planning, market analysis, pricing, inventory control and credit collections.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$5.00

**BMGT 234 Case Studies in Small Business (A, SP) 4 credits**

Cases covering all functional areas of small business management are analyzed and presented. Emphasis is placed on the problem-solving process as a tool for developing and implementing small business management strategies and operational techniques.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: BMGT 231 and 232

Lab fee: \$5.00

**BMGT 235 Strategic Business Planning (A, SP) 5 credits**

Preparation and presentation of a formal business plan using the latest computer software. Presentation of the business plan is delivered to a team of observers, including local business people and faculty.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: Open to graduating students only or through instructor approval.

Lab fee: \$5.00

**BMGT 236 Franchising ( On Demand) 3 credits**

This course introduces the fundamentals of franchising from both the franchisee and the franchiser points of view. The focus of the course is the franchise as a tool for those buying a business and those wanting to expand an existing business. Contractual arrangements covering the establishment and the operation of a franchise as well as the relationship

between the franchisee and the franchiser including the subjects of distributorships and licensing.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: BMGT 231 or permission of instructor.

Lab fee: \$5.00

**BMGT 237 Home Based Business (A, SP) 4 credits**

This course is designed specifically for individuals who strive to commence their own business or have currently established a venture. The goal is to prepare students for the challenges of their business with full awareness of potential situations and to have the knowledge of how to handle them effectively. Focus is on the realities of beginning, growing, and leaving your business. This course also includes a student field study of an existing business or a concentration on an area of concern in the student's established business.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: BMGT 231 or permission of instructor

Lab fee: \$5.00

**BMGT 238 Small Business Management Internship (A, W, SP, SU) 4 credits**

Supervised cooperative work experience with on-the-job application of knowledge and skills acquired in the classroom.

Lecture: 0 hours – Lab: 40 hours

Prerequisite: Instructor approval required the quarter BEFORE the student actually begins the internship.

Concurrent: BMGT 239

Lab fee: \$2.00

**BMGT 239 Small Business Management Seminar (A, W, SP, SU) 2 credits**

On-campus seminar which allows students to report on small business management knowledge gained in specific areas of the internship. May include a market research survey, case reports or other special projects.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Instructor approval required.

Concurrent: BMGT 238

Lab fee: \$1.00

**BMGT 245 Introduction to Non-Profit Management 5 credits**

The purpose of this course is to introduce students to the general characteristics, structures, and types of nonprofit organizations. Presented are in-depth examinations of the basic managerial functions and technical implication associated with organizing, planning, financing, marketing, leading, and managing nonprofit organizations. Utilizing the case studies and business simulation approach, the fundamentals of problem solving, decision making, and teamwork are applied in a variety of organizational situations. Critical thinking, creativity, and presentation skills, will be emphasized. Management control principles and systems will be instrumental in providing a thorough understanding of nonprofit organizational management.

Lecture: 5 hours – Lab 0 hours

Lab fee: \$5.00

**BMGT 253 Negotiation Principles (SU) 4 credits**

To provide an analytical context for the process of negotiation; the course will equip students with marketable skills in performing negotiations in a realistic setting. Students will identify various negotiating principles that can apply to any situation requiring the negotiating process. The course covers the various elements of the development and delivery of a negotiation strategy.

Lecture: 3 hours – Lab: 2 hours

Lab fee: \$10.00

**BMGT 257 Project Management Principles (A, SP) 3 credits**

This course introduces students to the basic concepts of project management. Students learn to: define the scope of a project; minimize change

of scope; establish goals; define dependency networks; communicate the project plan; use Program Evaluation and Review Techniques (PERT) charts and Critical Path Management; schedule projects; establish tasks, sub tasks, and milestones; and assign resources to tasks. Students use matrix management principles and tools as a way to facilitate project planning and monitoring. Students are required to plan a project from inception to completion.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$5.00

**BMGT 261 Business Management Internship I (A, W, SP, SU) 4 credits**

Supervised on-the-job application of knowledge and skills acquired in the classroom. Prerequisite: Advisor approval required the quarter before the student actually begins the internship.

Lecture: 0 hours – Lab: 40 hours

Concurrent: BMGT 262

Lab fee: \$2.00

**BMGT 262 Special Problems in Business Management I (A, W, SP, SU) 2 credits**

Application of business management knowledge to specific areas of on-the-job internship via a report.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: Instructor approval required.

Concurrent: BMGT 261

Lab fee: \$1.00

**BMGT 263 Business Management Internship II (A, W, SP, SU) 4 credits**

Continuation of BMGT 261.

Lecture: 0 hours – Lab: 40 hours

Prerequisite: BMGT 261 and instructor approval required the quarter BEFORE the student actually begins the internship.

Concurrent: BMGT 264

Lab fee: \$2.00

**BMGT 264 Special Problems in Business Management II (A, W, SP, SU) 2 credits**

Continuation of BMGT 262.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: Instructor approval required.

Concurrent: BMGT 263

Lab fee: \$1.00

**BMGT 271 Management Decisions (A, W, SP, SU - DL) 2 credits**

A practical experience integrating the application of fundamental accounting, marketing, and operations management principles to the decision making process in business. The course is presented via computer simulation.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: Open to graduating student only or through instructor approval.

Lab fee: \$10.00

**BMGT 272 Case Studies in Business Seminar (A, W, SP, SU - DL) 3 credits**

As a part of the capstone experience this course requires the student to draw on and integrate knowledge learned in all previous classes. The fundamentals of problem solving and decision-making are applied using the case study approach in a variety of organizational situations.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Open to graduating student only or through instructor approval.

Lab fee: \$5.00

**BMGT 273 Management Service Project (A, W, SP, SU) 3 credits**

This course requires the student to serve in a leadership role as a member of an external team in a community-based project setting in a private industry, public sector agency, or not-for-profit organization; or to serve as a facilitator for a team in the Managing Interpersonal Skills course. In a community-based project setting the student will lead the team in the identification, analysis, and development of potential solutions to one or more problem situations. As a team facilitator, the student will facilitate the team in developing and accomplishing assigned tasks.

Lecture: 1 hours – Lab: 4 hours

Lab fee: \$10.00

**BMGT 276 Assessment, Analysis and Evaluation****Skills (A)****4 credits**

This course provides students with the opportunity to develop their knowledge and skills in the basics of training assessment and evaluation. Course topics include needs assessment, data collection, data analysis, performance assessment, levels of evaluation, testing, and evaluation methods. This course will emphasize application of assessment and evaluation techniques on projects from students' personal or work experiences.

Lecture: 3 hours – Lab: 2 hours

Lab fee: \$10.00

**BMGT 277 Instructional Design and Development****Skills (W)****4 credits**

This course provides the basic knowledge and skills necessary for the systematic design, development and evaluation of instruction and training by focusing on the design of instruction/training programs, development of effective strategies and materials, and the evaluation of instruction/training. Emphasis is placed on application of instructional design methodology. Students will demonstrate skills through the development of and delivery of training materials related to their area of work or personal interest.

Lecture: 3 hours – Lab: 2 hours

Lab fee: \$10.00

**BMGT 278 Training Delivery Skills (SP)****4 credits**

This course provides basic knowledge and skills required to conduct effective training. Topics include the training and development process, effective training competencies, adult learning practices, on-the-job training process, the learning environment, facilitation skills, presentation skills, feedback guidelines, visual aids, and reinforcement for transfer of learning to the workplace. Application of effective training delivery skills is emphasized. Students will demonstrate skills through the development and delivery of training materials related to their area of work or personal interest.

Lecture: 3 hours – Lab: 2 hours

Lab fee: \$10.00

**BMGT 280 Business Etiquette (A, W, SP, SU)****3 credits**

Business Etiquette provides students with a competitive advantage in a variety of situations. Students learn to use business etiquette to improve communication through e-mail, letter writing, and on the telephone. Students learn how to improve relations with customers, employees, supervisors, and peers by learning how to accept gifts and compliments, and use social graces while eating or attending social activities. Students learn appropriate dress, posture, hand-shakes, and non-verbal communication. The course explores cultural differences in global etiquette.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$10.00

**BMGT 281-285 Studies in Contemporary Business****(A, W, SP, SU)****1-5 credits**

Studies in Contemporary Business is a specially designed course offering to meet the needs of the constantly changing business community and student population.

Lecture hours: may vary – Lab hours: may vary

Prerequisite: Instructor approval required

## Chemistry (CHEM)

**A mandatory safety lesson must be completed before the student is admitted to any other chemistry laboratory sessions. Approved Chemical Splash Resistant goggles are required and may be purchased through the Bookstore. Certain clothing restrictions exist and will be explained by the instructor. Attendance during the first week of class is mandatory and may affect a student's continued enrollment in these classes. Students must complete 60% of the laboratories in a course to receive credit. Courses in this area may require additional hours outside of the scheduled class times. High School chemistry must have been completed within the last 3 years in order to meet the prerequisite requirement.**

**CHEM 100 Introduction to Chemistry (A,W,SP,SU -DL) 4 credits**

A preparatory chemistry course covering the basic concepts of chemistry with emphasis on the physical and chemical properties of matter, problem-solving, and an introduction to chemical reactions. Related laboratory work and demonstrations. Safety training and goggles are required for laboratory sessions. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: MATH 102 or higher. Placement into ENGL 100 or higher. Not open to students with credit for CHEM 111, 112, 113, 171, 172, or 173

Lab fee: \$13.00

**CHEM 111 Elementary Chemistry I (A,W,SP,SU) 5 credits**

An introductory course in fundamental chemical concepts and laboratory techniques. Topics include atomic structure, periodic classification of elements, stoichiometry, solutions, acids and bases, pH and buffers, the gas laws, chemical equilibrium, and nuclear chemistry. Safety training and goggles are required for laboratory sessions. This course and CHEM 112 provide a two-quarter sequence in physical science that will fulfill the elective requirement for the Associate of Science Degree.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: High school chemistry or CHEM 100; MATH 102 or equivalent; placement into ENGL 101. Not open to students with credit for CHEM 171, 172, or 173

Lab fee: \$19.00

**CHEM 112 Elementary Chemistry II (A,W,SP,SU) 5 credits**

An introductory course in fundamental organic chemistry and laboratory techniques. The study of carbon compounds organized according to functional groups including carbohydrates, lipids, proteins, enzymes, and vitamins. Emphasis is placed on physiological function. Safety training and goggles are required for laboratory sessions.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: CHEM 111. Not open to students with credit for CHEM 171 or 251

Lab fee: \$19.00

**CHEM 113 General and Biological Chemistry (A,W,SP,SU -DL)****5 credits**

This is a course in elementary chemical concepts designed primarily for allied health students. It includes the study of principles of general chemistry as applied to physiological principles; basic organic chemistry, especially related to functional groups; and biochemistry including carbohydrates, lipids, proteins, enzymes and nucleic acids. Emphasis is placed on physiological function. Safety training and goggles are required for the laboratory session. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done

on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: High school chemistry completed within the last three years or CHEM 100 or successfully completing a chemistry placement exam; MATH 102 or equivalent, and placement into ENGL 101. Not open to students with credit for CHEM 112 or 251

Lab fee: \$19.00

**CHEM 171 General Chemistry I (A,W,SP,SU-DL) 5 credits**

A course in fundamental chemical principles for chemistry majors and pre-professionals. Topics include chemical calculations, the mole concept, atomic structure, periodic classification, bonding, and acid-base chemistry. Laboratory sessions provide bench experiences. Safety training and goggles are required for laboratory sessions. This course and CHEM 172 provide a two-quarter sequence in physical science that will fulfill the elective requirements for the Associate of Science Degree. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: High school chemistry or CHEM 100, MATH 148 or equivalent, and placement into ENGL 101

Lab fee: \$19.00

**CHEM 172 General Chemistry II (A,W,SP,SU -DL) 5 credits**

A continuation of CHEM 171. Topics include solutions, oxidation-reduction reactions, kinetics, gases and kinetic theory, thermodynamics, kinetics, and equilibrium. Laboratory sessions provide bench experiences. Safety training and goggles are required for laboratory sessions. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: CHEM 171

Lab fee: \$19.00

**CHEM 173 General Chemistry III (A,W,SP,SU -DL) 5 credits**

A continuation of CHEM 172. Topics include acid-base and solubility equilibrium, electrochemistry, nuclear chemistry, the representative and transition elements, and qualitative analysis. Laboratory sessions provide bench experiences. Safety training and goggles are required for laboratory sessions. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: CHEM 172

Lab fee: \$19.00

**CHEM 251 Organic Chemistry I (A,W,SP,SU) 5 credits**

The first course in a three-course sequence in organic chemistry. Structure, nomenclature, physical properties, bonding and reactions of alkanes, alkenes, and alkyl halides.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: CHEM 173

Lab fee: \$6.00

**CHEM 252 Organic Chemistry II (A,W,SP,SU) 5 credits**

The second course in a three-course sequence in organic chemistry. This course includes the study of physical and chemical properties of aromatic compounds, alcohols, thiols, ethers, epoxides, sulfides, carbonyl compounds, carboxylic acids and their derivatives, and carbohydrates.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: CHEM 251

Lab fee: \$6.00

**CHEM 253 Organic Chemistry III (A,W,SP,SU) 5 credits**

The third course in a three-course sequence in organic chemistry. This course includes the study of spectroscopic methods, molecular orbital theory, polymers, the chemical and physical properties of amines, amino acids, proteins, lipids, and nucleic acids.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: CHEM 252

Lab fee: \$6.00

**CHEM 254 Organic Chemistry Laboratory I (A,W,SP,SU) 3 credits**

The first course in a two-course sequence in organic chemistry laboratory. This course introduces the student to laboratory techniques of organic chemistry, including synthesis, isolation, purification, and identification of organic compounds.

Lecture: 1 hours – Lab: 8 hours

Prerequisite: CHEM 252

Lab fee: \$39.00

**CHEM 255 Organic Chemistry Laboratory II (A,W,SP,SU) 3 credits**

The second course in a two-course sequence in organic chemistry laboratory. This course includes further study of organic laboratory techniques including synthesis, isolation, purification, and identification of organic compounds.

Lecture: 1 hours – Lab: 8 hours

Prerequisite: CHEM 252 and 254

Lab fee: \$39.00

**CHEM 261 Introduction to Biochemistry (A,W,SP,SU) 5 credits**

This is an introductory course in biochemistry dealing with the molecular basis of structure and metabolism of plants, animals, and microorganisms.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: CHEM 252 and two quarters of biological science

Lab fee: \$5.00

**CHEM 290 Capstone Experience in Chemistry (On Demand) 3 credits**

An integrated science course blending elements of chemistry, physics and biology. Topics include the historical development of the sciences, ethical issues in science and how they affect the advancement of scientific thought, and the scientific method as it relates to experimental design and interpretation of scientific results. The laboratory utilizes an investigative approach taking students through the process of identifying a research problem, conducting a literature review, writing a research proposal, collecting and analyzing data, writing a scientific paper and presenting results. This course is required for all science majors seeking either the Associate of Arts or Associate of Science degree.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: 75 hours or more of course work completed with a minimum of 20 credit hours within the sciences

Lab fee: \$18.00

**CHEM 293 Independent Study in Chemistry (On Demand) 1 to 5 credits**

Detailed examination of selected topics of interest in chemistry.

Prerequisite: Permission of instructor

Lab fee: varies

**CHEM 299 Special Topics in Chemistry (On Demand) 1 to 5 credits**

Detailed examination of selected topics of interest in chemistry.

Lecture: 1 to 5 hours – Lab: 0 to 6 hours

Prerequisite: Permission of the instructor

Lab fee: varies



## Civil Engineering Technology (CIVL)

### Also see Surveying (SURV)

#### **CIVL 120 Basic Construction Materials (A,W,SP,SU) 3 credits**

A study of the properties, construction applications, standards, specifications and elementary material testing methods of soils, aggregates, asphalts, portland cement concrete, masonry, metals and woods. Laboratory exercises include basic common construction industry materials testing procedures and comparison of results to industry standards and specifications.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: MATH 102 or placement into a higher level mathematics course

Lab fee: \$15.00

#### **CIVL 121 Heavy Construction Materials (W) 3 credits**

A comprehensive study and application of the material testing methods of soils, aggregates, asphalt and portland cement concrete required in the heavy construction industry. The laboratory exercises provide fundamental hands-on experience toward the American Concrete Institute (ACI) Grade 1 Concrete Field Technician.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIVL 120

Lab fee: \$15.00

#### **CIVL 123 Heavy Construction Drawings (A,W,SP) 3 credits**

Reading and interpretation of construction drawings as related to highway and public works construction projects. Interpretation of the relationships of plans, elevations, sections and details, and the coordination with published specifications. A basic method of material quantity take-off will be explained.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$15.00

#### **CIVL 221 Elementary Hydraulics (A,W) 3 credits**

A study of liquids at rest and in motion in enclosed conduits and open channels. The effects of static head, velocity, pressure and friction in enclosed piping systems are analyzed. Principles of pump systems, pump station design and detailing are emphasized. Fundamentals of open channel flow, quantification of rainfall runoff and culvert design are introduced.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: MATH 104 or MATH 112

Lab fee: \$12.00

#### **CIVL 223 Public Utility Systems (W) 3 credits**

A study of the principles of public utility theory, planning, design and detailing. Emphasis is placed on applying current design standards and local and state regulations to the planning, design and plan preparation for sanitary collection systems, storm water management systems and water distribution systems. Detail plan preparation using CAD systems is also emphasized.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: CIVL 221 and 123

Lab fee: \$12.00

#### **CIVL 290 Work Experience Seminar (SU) 1 credit**

Application of business knowledge to specific areas of on-the-job work experience. Group discussions emphasize student work experience. The student takes this course concurrently with CIVL 291.

Lecture: 1 hour – Lab: 0 hours

Concurrent: CIVL 291

#### **CIVL 291 Co-Op Work Experience (SU) 4 credits**

Off-campus work experience in civil engineering, consulting engineering or surveying industry that augments formal education received in the technology, with actual work conditions and job experience. “N” credit will not be allowed for this course. This student takes this course concurrently with CIVL 290.

Lecture: 0 hours – Lab: 40 hours

Concurrent: CIVL 290

Lab fee: \$15.00

## Communication Skills (COMM)

### (Also see English, Technical Communication, and Theater)

#### **COMM 105 Speech (A,W,SP,SU-DL) 3 credits**

Emphasis is placed on both verbal and nonverbal communication techniques in public speaking. Individual presentations, including at least three major speeches, are required. The fundamental principles of interpersonal communications and small group discussion are introduced. Audio and/or video taping of selected projects will occur. This course, or its equivalent, is required for all degrees.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: ENGL 101 or 111

Concurrent: ENGL 101 or 111

Lab fee: \$3.00

#### **COMM 110 Conference and Group Discussion (A,W,SP,SU - DL) 3 credits**

Through role play, discussion, and participation, students will develop attitudes, skills, and knowledge of methods necessary to effectively participate in discussion at conferences, in committees, and in other small groups. This course is recommended as a substitute for COMM 105 in some technologies. Check with your academic advisor.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 101 or 111

Concurrent: ENGL 101 or 111

Lab fee: \$3.00

#### **COMM 115 Oral Interpretation (A,W,SP,SU - DL) 3 credits**

Students will read literature orally and listen critically. They will then practice techniques for presenting literature dramatically. The cultural and social functions of oral literature will be discussed. Emphasis will be placed on analyzing literary works, recognizing their emotional and dramatic values, and projecting those qualities through oral presentations. Writing assignments include response journals and short critical papers. This course is recommended as a substitute for COMM 105 for all Associate of Arts and Associate of Science students.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Prerequisite: ENGL 101 or 111

Concurrent: ENGL 101 or 111

Lab fee: \$3.00

#### **COMM 210 Video Art Production (W,SU) 5 credits**

This course introduces students to the art of independent film and video through analysis of independent short films and through the production of digital video shorts. Students will research independent film sites and analyze independent films and videos to develop a descriptive definition of video as a collaborative art form. Students will learn digital video photography, conversion of VHS to digital form, script writing, editing, and post production in iMovies (Macintosh non-linear editing software for non professionals). Students will create short videos in selected genre, such as biographical narrative, the parody, or the community-interest docu-

mentary.

Lecture 4 hours - Lab 2 hours

Prerequisite: ENGL 102 or equivalent with a grade of "C" or higher required; and ENGL 245 Introduction to Film is recommended.

Lab Fee: \$ 25.00

**COMM 220 Introduction to Mass Communications (A-DL) 5 credits**

Students will become better consumers of news and other mass media through the study and discussion of the history, roles, and impact of mass media in American society. Principal ethical, policy, and legal questions confronting reporters and media are reviewed. Students are introduced to news writing, advertising, and public relations techniques.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 102 or 111

Lab fee: \$3.00

**COMM 297-298-299 Special Topics in Communications (On Demand) 1-5 credits**

Lecture hours: vary – Lab hours: vary

Prerequisite: vary

## Computer Programming Technology (CPT)

**CPT 101 PC Applications 1 (A, W, SP, SU- DL) 3 credits**

In this course, the student will learn introductory concepts and techniques used in word processing, spreadsheet, database, and presentation graphics software. Hands-on lab experience using the Windows operating system and Microsoft Office software is emphasized. This course is not designed for beginning computer users. Beginning computer users should take MCT 091, Computer Concepts before taking this course. Recommended: OADM 131. Computer Programming and Microcomputing majors must achieve a "C" or higher. Software is not provided to Distance Learning students.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: DEV 030 and completion of ENGL 100 or ESL 100 or placement into ENGL 101 or 111

Lab fee: \$10.00

**CPT 108 CIS Concepts (A, W, SP, SU) 3 credits**

This course is an introduction to computer information systems, computer concepts, and programming techniques. The course will prepare students for programming along with providing an understanding of the development of applications and the control structures. Computer Programming and Microcomputing majors must achieve a "C" or higher.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: MATH 103

Lab fee: \$25.00

**CPT 111 Programming 1 (A, W, SP) 5 credits**

Introduction to programming in Assembly Language. Students learn the basic principles of packed decimal arithmetic, editing numeric data and programming logic. CPT 108 may be taken prior to or with CPT 111.

Lecture: 2 hours – Lab: 8 hours

Prerequisites: MATH 121, CPT 101, CPT 108

Lab fee: \$40.00

**CPT 112 Programming 2 (W, SP, SU) 5 credits**

A continuation of CPT 111. Emphasizes the use of binary arithmetic, table handling, sequential disk files, and the external sort.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 111

Lab fee: \$40.00

**CPT 131 Operating Systems (SP, SU) 3 credits**

Selected topics of current interest will be presented, including a comparative discussion of operating systems, for micros (PC-DOS and Windows), and mini (OS/400) mainframe (DOS/VSE, OS/MVS, and UNIX). The student will code several JCL lab exercises.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 111 or 112 or 155 or 245 or one quarter of a programming language.

Lab fee: \$10.00

**CPT 151 BASIC Business Language (On Demand) 3 credits**

Introduction to the BASIC programming language with business applications.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 111

Lab fee: \$25.00

**CPT 155 Visual Basic (A, W, SP, SU - DL) 5 credits**

Emphasizes the essential aspects of creating the graphical user interface of a Visual Basic Windows program. The student will also learn fundamental aspects of coding a Visual Basic program, along with more advanced topics such as manipulating MS Access databases, sequential file processing, error handling and data validation. Programs are run on IBM microcomputers using the Windows operating system.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 111

Lab fee: \$40.00

**CPT 156 Advanced Visual Basic (A, W, SP, SU -DL) 5 credits**

A continuation of CPT 155. Emphasizes advanced topics in Visual Basic such as Database programming, including SQL, Active X controls, and object-oriented programming. Software is not provided to Distance Learning students.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 155

Lab fee: \$40.00

**CPT 201 COBOL 1 (A, W) 5 credits**

Introduction to the concepts and techniques of batch COBOL programming using structured programming techniques. Sequential access methods are stressed. An introduction to alternate mediums will be used.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 111, or 155 or 245 or one quarter of a programming language.

Lab fee: \$40.00

**CPT 202 COBOL 2 (W, SP) 5 credits**

A continuation of CPT 201. Sort procedures, random access through VSAM file structure and table handling are stressed.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 201

Lab fee: \$40.00

**CPT 205 Interactive COBOL (SU) 5 credits**

Interactive programming using Micro Focus Cobol software. CPT 205 may be taken prior to or with CPT 281.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 202

Lab fee: \$40.00

**CPT 206 Introduction to Object-Oriented COBOL (A, W, SP, SU) 5 credits**

Introduction to OOCOBOL using classes and objects are discussed. Object Analysis and Object Design concepts are introduced for COBOL programming. Programs written are runnable on personal computers using

and ANSI-standard COBOL-97 compiler.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 201

Lab fee: \$40.00

**CPT 211 Systems Analysis 1 (AU, SP) 4 credits**

An introduction to the science of systems analysis and design to include explanations of systems flowcharting, documentation and decision support systems. Students will work in groups to analyze existing systems.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: CPT 111, or 155, or 245, or one quarter of a programming language

Lab fee: \$15.00

**CPT 212 Systems Analysis 2 (W SU) 4 credits**

A continuation of CPT 211. The student will learn to use system flow-charting techniques to design typical business systems. Additionally, the students will learn to apply the principles of systems analysis and design to manage and develop large data processing projects.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: CPT 211

Lab fee: \$15.00

**CPT 221 Database Programming (A, W, SP, SU) 3 credits**

This course presents an overview of Database Management Systems (DBMS) programming techniques and systems. The student will write programs using ORACLE.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 111

Lab fee: \$25.00

**CPT 225 Database Systems (W, SU) 3 credits**

An introduction to database systems in theory and application. Students will design and build a database on IBM personal computers using ORACLE.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 221

Lab fee: \$25.00

**CPT 241 Introduction to AS/400 (A, W, SP, SU) 3 credits**

Survey of IBM AS/400 computer system operation and use of application development tools. Topics include: Program Development Manager (PDM), Source Entry Utility (SEU), Data File Utility (DFU), Query/400, and Screen Design Aid (SDA).

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 101

Lab fee: \$25.00

**CPT 243 Command Language/400 (A, W, SP, SU) 3 credits**

This introduction to Control Language Programming on the AS/400 will stress the skills required to effectively use Control Language in the operations of an AS/400 system. Topics include: basic CL programming, input/output in CL programs, and advanced file techniques.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 241

Lab fee: \$25.00

**CPT 244 AS/400 System Operations (A, SP) 3 credits**

System Operations will be a continuation of CPT 241, Introduction to the AS/400, and will cover typical daily AS/400 operational duties as well as weekly and monthly tasks. Topics include: security, managing print functions, device configuration, backup, performance, and client access.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 241

Lab fee: \$25.00

**CPT 245 Introduction to RPG (A, SP) 5 credits**

Study of the fundamentals of Report Program Generator (RPG) programming language, particularly as it applies to an IBM AS/400 computer. Topics include: structured program design in both batch and interactive applications, file handling, arithmetic operations, externally defined files, and table and array handling.

Lecture: 2 hours – Lab: 8 hours

Prerequisites: CPT 243, 244 and 111

Lab fee: \$40.00

**CPT 246 Advanced RPG (W, SU) 5 credits**

A continuation of CPT 245. Advanced course in RPG programming using the IBM AS/400 computer. Topics include: structured RPG programming with interactive file processing (Subfiles), Command and System Application Program Interfaces (APIs), data structures, and other advanced topics.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 245

Lab fee: \$40.00

**CPT 248 RPG IV (AU, SP) 5 credits**

A continuation of CPT 246, Advanced RPG. It will present the most suitable, modern techniques of RPG IV and ILE concepts. This is an advanced class concentrating on subfile applications on an AS/400.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 246

Lab fee: \$40.00

**CPT 251 Introduction to C++ Programming (A, W, SP, SU) 5 credits**

An introductory course in ANSI-Standard C++ Language Programming. Lab problems are targeted towards writing programs with business applications. Computer lab projects will provide hands-on experience in developing programs with an ANSI-Standard C++ compiler environment.

Lecture: 2 hours – Lab: 8 hours

Prerequisites: CPT 111 or 155 or 201 or 245

Lab fee: \$40.00

**CPT 252 Advanced C++ Programming (A, W, SP, SU) 5 credits**

An advanced course in ANSI-Standard C++ Language programming. Lab problems are targeted towards writing programs that explore data structures using object-oriented techniques. Computer lab projects will provide further hands-on experience in developing programs with an ANSI-Standard C++ compiler environment including debugging techniques.

Lecture: 2 hours – Lab: 8 hours

Prerequisite: CPT 251

Lab fee: \$40.00

**CPT 254 JAVA Programming for Programmers (A, W, SP, SU) 5 credits**

This course provides programmers with the basics of Java programming language covering the concepts of designing with Java and an introduction to syntax and Java programming language. Additional, the course offers an understanding of the impact of Java programming language on web design and an understanding of individual Java components.

Lecture: 2 — Lab: 8 hours

Prerequisite: CPT 252

Lab fee: \$40.00

**CPT 261 Network Communication Systems (A, W, SP, SU) 5 credits**

Students will learn the fundamentals of data communication and computer networks. To include basic communication theory as applied to both digital and analog communication networks. Also students will learn the basics of the OSI layered network model and characteristics of the wide area, and local area data communication networks.

Lecture: 5 hours – Lab: 0 hours  
Prerequisite: MCT 221  
Lab fee: \$40.00

**CPT 262 Client Server Systems (A, W, SP, SU) 3 credits**

Students will learn the basic information about client/server computing and the operation of Local Area Networks (LAN). Students will create users, establish network security, share printers, and other network resources in a single server environment.

Lecture: 2 hours – Lab: 3 hours  
Prerequisite: MCT 221  
Lab fee: \$25.00

**CPT 263 Networking (A, W, SP, SU) 5 credits**

A continuation of CPT 262. Students will learn advanced local area network concepts and how they can be applied to support enterprise-wide information management of a large organization. The student will learn to install and use a popular LAN operating system.

Lecture: 2 hours – Lab: 8 hours  
Prerequisite: MCT 221  
Lab fee: \$40.00

**CPT 264 Advanced Networking (A, W, SP, SU) 5 credits**

A continuation of CPT 263. Students will learn to use Microsoft Windows NT software to support small and enterprise wide information management systems. Students will complete a series of laboratory assignments using Windows NT software

Lecture: 2 hours – Lab: 8 hours  
Prerequisite: CPT 263  
Lab fee: \$40.00

**CPT 265 Distributed Database Management Systems (A, W, SP, SU) 5 credits**

Students will learn the characteristics and types of distributed DBMS currently available for use on distributed data networks. Additionally, students will learn to design and create an enterprise wide database (ORACLE) that will be maintained on a distributive network system in a laboratory environment.

Lecture: 2 hours – Lab: 8 hours  
Prerequisite: CPT 264  
Lab fee: \$40.00

**CPT 266 Certification Test Review (A, W, SP, SU) 1 credit**

Students will review the material necessary to become certified with a popular network operating systems software. Students will complete a series of practical exercises designed to enhance their ability to successfully complete a popular vendor certification program.

Lecture: 0 hours – Lab: 3 hours  
Prerequisite: CPT 264  
Lab fee: \$15.00

**CPT 267 TCP/IP (A, W, SP, SU) 3 credits**

This course demonstrates the concepts and analyzes the results using utilities provided by Windows NT. The course covers the aspects of TCP/IP such as history, client/server model/addressing/bridging and routing/DHCP, Windows NT domains and name services.

Lecture: 2 hours — Lab: 3 hours  
Prerequisite: CPT 264  
Lab fee: \$25.00

**CPT 281 Final Project (SP, SU) 5 credits**

This is the capstone course for the Computer Programming Technology. Students will work in small groups to design, choose appropriate medium and program a typical business system.

Lecture: 2 hours – Lab: 8 hours  
Prerequisite: CPT 202 and CPT 212  
Lab fee: \$40.00

**CPT 289 ACP Examination (A, W, SP, SU) 1 credit**

Students will review topics covered in all previous technical courses. Students will be eligible to take the general and COBOL areas of the Associate Computer Professional (ACP) examination administered by the Institute for the Certification of Computer Professionals (ICCP). All students in Computer Programming Technology will take CPT 289 during their graduating quarter.

Lecture: 0 hours – Lab: 3 hours  
Lab fee: \$20.00

**CPT 291 Special Topics in CS 1 (On Demand) 1-5 credits**

**CPT 292 Special Topics in CS 2 (On Demand) 1-5 credits**

**CPT 293 Special Topics in CS 3 (On Demand) 1-5 credits**

**CPT 294 Special Topics in CS 4 (On Demand) 1-5 credits**

**CPT 295 Special Topics in CS 5 (On Demand) 1-5 credits**

**CPT 296 Special Topics in CS 6 (On Demand) 1-5 credits**

Special Topics in CS is a series of courses specifically designed to meet the needs of the constantly changing business community and student population. Courses will be designed with the advice of the particular group requesting the course and approval of the department chairperson.

Lecture: 0 hours – Lab: 1-5 hours  
Lab fee: \$30.00

**CPT 297 Computer Science Internship/Field Experience 1 (On Demand) 1 credit**

The student works 12 hours per week in an activity that relates to the students' occupational objective. A faculty member who aids in the students' growth and development coordinates the on-the-job experience.

Lecture: 0 hours – Lab: 12 hours

**CPT 298 Computer Science Internship/Field Experience 2 (On Demand) 2 credits**

The student works 24 hours per week in an activity that relates to the students' occupational objective. A faculty member who aids in the students' growth and development coordinates the on-the-job experience.

Lecture: 0 hours – Lab: 24 hours

**CPT 299 Computer Science Internship/Field Experience 3 (On Demand) 3 credits**

The student works 36 hours per week in an activity that relates to the students' occupational objective. A faculty member who aids in the students' growth and development coordinates the on-the-job experience.

Lecture: 0 hours – Lab: 36 hours

## Construction Management (CMGT)

**CMGT 101 Managing a Construction Company (A,W,SP) 3 credits**

An overview of the operations of a construction firm with a simulation of the management process by student teams demonstrating skills and competencies required.

Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$2.00

**CMGT 105 Construction Contract Documents (A,W,SP,SU) 3 credits**

Intensive study of all documents related to a project with emphasis on the important legal aspects of each, and the role of the contractor in the final project.

Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$4.00

**CMGT 106 Supervision of Field Operations (W,SP) 3 credits**  
An overview of the principles of field supervision which includes leadership skill, problem solving, motivation techniques, problem solving processes, communication methods and useful supervisory aids for construction projects.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$4.00

**CMGT 115 Building Construction Methods (A,W) 3 credits**  
A study of the methods used in work-site preparation, materials handling systems, assembly of construction materials and systems as related to building projects such as offices, schools, stores, industrial buildings and hospitals, along with the strategies employed to control and coordinate these activities.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$3.00

**CMGT 121 Building Construction Drawings(A,W,SP,SU) 3 credits**  
Reading and interpretation of construction drawings and project manuals as related to residential, commercial, and industrial construction projects. Interpretation of the relationship between plans, elevations, sections, details, and the coordination of these drawings with materials specifications. The use of basic construction math will be explained along with the interpretation of construction terms and symbols. The Dodge SCAN microfilm readers and Sweets catalogues will be used in this course.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: MATH 104 or higher or permission of instructor  
Lab fee: \$9.00

**CMGT 125 Heavy Construction Methods (A,W) 3 credits**  
A study of methods used to build horizontal projects, such as highways, dams, airports, bridges and utility lines. The various pieces of equipment and materials used in these type projects will be explained as well as the processes used.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$5.00

**CMGT 131 Construction Quantity Survey (A,W,SP,SU) 3 credits**  
Development of the use of construction math relative to linear, square and cubic measures of common construction materials. The computation and organization of basic material quantities used in a typical building construction project including the site preparation.  
Lecture: 1 hours – Lab: 4 hours  
Prerequisite: CMGT 121 and MATH 104 or higher or permission of instructor  
Lab fee: \$9.00

**CMGT 135 Safety and Loss Prevention (W, SP) 3 credits**  
Identification of work hazards and unsafe practices, safety codes and standards, safety programs and training with the role of O.S.H.A. and insurance companies in safety programs. Basic first aid and CPR are included. How to develop theft reduction programs with the cooperation of local law enforcement departments and insurance companies will also be studied.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$7.00

**CMGT 141 Building Estimating (SP,SU) 3 credits**  
Development of topics such as material price extensions, equipment requirements, labor requirements, and time requirements as related to building construction projects. Involving the take-off procedure used.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CMGT 131 and 115  
Lab fee: \$9.00

**CMGT 231 Computer Estimating Buildings ( W, SU) 3 credits**  
A continuation of the study for the skills required to “take-off” the amount of materials from a set of construction plans in an orderly manner. The course will develop the general background information for the process of bidding a construction project utilizing computer software and discussing the most current software applications.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisites: CMGT 141, 131 and MATH 104  
Lab fee: \$20.00

**CMGT 241 Planning and Scheduling (A, SP,SU) 3 credits**  
A study of project control and coordination through systematic planning and scheduling, including operational adjustments for resource changes and alterations. Computer computation of critical path methods and analysis.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CMGT 115 or 131  
Lab fee: \$10.00

**CMGT 243 Construction Labor Law (A) 3 credits**  
Investigation of the legal areas of labor contracts, project contracts, NLRB regulations, insurance requirements, fringe benefit collection, dispute resolution, arbitration and litigation as related to construction labor disputes.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$3.00

**CMGT 248 Heavy Construction Estimating (A,SU) 3 credits**  
A comprehensive study of the topics associated with and unique to heavy/highway construction estimating. The major focus of the course will involve determining the cost factors of the equipment intensive operations associated with heavy/highway construction. The secondary focus will be relating the equipment selection and cost factors to the labor requirements, materials price extensions, and time requirements as utilized in the model crew method of estimating.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisites: CIVL 123, CMGT 125 and 131  
Lab fee: \$9.00

**CMGT 251 Construction Cost Controls (A,W) 3 credits**  
Methods and techniques of cost analysis used to develop skills in controlling construction computer computation of costs, budgets, and related critical path analysis and adjustment, operating costs and cost forecasting of completed production.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisites: CMGT 141 or 248 and 241  
Lab fee: \$10.00

**CMGT 252 Construction Contract Law (W) 3 credits**  
Analysis of the special conditions of construction law as applied to contractual on-site conditions, document usage, negotiations of disputes, change orders and master contracts.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CMGT 105  
Lab fee: \$1.00

**CMGT 253 Residential Construction (A,W,SU) 3 credits**  
The basic construction of a single family residence from the ground up, emphasizing construction methods, equipment used, structural design theory, materials and terminology.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$2.00

**CMGT 261 Project Management (W,SP) 3 credits**  
Tracking a project through a construction firm which includes job start, control assignments, control structures, organization, and move-out phases of the construction project. Computer simulation of project activities and

management processes.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CMGT 251  
Lab fee: \$10.00

**CMGT 281 Computer Estimating Residential (A,SP) 3 credits**  
A comprehensive study of the skills required to “take-off” the amount of materials from a set of construction plans in an orderly manner. The course will develop the general background information for the process of bidding a residential construction project utilizing computer software.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisites: CMGT 131, 141 & MATH 148  
Lab Fee: \$20.00

**CMGT 290 Work Experience Seminar (SU) 1 credit**  
Application of business knowledge to specific areas of on-the-job work experience. Group discussions emphasize student work experience. The student takes this course concurrently with CMGT 291.  
Lecture: 1 hours – Lab: 0 hours  
Concurrent: CMGT 291

**CMGT 291 Co-Op Work Experience (SU) 4 credits**  
Off-campus work experience in construction, consulting engineering or construction related industry that augments formal education received in the technology, with actual work conditions and job experience. “N” credit will not be allowed for this course.  
Lecture: 0 hours – Lab: 40 hours  
Concurrent: CMGT 290  
Lab fee: \$15.00

**CMGT 299 Special Topics in Construction Management (On Demand) 1 – 5 credits**  
Course provides flexibility to allow for special topics in the Construction industry to be presented.  
Lecture and Lab hours vary dependent upon topic  
Prerequisite: varies upon topic  
Lab Fee: \$10.00

## Dance (DANC)

All studio classes are held at Ballet Met, 322 Mount Vernon Ave.

**DANC 101 Classical Ballet I (AU, WI, SP) 2 credits**  
Classical ballet at the beginning level. Fundamentals of classical ballet technique, coordination, strength and flexibility with an emphasis on proper execution and comprehension. Repeatable for up to 6 total credits.  
Lecture: 1 hours – Lab: 2 hours  
Lab fee: \$8.00

**DANC 102 Classical Ballet II (AU, WI, SP) 2 credits**  
A continuation of Classical Ballet I, following through on the development of basic skills and their incorporation into combinations of movements. Repeatable for up to 6 total credits.  
Lecture: 1 hours – Lab: 2 hours  
Prerequisite: 6 hours of Ballet I or Permission of Instructor.  
Lab fee: \$8.00

**DANC 121 Beginning Tap I (AU, W, SP) 1 credit**  
Tap techniques at the beginning level. Tap classes emphasize precession in sound, rhythm, movement, gesture and expression.  
Lecture: hours – Lab: 2 hours  
Lab fee: \$8.00

**DANC 122 Beginning Tap II (AU, W, SP) 1 credit**  
Fundamentals of tap developed to include more complex movement combinations and interpretations. Emphasis on quick and efficient learning skills.  
Lecture: hours – Lab: 2 hours  
Prerequisite: 6 hours of Tap I or permission of instructor  
Lab fee: \$8.00

**DANC 131 Beginning Jazz I (AU, W, SP) 1 credit**  
Jazz dance techniques at the beginning level. Jazz classes combine classic Broadway theatre dance with contemporary movement styles, elementary body part isolations and basic combinations.  
Lecture: 0 hours - Lab: 2 hours  
Lab fee: \$8.00

**DANC 132 Beginning Jazz II (AU, W, SP) 1 credit**  
Fundamentals of Jazz dance developed to include more complex movements combinations and interpretations.  
Lecture: 0 hours -Lab: 2 hours  
Prerequisite: 6 hours of Jazz I or permission of instructor.  
Lab fee: \$8.00

**DANC 150 Afro-Caribbean/Jazz Dance I (On Demand) 2 credits**  
Students will learn basic ethnic dance history and vocabulary in the context of the wider social and cultural movements, and will also learn and practice dance movements themselves in the studio.  
Lecture: 1 hour – Lab: 2 hours  
Lab fee: \$8.00

**DANC 151 Afro-Caribbean/Jazz Dance II (On Demand) 1 credit**  
Continuation of the studio portion of DANC 150.  
Lecture: 0 hours -Lab: 2 hours  
Prerequisite: DANC 150 or permission of instructor.  
Lab fee: \$8.00

**DANC 299 Special Topics in Dance (On Demand) 1-5 credits**  
Examination of types and styles of dance other than those regularly offered.  
Lecture hours varies – Lab hours varies  
Lab fee: \$8.00

## Dental Hygiene (DHY)

**DHY 109 Dental Terminology (A) 1 credit**  
This one credit-hour course is designed to provide the student with knowledge of the basic principles of dental terminology.  
Lecture: 1 hours – Lab: 0 hours  
Prerequisite: Admission to Dental Hygiene Program

**DHY 110 Introduction to Dental Hygiene (A) 4 credits**  
This four credit-hour course is designed to acquaint the dental hygiene student with the role of the dental hygienist and provide background knowledge, information and the necessary foundation required for subsequent didactic and clinical dental hygiene course work. There are several observation sessions at The Ohio State University College of Dentistry to acquaint and orient the students to the clinical setting.  
Lecture: 3 hours – Lab: 2 hours  
Prerequisite: Admission to Dental Hygiene Program  
Lab fee: \$60.00

**DHY 111 Dental Hygiene instrumentation Theory (W) 2 credits**

This two-credit course is designed to provide the student with knowledge of the basic principles of instrumentation, instrument design and fundamental skills necessary to perform in subsequent clinical dental hygiene courses.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: DHY 110

Concurrent: DHY 120

**DHY 112 Dental Hygiene Techniques I (SP) 1 credit**

This one-hour lecture course is designed to expand the student's knowledge of dental hygiene practice including ultrasonic instrumentation, instrument sharpening, treatment planning, dental charting and care of the special needs patient.

Lecture: 1 hours – Lab: 0 hours

Prerequisite: DHY 110

Concurrent: DHY 121

**DHY 120 Dental Hygiene Pre-Clinic (W) 4 credits**

This four-credit, 12-contact-hour clinical course is designed to apply the basic principles of instrumentation, instrument design, instrument utilization, and fundamental clinical dental hygiene skills. The method of evaluation is competency-based and guided by mastery of skills.

Lecture: 0 hours – Lab: 12 hours

Prerequisite: DHY 110

Concurrent: DHY 111

Lab fee: \$300.00

**DHY 121 Dental Hygiene Clinic I (SP) 4 credits**

This four-credit, 12-contact-hour clinical course continues the clinical experience of total patient care emphasizing instrumentation skills, radiographic techniques, patient education, Topical fluorid application and calculus detection.

Lecture: 0 hours – Lab 12 hours

Prerequisite: DHY 120

Concurrent: DHY 112

Lab fee: \$300.00

**DHY 130 Dental Radiography (W) 3 credits**

This three credit-hour lecture course provides the fundamental theory for safe and effective use of x-radiation as it relates to dentistry. It encompasses: history, production and uses of radiation; film exposure; operation techniques for exposure; and radiographic interpretation.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: DHY 110, 140 and 141

Concurrent: DHY 131

**DHY 131 Dental Radiography Laboratory (W) 1.5 credit**

This 1.5 credit, three contact hour laboratory course places emphasis on proficiency in exposing and developing diagnostically acceptable dental radiographs. The course provides experience in the use of x-ray equipment, exposure projections and techniques, processing, mounting and evaluation of radiographs.

Lecture: 0 hours – Lab: 3 hours

Prerequisites: DHY 110, 141 and 140

Concurrent: DHY 130

Lab fee: \$75.00

**DHY 140 Head and Neck Anatomy/Tooth Morphology (A) 3 credits**

This three credit-hour course includes the study of skeletal, muscular, circulatory, nervous and glandular structures of the head, neck and oral cavity. The study of anatomy and morphology of the head and soft tissues of the oral cavity will also be included in this course.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Admission to Dental Hygiene program

Concurrents: DHY 110 and 141

**DHY 141 Head and Neck Anatomy, Tooth Morphology**

**Lab (A)**

**1.5 credit**

This 1.4 credit, three contact-hour course involves the identification and reproduction of teeth and orofacial structures, morphology of hard and soft tissues of the oral cavity and head and neck with special emphasis on clinical application.

Lecture: 0 hours – Lab: 3 hours

Prerequisite: Admission to Dental Hygiene Program

Concurrents: DHY 140 and 110

Lab fee: \$30.00

**DHY 210 Dental Hygiene Techniques II (SU) 1 credit**

This one hour lecture course is designed to introduce the foundational theories and clinical techniques of root planning, ultrasonic instrumentation, and pit and fissure sealants. In addition, instruction will be provided on the practical aspects of nutritional need of the dental patient and nutritional counseling.

Lecture: 1 hours – Lab: 0 hours

Prerequisites: Admission to Dental Hygiene Program, and DHY 112

Concurrent: DHY 220

**DHY 211 Dental Hygiene Techniques Seminar III (A) 1 credit**

This one hour lecture course is designed to provide knowledge and understanding regarding dental hygiene care and management for patients with special needs, including but not limited to, pediatrics, geriatrics and the handicapped.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: DHY 210

Concurrent: DHY 270

**DHY 212 Dental Hygiene Techniques IV (W) 1 credit**

This one hour course is designed to provide the student with the fundamental knowledge and theory to perform expanded function duties of the dental hygienist.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: DHY 221

Concurrent: DHY 222

**DHY 213 Dental Hygiene Techniques Seminar V (SP) 2 credits**

This two hour lecture course is designed to provide the student with knowledge of professional ethics, legal responsibilities of the dental hygienist, and the role of organized dental hygiene. In addition, office management skills, alternate practice settings and securing employment will be emphasized. The student will create a Dental Hygiene Portfolio including a prepared resume'.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: DHY 212

Concurrent: DHY 223

**DHY 214 Dental Hygiene Treatment Planning (S) 0.5 credits**

This 0.5 credit-hour course introduces the philosophy, techniques of treatment planning and provides the student with an opportunity to apply the principles of treatment planning.

Lecture: 0 hours – Lab: 1 hours

Prerequisite: DHY 111

Concurrent: DHY 210

**DHY 215 Case Studies and Presentations (SP) 0.5 credits**

This 0.5 credit-hour course provides the student with the opportunity to assess, plan, implement and evaluate a complete patient case study. The student will present a 30-minute oral report on each case study.

Lecture: 0 hours – Lab: 1 hours

Prerequisite: DHY 214

Concurrent: DHY 281

**DHY 220 Dental Hygiene Clinic II (SU)** **4 credits**  
This four-credit, 12-contact-hour clinical course continues clinical experience of total patient care, instrumentation skills, radiographic techniques, patient education, assessment and treatment planning. In addition, new treatment modes will include: alginate impression, nutritional counseling and the introduction to ultrasonic scaling, root planning, Intraoral photography and periodontal charting.  
Lecture: 0 hours – Lab: 12 hours  
Prerequisite: DHY 121  
Concurrent: DHY 210  
Lab fee: \$300.00

**DHY 221 Dental Hygiene Clinic III (A)** **4 credits**  
This four-credit, 12-contact-hour clinic course builds upon previous clinical course work involving dental hygiene total patient care. The course will expand student knowledge in instrumentation skills, radiographic techniques, patient education assessment and treatment planning, sealant placement, impression making, amalgam polishing, study casts, periodontal therapies and NERB calculus detection.  
Lecture: 0 hours – Lab: 12 hours  
Prerequisite: DHY 220  
Concurrent: DHY 211  
Lab fee: \$300.00

**DHY 222 Dental Hygiene Clinic IV (W)** **4 credits**  
This four-credit, 12-contact-hour clinic course will provide ongoing experience in total patient care. Treatment parameters from previous clinic course work will be increased to include expanded function duties as well as intraoral imaging, alginate impressions, study casts and NERB calculus detection.  
Lecture: 0 hours – Lab: 12 hours  
Prerequisite: DHY 221  
Concurrent: DHY 212  
Lab fee: \$300.00

**DHY 223 Dental Hygiene Clinic V (SP)** **4 credits**  
This four credit, twelve contact-hour clinical course is the final course in the clinical dental hygiene sequence. It is designed to enable the student to incorporate all the techniques and treatment modalities previously acquired involving total patient care. Emphasis will be placed on refinement of treatment, professional decision making, case study presentation, intraoral imaging and peer teaching.  
Lecture: 0 hours – Lab: 12 hours  
Prerequisite: DHY 222  
Concurrent: DHY 213  
Lab fee: \$300.00

**DHY 240 Dental Materials (SP)** **2 credits**  
This two hour course is designed to study the chemical, physical and biological properties of materials used in dentistry. Emphasis will be placed on the manipulation and utilization of materials that have application to the dental hygienist.  
Lecture: 2 hours – Lab: 0 hours  
Prerequisite: DHY 111  
Concurrents: DHY 112 and 121

**DHY 241 Dental Materials Laboratory (SU)** **1.5 credit**  
This 1.5 credit, three hour laboratory course places emphasis on the manipulative techniques and practical application of various materials used in the practice of dentistry.  
Lecture: 0 hours – Lab: 3 hours  
Prerequisite: DHY 240  
Concurrent: DHY 220  
Lab fee: \$150.00

**DHY 250 Oral Histology (SP)** **1 credit**  
This one-credit hour course involves the study of tissues comprising the oral cavity along with the embryonic development of these tissue and facial structures. Oral pathology will be covered with emphasis placed upon the recognition of normal and abnormal conditions.  
Lecture: 1 hours – Lab: 0 hours  
Prerequisites: DHY 140 and 141  
Concurrent: DHY 240

**DHY 251 Oral Pathology (SU)** **3 credits**  
This three-credit hour course involves the study of oral pathology with emphasis placed upon the recognition of normal and abnormal conditions.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: DHY 250  
Concurrent: DHY 241

**DHY 260 Periodontology (W)** **3 credits**  
This three-hour lecture course is designed to place emphasis on the etiology, assessment, evaluation, classification, treatment and maintenance of the periodontally involved dental patient.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: DHY 140  
Concurrent: DHY 111

**DHY 270 Dental Pharmacology (A)** **2 credits**  
This two-hour course surveys the drugs commonly encountered in the dental office. Emphasis is given to drugs and drug actions which can affect dental treatment.  
Lecture: 2 hours – Lab: 0 hours  
Prerequisite: DHY 140  
Concurrent: DHY 211

**DHY 279 Biostatistics and Research for the Dental Hygienist (A)** **1 credit**  
This one-credit hour course introduces the student to biostatistics, dental statistics and research methods in dentistry.  
Lecture: 1 hours – Lab: 0 hours  
Prerequisite: DHY 111  
Concurrent: DHY 211

**DHY 280 Community Dental Health (W)** **3 credits**  
This three hour lecture course introduces the philosophy, techniques, attitudes and behaviors necessary to promote dental disease prevention through organized community-based programs. The student will be responsible for assessing, planning, implementing and evaluating community oral health programs.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: DHY 140  
Concurrent: DHY 212

**DHY 281 Community Dental Health External Projects (SP)** **1 credit**  
This one credit, three-contact hour course provides the student with the opportunity to apply the principles of public and community dental health in a practical setting. Projects that include implementation and evaluation will be included.  
Lecture: 0 hours – Lab: 2 hours  
Prerequisite: DHY 280  
Concurrent: DHY 213  
Lab fee: \$20.00



## Dental Laboratory Technology (DENT)

### DENT 101 Materials I (A) 3 credits

This course involves a comprehensive study of the chemical and physical properties of materials used by the dental technician.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Acceptance into program.

### DENT 111 Anatomy (A) 3 credits

This course provides the student with an introduction to the masticatory system. The student will be exposed to the significant structures and landmarks of the oral cavity, with extensive study of the permanent dentition.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: Acceptance into program.

### DENT 121 Complete Dentures I (A) 3 credits

This course involves an introduction to complete dentures and includes a study of the procedures from preliminary impressions through wax contouring, with special emphasis upon artificial tooth arrangement.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: Acceptance into program.

Lab fee: \$65.00

### DENT 122 Complete Dentures II (W) 2 credits

This course is a continuation of the study of complete dentures and includes procedural material from flasking through patient remount and occlusal adjustments.

Lecture: 1 hours – Lab: 3 hours

Prerequisite: DENT 121

### DENT 123 Complete Dentures III (SP) 3 credits

This course involves a study of procedures required to solve specific postinsertion problems, e.g. repair, rebase, and reline. In addition, the student is introduced to the immediate denture technique.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: DENT 122

### DENT 132 Occlusion (A) 3 credits

This course will entail a study of occlusal morphology, the temporomandibular joint and mandibular movements.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: DENT 132

### DENT 142 Removable Partial Dentures I (W) 3 credits

This course is a basic study of removable partial dentures, and presents principles such as survey, design, and fabrication.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: DENT 121

### DENT 143 Removable Partial Dentures II (SP) 2 credits

This course will involve an intensification of the study of survey, design and fabrication of removable partial dentures.

Lecture: 1 hours – Lab: 3 hours

Prerequisite: DENT 142

### DENT 153 Fixed Partial Dentures I (W) 3 credits

This course will introduce the student to the fixed appliance. The content will be limited to the single unit crown.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: DENT 132

Lab fee: \$65.00

### DENT 224 Complete Dentures IV (SU) 2 credits

In this course, the student will fabricate an overdenture and will concentrate upon characterization of complete dentures.

Lecture: 1 hours – Lab: 3 hours

Prerequisite: DENT 123

### DENT 244 Removable Partial Dentures III (SP) 3 credits

During this course, the student will apply acquired knowledge and skills by fabrication of removable partial dentures. The didactic portion will encompass the specialized designs such as stressbreakers, precision attachments and the RPI technique.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: DENT 143

### DENT 256 Fixed Partial Dentures IV (Sp) 3 credits

This course will involve a study of crown and bridge cases not covered previously as well as the use of attachments. The student will construct multiple unit appliances and construct one piece castings.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: DENT 255

### DENT 275 Ceramics I (W) 4 credits

This course is an introduction to dental ceramics and will involve a study of porcelain fused to metal restorations. The students will construct porcelain veneers and full coverage single unit crowns.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: DENT 254

### DENT 276 Ceramics II (SP) 3 credits

This unit will entail a continuation of the study of the porcelain fused to metal restoration. It will also include the study of the Maryland bridge and the porcelain jacket crown and other multiple unit appliances.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: DENT 111

### DENT 285 Orthodontics (SP) 2 credits

This course provides a basic introduction to the laboratory skills necessary to provide services in the areas of orthodontics.

Lecture: 1 hours – Lab: 3 hours

### DENT 296 Applied Laboratory I (SP) 3 credits

This course consists of laboratory and is intended to simulate a working laboratory. The student will fabricate fixed and removable appliances.

Lecture: 1 hours – Lab: 6 hours

Lab fee: \$65.00

### DENT 297 Applied Laboratory II (SU) 7 credits

This course consists entirely of laboratory and is intended to stimulate a working laboratory situation with regard to work schedules, case flow, and coping with real problems.

Lecture: 1 hours – Lab: 18 hours

Lab fee: \$75.00

## Developmental Education Department (DEV)

### DEV 006 Basic Grammar Skills (A,W,SP,SU) 2 credits

This course covers grammar skills including the correct use of verb tenses and forms; simple, compound, and complex sentences; fragments, run-ons, and comma splices.

Lecture: 2 hours - Lab: 0 hours

Lab fee: \$2.00

### DEV 007 Basic Punctuation Skills (A,W,SP,SU) 2 credits

This course covers punctuation skills including the correct use of commas, semicolons, quotation marks, apostrophes, and other marks.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$2.00

**DEV 015 Spelling and Vocabulary (A,W,SP,SU) 3 credits**  
This course is designed to improve vocabulary and spelling skills through the use of memorization, phonics, the application of rules, and personal word lists.  
Lecture: 3 hours – Lab: 0 hours  
Lab fee: \$2.00

**DEV 028 Algebra Foundations (A,W,SP,SU) 3 credits**  
This course is designed for students who need special assistance in order to re-enter DEV 031, Pre-Algebra. The course is structured to develop students' critical thinking and problem solving in relation to basic algebra concepts. Methods of instruction will include collaborative activities, manipulatives, lecture, and writing activities involving simplifying expressions, solving equations, word problems, and signed number operations. The course is not open to students with credit for DEV 031 or MATH 102.  
Lecture: 3 hours – Lab: 0 hours  
Lab Fee: \$3.00

**DEV 029 Math Foundations (A,W,SP,SU) 3 credits**  
This course is designed for students who need special assistance with basic math in order to re-enter DEV 030, Basic Mathematics. This course includes whole number operations, problem-solving strategies, estimation and number sense, Order of Operations, math study skills, and an introduction to fractions and geometry. DEV 029 is taught through lectures, group activities, tutorial exercises, and small group instruction. This course is not open to students with credit for DEV 030 or higher.  
Lecture: 3 hours – Lab: 0 hours  
Lab Fee: \$3.00

**DEV 030 Basic Mathematics (A,W,SP,SU) 5 credits**  
Basic Mathematics offers a review of arithmetic concepts including whole numbers, fractions, decimals, percents, proportions, formulas, data interpretation, and basic geometry. The course is structured to develop students' critical thinking, problem solving, math and study skills through collaborative activities, writing assignments, real-life applications and the use of modern technology in the classroom. Traditional and computer-mediated sections available. This mastery learning course is not open to students with credit for DEV 031, MATH 101 or MATH 102.  
Lecture: 5 hours – Lab: 0 hours  
Lab fee: \$6.00 for traditional; \$65.00 for computer-mediated (includes software and textbooks.).

**DEV 031 Pre-Algebra (A,W,SP,SU) 5 credits**  
Pre-Algebra is designed for students who have no experience with algebra and for those who need to strengthen their abilities to work with algebraic mathematics. Topics in DEV 031 will include simplifying algebraic expressions, solving equations, working with exponents, formulas, signed number operations, monomial operations and application problems. This course will help to develop students' algebra and studying skills and help them to perform successfully in MATH 101, MATH 102, and in the workplace. Traditional, mastery, and computer-mediated sections available. This course is not open to students with credit for MATH 101 or MATH 102.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: By placement or minimum of "C" or above in DEV 030.  
Lab fee: \$6.00 for traditional; \$65.00 for computer-mediated (includes software and textbooks).

**DEV 040 Reading Improvement (A,W,SP,SU) 5 credits**  
This course focuses on developing students' basic reading skills. Students will practice strategies for improving reading rate and comprehension. Critical reading skills will be introduced through reading and responding to essays, keeping a journal and vocabulary notebook, and doing workbook activities. This course is not open to students with credit for DEV 044.  
Lecture: 4 hours – Lab: 2 hours  
Lab fee: \$4.00

**DEV 041 Basic Communication Skills (A,W,SP,SU) 5 credits**  
This course combines elements of the writing process with the basic principles of writing clear, coherent, and well-developed paragraphs. Students will review rules of grammar usage and punctuation. Critical thinking skills will be developed through reading, class discussion, and journal writing. This course is open to students who place by writing test or placement score into DEV 041. It is not open to students with credit for any of the ENGL 100 series.  
Lecture: 4 hours – Lab: 2 hours  
Lab fee: \$5.00

**DEV 042 Principles of Writing (A,W,SP,SU) 5 credits**  
In this writing-intensive course, students will build on the composing, revising and editing strategies introduced in DEV 041. Through a review of individual DEV 041 writing portfolios, students' needs will be determined and instruction will address these needs. Students in this course will develop critical thinking skills through analyses of student and professional writings and through journal response to reading assignments. Prerequisite: DEV 041 and permission of instructor.  
Lecture: 5 hours – Lab: 0 hours  
Lab fee: \$5.00

**DEV 044 Critical Reading and Thinking (A,W, SP, SU) 3 credits**  
Critical Reading and Thinking is designed to help students develop higher-order reading skills that will help them become more effective and efficient readers. In this course, students will expand basic reading and critical thinking skills. A variety of reading disciplines will be used for discussion, reading and writing assignments, and projects that will allow students to critique their self-knowledge and evaluate ideas. The course is open to all Columbus State students.  
Lecture: 3 hours – Lab 0 hours  
Prerequisite: DEV 040 or by placement.  
Lab fee: \$2.00

**DEV 050 Career Life Planning (A,W,SP,SU) 3 credits**  
Career and Life Planning is designed to help students identify and examine their abilities, interests, values, and personality relative to educational and career choices. Upon completion of this course, a student will be able to develop a plan of action for gaining employment and/or pursuing a field of study that meets his or her personal needs.  
Lecture: 3 hours – Lab: 0 hours  
Lab fee: \$11.00

**DEV 090 College Success Skills (A,W,SP,SU) 2 credits**  
College Success provides students with skills necessary to be successful in their personal, academic, and career-related pursuits. The course focuses on an orientation to the College, study skills, note-taking, test-taking, and time management. This course is required of students who place in two Developmental Education courses.  
Lecture: 2 hours – Lab: 0 hours  
Lab fee: \$6.00

**DEV 098 Special Topics in Developmental Education (On Demand) 1-5 credits**  
Special topics in developmental reading, writing, mathematics, or related areas. This course is designed to meet special needs.  
Lecture: 1-5 hours; Lab: 0 hours  
Prerequisites: will vary

**DEV 099 Special Topics in Developmental Education (On Demand) 1-5 credits**  
Special topics in developmental reading, writing, mathematics, or related areas. This course is designed to meet special needs.  
Lecture: 1-5 hours - Lab: 0 hours  
Prerequisites: will vary

## Early Childhood Development (ECD)

### **ECD 103 Cognitive Curriculum (W,SP,SU) 3 credits**

Theoretical foundations for the child's cognitive development. Techniques for promoting concept development as well as focus on science, math and readiness skills. Emphasis on planning activities which encourage questioning, probing, and problem-solving skills appropriate to individual developmental levels and learning styles. Also includes effects and use of television, computers and technology in settings for young children.

Lecture: 3 hours - Lab: 0 hours

Prerequisites: ECD 105, 106, 107, 203, PSY 261

Lab fee: \$12.00

### **ECD 105 Self-Concept (A,W,SP,SU) 3 credits**

Focuses on the importance of individualizing an early childhood practices to meet the needs of children in a manner which develops a positive self-image and individual competence. Explores impact of teacher's self-image, values and attitudes on preschool classroom. Includes dimensions of self, antecedents of self concept, relationship of feelings to self-concept, and teaching strategies and classrooms to foster self-esteem. Examines use of positive communication skills for guidance of young children.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Placement into ENGL101

Lab fee: \$12.00

### **ECD 106 Observing and Recording (A, WI, SP, SU) 1 credit**

This course focuses on appropriate methods of observing young children in group settings. Objective methods for recording children's behavior will be included. Strategies for observing while filling the role of teacher will be addressed. (May be taken concurrently with ECD 105 or ECD 107).

Lecture: 1 hour – Lab: 0 hours

Prerequisite: ECD 105

Concurrents: ECD 105 or ECD 107

Lab fee: \$4.00

### **ECD 107 Curriculum Planning (A,W,SP,SU) 3 credits**

Focuses on strategies to facilitate classroom management and guidance. Emphasizes developing goals and objectives as basis for classroom activities. Includes preschool curriculum planning and fundamentals of developmentally appropriate practice. Deals with the organization of time and space as it impacts on group child care.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 105 and ECD 106

Lab fee: \$12.00

### **ECD 109 Language Experiences in Early Childhood Programs (A, W, SP, SU) 3 credits**

Theories and sequence of speech/language development, differentiating between normal and atypical language Focus is on teacher as facilitator of communication skill development; planning and implementing language arts activities; selecting and using literature to enhance language development and provide emotional support. Literacy in young children is stimulated through interactive speech, listening, reading, and print activities. Guidelines for setting up a literacy area in the classroom and working with parents will also be included.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 105, 106, 107, 203, PSY 261

Lab fee: \$12.00

### **ECD 110 Infant - Toddler Curriculum (A, W, SP, SU) 3 credits**

Presents an overview of care giving for infants and toddlers in group settings. Programming for infants and toddlers is emphasized across developmental areas through appropriate routines environment and experiences. The role of staff and parent relationships is explored. ;, Ohio Child Care Licensing Rules are reviewed.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 105, 106, 107, 203, PSY 261

Concurrents: ECD 163, Field Seminar III and ECD 173, Field Experience III

Lab fee: \$12.00

### **ECD 112 Physical Development Curriculum (A,SP) 3 credits**

Theoretical foundations for the child's physical and motor development. Includes assessing an individual child's motor skills, sequence for the development of motor skills, perceptual-motor development, as well as implementing small and large motor activities in both indoor and outdoor settings. Health, nutrition and safety education activities and discussion on childhood sexuality are part of this course.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 105, 106, 107, 203, PSY 261

Lab fee: \$12.00

### **ECD 115 School Age Child Care (on request) 3 credits**

This course will present principles that are important for developing and administering childcare programs for children in Kindergarten through Grade 5. Developmental characteristics of school aged children will be reviewed and appropriate care, education and guidance practices identified. Information regarding licensing regulations and parent involvement for school age childcare programs in Ohio will be disseminated.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ECD 105 and 107

Lab fee: \$12

### **ECD 120 Interpersonal Communications for Human Services (A,W,SP,SU) 4 credits**

This course teaches principles of interpersonal communications for individuals working in Human Services. This course is structured on the premise that the most important resource individuals bring to a helping relationship is their ability to remain self-aware and communicate honestly and directly. Also taught are managing anger, conflict resolution, and assertive behavior. This course is participatory and interactive.

Lecture: 4 hours-Lab: 0 hours

Prerequisite: ENGL 101

Lab fee: \$4.00

### **ECD 121 Interpersonal Communication in Human Services (A,W,SP,SU) 4 credits**

This course teaches principles of interpersonal communication for individuals working in Human Services. This course is structured on the premise that the most important resource individuals bring to an helping relationship is their ability to remain self-aware and to communicate honestly and directly. Also taught are managing anger, conflict resolution, and assertive behavior. This course is participatory and interactive.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: ENGL 101

Lab fee: \$4.00

### **ECD 151 ECD Media Resource I (A,W,SP,SU) 1 credit**

This course will provide an overview and orientation to resources, equipment and materials available for creating learning activities for children. Students will have opportunities to practice safe, economical and appropriate skills in creative ways.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: ECD 105 or permission of ECD Coordinator

Lab fee: \$12.00

### **ECD 152 ECD Media Resources II (A,W,SP,SU) 1 credit**

This course will expand students' opportunities to learn, implement, and evaluate appropriate materials and methods for creating learning activities for children. Emphasis will be on extensions of appropriate classroom activities and environments through the use of media materials.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: ECD 105 or permission of ECD Coordinator

**ECD 161 - 265 ECD Seminars I-V (A,W,SP,SU) 1 credit**  
Group discussion of experiences related to ECD field experiences, integration of theory and practice. Seminars are taken concurrently with ECD Field Experience I-V. Seminars focus on observing and recording children's play and interactions, basic principles of guidance, and application of knowledge. Expectations, objectives and requirements build with each successive experience. Successful completion (C or better) of each Seminar is a prerequisite for the next seminar.  
Lecture: 1 hours – Lab: 0 hours  
Prerequisites: ECD 105, 106, 107, 203, PSY 261  
Concurrents: ECD 171 - 275  
Lab fee: \$4.00 for each course

**ECD 171 - 275 ECD Field Experiences I-V (A,W,SP,SU) 1 credit**  
These courses are an integral part of the ECD program, providing students with the opportunity to apply theory and practice under the guidance of early childhood professionals. These professionals guide and assist in the evaluation of student performance. Successful completion (C or better) is a prerequisite for the next Field Experience.  
Lecture: 0 hours – Lab: 7 hours  
Prerequisite: Formal admission to ECD  
Concurrents: ECD 161 - 265  
Lab fee: \$20 for ECD 171; \$16 for ECD 172 - 275

**ECD 190 Activity Plan Seminar (A,W,SP,SU) 1 credit**  
This seminar is required for ECD students who have received Non-traditional credit for Field Experience and Seminars I & II. The class will focus on preparing written documentation of developmentally appropriate activities for preschool aged children. Students will learn to write concepts, objectives, and procedures for developmentally appropriate activities, consistent with ECD program outcomes.  
Lecture: 1 hour – Lab: 0 hours  
Prerequisites: Credit for ECD 162, 171  
Lab fee: \$4.00

**ECD 200 First Aid (A,W,SP, SU) 1 credit**  
This course provides the student with training and practice in first aid for infants and young children. It meets requirements of Ohio Child Day Care Licensing Rules for staff in early childhood settings. Non-traditional credit may be awarded for a current, valid certificates for First Aid.  
Lecture: 1 hour – Lab: 0 hours  
Prerequisite: Placement into ENGL100  
Lab fee: \$4.00

**ECD 201 Health and Safety (A,W,SP) 3 credits**  
Course gives training and practice in first aid, in the recognition and management of communicable diseases, and in child abuse recognition and prevention. Meets requirements of Ohio Child Day Care Licensing Rules for staff in early childhood settings. Non-traditional credit may be awarded for current, valid certifications in First Aid, Recognition of Child Abuse and Neglect and Management of Communicable Diseases.  
Lecture: 3 hour – Lab: 0 hours  
Prerequisite: Placement into ENGL100  
Lab fee: \$12.00

**ECD 202 Management of Communicable Disease (A,W,SP,SU) 1 credit**  
A course designed to provide students with the knowledge and skills in recognition and management of communicable diseases. Meets requirements for Ohio Child Day Care Licensing Rules for staffs in early childhood settings. Non-traditional credit may be awarded for a current, valid certificate in Management of Communicable Diseases.  
Lecture: 1 hour – Lab: 0 hours  
Prerequisite: Placement into ENGL100  
Lab fee: \$4.00

**ECD 203 Creative Curriculum (A,W,SP,SU) 3 credits**  
Course deals with the principles of creativity and its importance in the life of the young child. Focus is on the sequence of development in child's use of creative materials. Techniques for creative arts and music will be explored, demonstrated and implemented. Students will develop and evaluate materials, objectives and activities in these areas.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisites: ECD 105, 106 and 107  
Lab fee: \$20.00

**ECD 204 Recognition of Child Abuse & Neglect (AU,W,SP,SU) 1 credit**  
A course designed to provide students with the knowledge and skills in child abuse recognition and prevention. Meets requirements for Ohio Child Day Care Licensing Rules for staff in early childhood settings. Non-traditional credit may be awarded for a current, valid certificate in Recognition of Child Abuse and Neglect.  
Lecture: 1 hour – Lab: 0 hours  
Prerequisite: Placement into ENGL100  
Lab fee: \$4.00

**ECD 205 Parent Involvement - Early Childhood Programs (W,SU) 3 credits**  
This course will present strategies for working effectively with parents of young children, and involving them in child care programs. Emphasis is on how to encourage active participation of parents in early childhood programs, including parent conferences and parent education. Family needs, similarities and differences will be discussed as they may affect the teacher's role, in building a partnership with parents.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisites: ECD 206 and 120  
Lab fee: \$12.00

**ECD 206 Social Development Curriculum (A, SP, SU) 3 credits**  
This course will include components of social development: recognition of family patterns and traditions, gender identity and sex roles, moral reasoning of young children, play theories and programming for classroom play, multicultural practices and diversity, and social studies for young children. The teacher's role as facilitator of social development will be defined.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisites: ECD 103 and 109  
Lab fee: \$12.00

**ECD 207 Guidance and Discipline in Early Childhood Programs (W,SP,SU) 3 credits**  
A study of guidance of young children and social learning theories. Focus is on preventing problem behaviors, and teaching desirable behavior through example, communication and setting limits. Issues of child behavior and analyzing discipline problems will be discussed. Focus is on resolving problem situations, changing behavior and development of moral reasoning. Includes helping children cope with stressful situations, and teaches strategies for working with children who have special needs.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: ECD 205  
Lab fee: \$12.00

**ECD 208 Young Children With Special Needs (A,SP) 3 credits**  
This course presents the rationale and skills in educating and caring for young children with special needs in programs that are inclusive. It describes strategies for identifying and assessing children with special needs and appropriate adaptive activities and strategies useful in an integrated classroom. The importance and necessity of collaboration with parents, community professionals and resources is acknowledged.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: ECD 205  
Lab fee: \$12.00

**ECD 209 Early Childhood Staff (A, W, SP) 3 credits**

In-depth study of the dynamics of staff interaction in a setting for young children. Focus includes personnel rights and responsibilities, ethical implications of teaching, team functioning, problem-solving professional growth and development, evaluation processes, as well as history, traditions and trends in the field.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ECD 206

Lab fee: \$12.00

**ECD 211 Child Care Administration (W,SU) 3 credits**

This course deals with the qualifications and roles required to administer a program for young children. Focus is on planning the philosophy of the program, planning to meet the needs of children, the staff, the parents and community involvement. Establishing and maintaining sound fiscal practices are given special emphasis. Includes legal requirements and responsibilities of Ohio licensing procedures.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: Minimum of one year working in ECD setting and ECD 105 and 107

Lab fee: \$12.00

**ECD 212 Family Ecology (A, SP) 3 credits**

Family ecology views the family as an ecosystem and examines its interrelationships with the environment (biophysical, psychosocial and technological) through processes of perceiving, valuing, spacing, and deciding. Emphasis is placed on family organizations, family members, and their roles.

Lecture: 3 hours - Lab: 0 hours

Lab fee \$2.00

**ECD 221- 230 Contemporary Issues in Early Childhood (SU and On Demand) 1–5 credits**

These courses will facilitate offerings of special topics related to ECD, on an annual basis. Topics may include: Children’s Literature, Diversity and Young Children, Intergenerational Care, Music & Movement, Fitness for Children, Nutrition, Sign Language, Leadership, Advocacy, etc. These topics may be for new students in ECD or meet requirements for Pre-K Associate Licensed teachers for renewal purposes.

Lecture: 1-5 hours – Lab: 0 hours

Prerequisite: Admission to ECD or permission of ECD Coordinator

Lab fee: \$4 - 12.00

**ECD 267 Student Teaching Seminar (A,W,SP,SU) 2 credits**

Students have opportunities to discuss their interactions with young children, staff, and parents in their assigned practicum settings. Students will analyze the components of the learning environment, and their interrelationships in programs for young children and families. They will plan to integrate theory and practice for quality programming, guidance, health and safety of pre-kindergarten children.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: ECD 264 and 209

Concurrent: ECD 277

Lab fee: \$12.00

**ECD 277 Student Teaching Practicum (A,W,SP,SU) 3 credits**

Provide students with opportunities to develop skills in working with young children (individually and in groups), and to integrate theories of child development with teaching practice. Students will work in assigned pre-kindergarten classrooms five days a week for a total of 21 hours weekly.

Lecture: 0 hours – Lab: 21 hours

Prerequisites: ECD 274 and 209

Concurrent: ECD 267

Lab fee: \$12.00

**Economics (ECON)****ECON 100 Introduction to Economics (A,W,SP,SU) 5 credits**

This course is an issues-based introduction to basic economic concepts. Students will relate principles such as scarcity, opportunity cost, and markets to current events, including changes in the minimum wage, environmental controversies, and the actions of the Federal Reserve.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: MATH 101, or REAL 104, or the equivalent and placement into ENGL 101

Lab fee: \$7.00

**ECON 200 Principles of Microeconomics (A,W,SP,SU - DL) 5 credits**

This course introduces students to the economic decision-making of individuals and firms. Topics include scarcity, opportunity cost, supply and demand, consumer choice, elasticity, market structure, profit maximization, resource markets, and international trade.

A distance-learning version of Principles of Microeconomics is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: MATH 101, or REAL 104, or the equivalent and placement into ENGL 101

Lab fee: \$7.00

**ECON 240 Principles of Macroeconomics (A,W,SP,SU - DL) 5 credits**

This course introduces students to economic decision-making at the aggregate level. Topics include national income analysis, the business cycle, inflation, unemployment, fiscal and monetary policies and objectives.

A distance-learning version of Principles of Macroeconomics is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: ECON 200 and MATH 101, or REAL 104, or the equivalent (successful completion of MATH 102 or its equivalent is strongly recommended) and placement into ENGL 101

Lab fee: \$7.00

**ECON 290 Capstone Experience in Economics (On Demand) 3 credits**

This course is for students completing the two-year Associate of Arts or Associate of Science degree who have a special interest in continuing a baccalaureate degree program in economics. Course requirements include the completion and presentation of a research project that relates to the students’ academic interests after reviewing research methodologies and findings in economics; assembly of a portfolio that covers their academic career at Columbus State Community College; and participation in summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Completion of AA/AS core requirements and at least 75 hours toward the degree with five credit hours in economics

Lab fee: \$10.00

**ECON 293 Independent Study in Economics (Demand)1 - 5 credits**  
An individual, student-structured course that examines a selected topic in economics through intensive reading or research. The independent study elective permits a student to pursue his/her interests within the context of a faculty-guided program.  
Lecture: 1 to 5 hours – Lab: 0 hours  
Prerequisites: Permission of the Instructor, the Chairperson, and one course in Economics  
Lab fee: \$6.00

**ECON 299 Special Topics in Economics (On Demand)1 - 5 credits**  
A detailed examination of selected topics of interest in economics.  
Lecture: 1 to 5 hours – Lab: 0 hours  
Prerequisite: Vary  
Lab fee: \$6.00

## Electro-Mechanical Engineering Technology (EMEC)

For other related course descriptions, see Electronic Engineering Technology and Mechanical Engineering Technology.

**EMEC 250 Motors and Controls (A,SP) 3 credits**  
A study in the basic elements of single phase and three phase AC motors and generators, DC motors and generators, transformers, motor controls, and motor protection (fuses and overloads). Students learn how to select, size and wire three phase motors and starters as well as do calculations related to sizing, horsepower, and efficiency.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$15.00

**EMEC 251 Electro-Mechanical Controls I (W,SU) 4 credits**  
A study in the basic interface circuitry used in electro-mechanical controls. Students learn about solenoids, relays, ladder logic, ladder diagrams, and how to design and wire controls systems to meet a given set of criteria. Troubleshooting is emphasized at each step.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: EMEC 250  
Lab fee: \$15.00

**EMEC 260 Electro-Mechanical Controls II (AU,SP) 4 credits**  
An introduction to Programmable Logic Controllers (PLC's). Students gain knowledge and experience in programming the Allen-Bradley SLC 500 series of PLC's. Students are required to design, wire, and troubleshoot programs to meet a given set of criteria. Both discrete and analog devices are examined.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: EMEC 251  
Lab fee: \$20.00

## Electronic Engineering Technology (EET)

**EET 101 Basic Electricity (W,SU) 3 credits**  
An introductory electrical applications course covering basic direct and alternating current concepts, measurements, circuit analysis, magnetism, electrical energy sources, and electrical energy conversion. This course is not required for students in the Electronic Engineering Technology.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: MATH 103  
Lab fee: \$4.00

**EET 102 Electronics and Digital Fundamentals (A,SP) 3 credits**  
An introductory electronics and digital fundamentals course. Course content covers electronic basics, diodes, transistors, electronic power supplies, amplification, power control, and basic digital logic devices and systems. Circuit applications of electronic and digital devices are stressed. This course is not required for students in the Electronic Engineering Technology.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: EET 101  
Lab fee: \$4.00

**EET 110 Electronic Drafting (A,W,SP,SU) 2 credits**  
An introductory drawing course incorporating the use of instruments, instructions, and practice to produce quality schematics and pictorial diagrams using lettering, electronic, and electrical symbols. The student will be given an introduction to computer-aided drafting (CAD).  
Lecture: 1 hour – Lab: 2 hours  
Lab fee: \$4.00

**EET 111 Direct Current Fundamentals (A,SP) 4 credits**  
An introduction to direct current fundamentals, electron physics, current and voltage, work, power, series and parallel resistances, network theorems, electrical measurement devices, circuit analysis. Microcomputers are introduced and used for problem-solving.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: MATH 103 or placement into MATH 111  
Concurrents: EET 112 and MATH 111

**EET 112 DC Laboratory (A,SP) 2 credits**  
This is an introductory course in the use of power supplies and measurement equipment commonly found in laboratories and industrial situations. The student will gain hands-on experience in the use of this equipment. A lab manual is used by the students as an aid to standardization of notation, reference data, and student reporting throughout the course.  
Lecture: 0 hours – Lab: 6 hours  
Concurrent: EET 111  
Lab fee: \$9.00

**EET 120 Alternating Current Fundamentals (W,SU) 4 credits**  
A detailed study of the principles of time varying electrical current and voltage relationships. The course includes an intensive application of vector analysis as applied to AC circuits, power applications, and the resonance phenomenon. Computer solutions are stressed when appropriate.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisites: EET 111 and 112  
Concurrents: EET 121 and Math 112

**EET 121 Alternating Current Laboratory (W,SU) 2 credits**  
Laboratory study of signal sources, oscilloscopes, reactance, inductance, AC networks, transformers and filter circuits.  
Lecture: 0 hours – Lab: 6 hours  
Prerequisites: EET 111 and 112  
Concurrent: EET 120  
Lab fee: \$9.00

**EET 122 CAD/Electronics (W,SU) 3 credits**  
A follow-up to EET 110, this technical elective course will familiarize the student with the concept of computer aided drafting (CAD) systems as used by drafters in the electronics industry. Emphasis will be placed on the OrCAD TM system. A limited number of seats are available to students from outside the technology.  
Lecture: 1 hour – Lab: 4 hours  
Prerequisite: EET 110 or permission of the instructor  
Lab fee: \$5.00

**EET 130 Electronic Devices (A,SP) 4 credits**

An in-depth investigation of the operating characteristics of basic active devices. The course is designed to explain the approximate electrical equivalence and circuit analysis of devices to the basic AC, DC models, with sample applications of the most frequently used circuits.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: EET 120 and 121

Concurrent: EET 131

**EET 131 Electronic Devices Laboratory (A,SP) 2 credits**

The lab exercises in this course closely follow the EET 130 lecture theory for reinforcement through experimentation and theoretical verification of results. All lab exercises use modern devices, planned experiments and industrial standard equipment.

Lecture: 0 hours – Lab: 6 hours

Prerequisites: EET 120 and 121

Concurrent: EET 130

Lab fee: \$9.00

**EET 132 Digital Fundamentals (A,SP) 3 credits**

An introductory course in digital electronic fundamentals covering number systems, Boolean Algebra, truth tables, Karnaugh maps, basic gates, adders, (latches, flip-flops, and counters).

Lecture: 2 hours – Lab: 3 hours

Prerequisite: EET 111 or permission of instructor

Lab fee: 4.00

**EET 144 PC Hardware (A,W,SP,SU) 3 credits**

Course provides instruction and hands on experience in upgrading, reconfiguring and adding boards and memory, use of modems and utilities, etc. Students will tear down and reassemble a PC. Meets degree requirements for MCT students.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: CPT 101 is recommended

Lab fee: \$12.00

**EET 146 Computer Network Communications Systems (A,W,SP,SU) 3 credits**

This course is a computer networking course combining networking software and hardware. Topics include networking protocols and network configurations, circuit analysis of high-speed modems, packet-switching techniques, pulse code and pulse-width modulation techniques. Investigation of high-speed modern transmission lines, microwave transmission, and cellular radio are included. The lab emphasizes network component installations and making measurements on bit-error-rates, system noise, and analysis of error detection/correction codes, synchronous and asynchronous protocols.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: EET 144

Lab fee: \$40.00

**EET 203 National Electrical Code (On Demand) 4 credits**

This course gives a brief description of each National Electrical Code article and discusses how to reference information in the code. Changes from the previous code and sample calculations are also covered. Not required for students in the Electronic Engineering Technology. Completion of this course does not guarantee eligibility to sit for any licensing examinations and may not meet electrical contractor or Electrical Safety Inspector refresher course requirements. Check with the College or The Ohio Department of Industrial Relations.

Lecture: 3 hours – Lab: 3 hours

**EET 240 Calculus for Electronics (A,SP) 5 credits**

Practical application of differential and integral calculus to electronics. Covers rates, limits, derivatives, differentials and differentiators, higher derivatives, maxima/minima, integrals and integrators, definite integrals, trigonometric and logarithmic functions, and selected advanced topics.

Graphical methods calculators and computers will be used for problem solutions where appropriate.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: EET 120 and either MATH 113 or MATH 150

**EET 241 Electronic Devices Circuit Analysis (A,SP) 4 credits**

This course covers the concepts of small signal voltage amplification of both low and high frequencies, the concepts of negative and positive feedback, integrated circuit (IC) differential and operational amplifiers, and IC voltage regulation with emphasis on circuit analysis techniques. Computer solution of problems is stressed where practical.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: EET 130 and 131

Concurrent: EET 242

**EET 242 Electronic Devices Circuit Analysis Lab (A,SP) 2 credits**

This course is designed to compliment EET 241 by providing physical involvement with the various circuits studied therein. The student will construct the circuits presented in lecture, measure their parameters and compare experimental results with those computed from theory.

Lecture: 0 hours – Lab: 6 hours

Prerequisites: EET 130 and 131

Concurrent: EET 241

Lab fee: \$9.00

**EET 243 Digital Devices (A,SP) 4 credits**

A continuation of the study of digital electronics covering waveforms, the generation of pulses and study of the related circuitry such as multivibrators and one shots. More complex and widely used digital devices such as counters, shift registers, memories, and multiplexers are also presented. The basic units of a computer (bus, ALU) are studied.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: EET 132 and 130

Concurrent: EET 244

**EET 244 Digital Devices Laboratory (A,SP) 2 credits**

This lab course, concurrent with the lecture course EET 243, gives the student an opportunity to learn and design complex and widely used digital devices. Switching and wave shaping circuits are built using IC chips. Different devices which are used in building a computer are introduced and used in experiments.

Lecture: 0 hours – Lab: 6 hours

Prerequisite: EET 132

Concurrent: EET 243

Lab fee: \$9.00

**EET 250 Electronic Communications (W,SU) 4 credits**

The electronics communication course is an introductory systems course utilizing conventional modulation and demodulation theories. Particular emphasis is made on AM, FM, and video circuits. A survey of current trends in digital communication concepts, microwave principles, and fiber optics will be presented.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: EET 130

Concurrent: EET 251

**EET 251 Communications Laboratory (W,SU) 2 credits**

Laboratory study of modern discrete, integrated circuit and modular circuit configurations to fabricate systems in AM, SSB, FM, video circuits and phase lock loop and pulse modulation.

Lecture: 0 hours – Lab: 6 hours

Prerequisite: EET 131

Concurrent: EET 250

Lab fee: \$9.00

**EET 252 Microprocessors (W,SU)****4 credits**

Different building blocks of a microprocessor and their functions are introduced. Methods of data storage and programming of a microprocessor are studied. Use of a microprocessor as a controller and interfacing it to other devices are also studied. A Motorola 68HCII microprocessor is used throughout the course.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: EET 243

Concurrent: EET 253

**EET 253 Microprocessor Lab (W,SU)****2 credits**

This lab course is the practical version of the concurrent lecture course EET 252. Different blocks of a microprocessor studied in lecture are used and experimented on in the lab course. Along with each lab, programming methods for different blocks of the microprocessor are introduced. The practical aspects of using the microprocessor as a controller for other devices are also explored. A 68HCII microprocessor is used.

Lecture: 0 hours – Lab: 6 hours

Prerequisite: EET 243

Concurrent: EET 252

Lab fee: \$9.00

**EET 254 Electronic Fabrication (W,SU)****2 credits**

An introduction to the fabrication of electronic circuits from assembly through testing, to include soldering/desoldering, use of heat sinks, surface mount device technology testing, documentation and repair/replacement of parts. Credit can be earned by taking the course, life experience or proficiency testing. See your technology faculty advisor for details.

Lecture: 1 hour – Lab: 3 hours

Prerequisite: EET 120

Lab fee: \$12.00

**EET 255 Instrumentation and Controls (A)****3 credits**

This course presents the basic theories and specific methods of measurement of temperatures, pressure, liquid level, and other parameters which may be measured in industrial and scientific applications. The laboratory part of this course enables the student to gain experience with transducers. Major process control schemes as used in industry are covered along with conditions affecting response and stability of control systems

Lecture: 2 hours – Lab: 3 hours

Prerequisites: MATH 113, EET 130 and 132

Concurrent: PHYS 185

Lab fee: \$10.00

**EET 260 Industrial Electronics (A,SP)****4 credits**

A study of measurement and control circuits used in industry. A capstone course which explores the use of microprocessors and programmable logic controllers (PLCs) in control and measurement functions.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: EET 241 and 252

Concurrent: EET 261

**EET 261 Industrial Laboratory (A,SP)****2 credits**

Paralleling the development of topics in EET 260, this course permits student evaluation of theoretical predictions pertaining to industrial systems and their control

Lecture: 0 hours – Lab: 6 hours

Prerequisite: EET 253

Concurrent: EET 260

Lab fee: \$9.00

**EET 262 Digital Communications and Telecommunications (W,SU)****3 credits**

A study of the techniques, theory and devices used for communication in computer systems, networks and telecommunications. Modulation methods including PCM, MFM, NRZ, NRZI, and synchronous and asynchronous protocols are presented. Network standards such as token ring,

ALOHA, Ethernet and LAN protocols are examined. This course also includes study of devices such as UARTS, MODEMS and CODECS as applied to the subject

Lecture: 2 hours – Lab: 3 hours

Prerequisites: EET 243 and 250

Lab fee: \$4.00

**EET 264 Fiber Optic Communications (A)****3 credits**

This is an introductory course on fiber optics. In it, various types of light sources, connectors, optics, fiber wave guides, detectors and distribution systems will be investigated, and the student will learn by laboratory experiment of the problems created by misalignment, attenuation, and lossy connectorization. Practical testing of fiber optic links using light sources and power meters will also be emphasized. Eye safety when working with dangerous power levels will be stressed.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: EET 250

Lab fee: \$5.00

**Emergency Medical Services (EMS)****EMS 100 Crash Injury Management, First Responder (SP)****2 credits**

This course is designed to teach the person (public safety officer or other), who arrives first at the scene of an accident, proper life saving procedures, in terms of emergency victim care, the first responder will provide what is needed until qualified emergency medical technicians arrive.

Lecture: 1 hours – Lab: 3 hours

Lab fee: \$ 5.00

**EMS 110 EMT- Basic (A,W,SP,SU)****8 credits**

This course provides a first phase of training in the career structure of the Emergency Medical Technician (EMT); the course covers all the knowledge and skills required for the state certification examination. This course includes 12 clock hours of clinical experience.

Lecture: 4 hours – Lab: 8 hours

Prerequisite: Placement into ENGL 100 and completed health record

Lab fee: \$75.00

**EMS 111 EMT - Intermediate (A,W,SP,SU)****6 credits**

In depth study of patient assessment, shock physiology, fluid and intravenous therapy is the direction of this course, and covers the knowledge and skills required to take the state certification exam.

Lecture: 4 hours – Lab: 4 hours

Prerequisite: State Certified EMT Basic and completed health record

Lab fee: \$120.00

**EMS 121 E.M.S. Systems (A)****3 credits**

This course deals with the history, development, organization, funding, and control of EMS. It will involve the student in current trends in EMS.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$12.00

**EMS 122 Legal Principles for E.M.T. (A)****2 credits**

This course encompasses the laws and regulations which govern EMTs and their actions. The course also deals with the rights of the patient and professionalism of the EMT.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$8.00

**EMS 123 Emergency Psychiatric Intervention (W)****3 credits**

This course deals with the EMT's approach to victims exhibiting abnormal behavior and provides an in-depth look into methods of evaluation and management of these people.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$10.00



**EMS 124 Public Health Education (W)** **3 credits**  
This course will involve the EMS professional in the role of public health educator from needs assessment, organizations involved to implementation; the student will be required to do some practical public health education.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: Current AHA Healthcare Provider CPR certification or equivalent  
Lab fee: \$5.00

**EMS 125 Disaster Aid (SP)** **3 credits**  
This course will familiarize the EMT with disaster planning, community needs assessment, organization and control of a community disaster plan, and in developing testing procedures for this plan.  
Lecture: 3 hours – Lab: 0 hours  
Lab fee: \$5.00

**EMS 127 Handling Hazardous Materials Situations (SU 1st Term)** **2 credits**  
This course encompasses the safety factors and care the paramedic must consider when dealing with victims exposed to hazardous materials, (i.e., toxic fumes, radioactive materials, electrical, explosive and flammable materials).  
Lecture: 2 hours – Lab: 0 hours  
Lab fee: \$3.00

**EMS 128 Introduction to Rescue for the EMS Provider (SU 2nd Term)** **3 credits**  
This combination classroom and hands-on course provides a basic overview of the rescue process and the tools required for rescue as it relates to the EMS Provider. The student will learn to effectively manage the initial stages of a rescue incident without becoming a victim themselves.  
Lecture: 2 hours – Lab: 2 hours  
Lab fee: \$25.00

**EMS 130 River Rescue (SU 1st Term)** **3 credits**  
This course deals with rescuing victims from the water. It will include, but not be limited to, self-rescue, rescue from shore, boat assisted rescues, rescue from boats and repelling.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: Intermediate swimming ability  
Lab fee: \$8.00

**EMS 131 Special Topics for Paramedics (AU)** **3 credits**  
In this course, the paramedic will be required to develop and present an in-depth study in an area of their individual interest.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: Permission of instructor  
Lab fee: \$3.00

**EMS 132 Emergency Medical Services Dispatcher (SP)** **2 credits**  
The EMS dispatcher course is designed to prepare EMS dispatcher personnel to receive requests for emergency medical services and allocate community resources in response to such request and give pre-arrival instruction.  
Lecture: 1 hours – Lab: 2 hours  
Lab fee: \$200.00 (includes book and certification fee)

**EMS 133 Ice & Cold Water Rescue (W)** **2 credits**  
This course deals with rescuing victims from ice covered and cold water, hypothermia and other related medical concerns.  
Lecture: 2 hours – Lab: 0 hours  
Lab fee: \$25.00

**EMS 142 Vertical Rescue (SP)** **2 credits**  
This course is designed to present the fundamentals of rope rescue, using up-to-date equipment and techniques with a major emphasis on safety.

Terminology, selection of proper equipment, essential knots, and current standards will be presented, as well as rope rescue systems and litter packaging. Practical application evolutions will include solving rescue problems and evaluating rope rescue systems and/or techniques. Includes rescue of the injured and/or stranded from ledges, cliffs, elevator shafts, etc.  
Lecture: 1 hour – Lab: 3 hours  
Lab fee: \$20.00

**EMS 143 Search and Rescue (A)** **2 credits**  
This course includes the introduction to job responsibilities, philosophy and concepts of effective search and rescue management. It describes preplanning, resources, investigation, interviewing, determining urgency, subject behaviors, search strategy, area probability, base camp set up and management, briefing and debriefing. The course also introduces map and compass reading.  
Lecture: 1 hour – Lab: 3 hours  
Lab fee: \$20.00

**EMS 144 Confined Space Rescue (SP)** **2 credits**  
This course is designed to present the learner with OSHA regulations, and requirements. Also confined space entry procedures to safely and properly perform a rescue from tanks, pipelines, manholes, cave-ins, etc. The course will address necessary rescue shoring and tunneling equipment required for a confined space rescue.  
Lecture: 1 hour – Lab: 3 hours  
Prerequisite: EMS 142  
Lab fee: \$15.00

**EMS 211 EMT-Paramedic I (W,SU)** **7 credits**  
This course encompasses the training of the paramedic in the areas of their role, triage and assessment of victims, care of the victim in the areas of shock, respiratory system, intravenous therapy and trauma as well as principles of communications.  
Lecture: 5 hours – Lab: 4 hours  
Prerequisites: EMS 110, BIO 101, successful completion of the pre-testing process and completed health record.  
Concurrents: EMS 281 and 291  
Lab fee: \$85.00

**EMS 212 EMT-Paramedic II (A,SP)** **7 credits**  
This course encompasses the training of the paramedic in the areas of: cardiovascular, anaphylaxis, and the endocrine and nervous systems.  
Lecture: 5 hours – Lab: 4 hours  
Prerequisite: EMS 211  
Concurrents: EMS 282 and 292  
Lab fee: \$85.00

**EMS 213 EMT-P III (W,SU)** **6 credits**  
This course encompasses the training of the paramedic in the areas of: central nervous system, musculoskeletal system, soft tissue injuries, obstetric and gynecologic emergencies, neonatal and pediatric emergencies, and rescue.  
Lecture: 4 hours – Lab: 4 hours  
Prerequisite: EMS 212  
Concurrents: EMS 283 and 293  
Lab fee: \$85.00

**EMS 214 EMT-P IV (SP,A)** **4 credits**  
This course encompasses the training of the paramedic in the areas of: trauma life support and major incident response, and the continuation of training in ob/gyn/neonatal, behavioral emergencies and rescue.  
Lecture: 2 hours – Lab: 4 hours  
Prerequisite: EMS 213  
Concurrents: EMS 284 and 294  
Lab fee: \$85.00

**EMS 265 12-lead EKG Interpretation and Advanced Cardiac Treatment** **3 credits**  
 This course will teach students to perform and interpret 12-lead EKGs. Students will also learn to integrate advanced cardiac assessment and 12-lead EKG interpretation into treatment plans for critical patients.  
 Lecture: 2 hours—Lab: 2 hours  
 Prerequisite: ACLS certification or equivalent experience  
 Lab fee: \$50.00

**EMS 275 Critical Care Transport** **7 credits**  
 This course deals with the special needs of critical patients during transport, including the use of advanced equipment and procedures. The course is designed to prepare paramedics and nurses to function as members of a critical care transport team. (This is the UMBC CCEMT-P course).  
 Lecture: 6 hours—Lab: 3 hours  
 Prerequisites: EMT-P or RN with 2 years experience; CPR, ACLS, Trauma Course, Pediatric Course documentation.  
 Lab fee: \$290.00

**EMS 281 Hospital Clinical I (W,SU)** **2 credits**  
 Hospital clinical, observation and experience, encompassing the didactic areas covered in EMS 211.  
 Lecture: 0 hours – Lab: 6 hours  
 Concurrents: EMS 211 and 291  
 Lab fee: \$22.00

**EMS 282 Hospital Clinical II (A,SP)** **2 credits**  
 Hospital clinical, observation and experience, encompassing the didactic areas covered in EMS 211 & EMS 212.  
 Lecture: 0 hours – Lab: 6 hours  
 Prerequisite: EMS 281  
 Concurrents: EMS 212 and 292  
 Lab fee: \$22.00

**EMS 283 Hospital Clinical III (W,SU)** **2 credits**  
 Hospital clinical, observation and experience, encompassing the didactic areas covered in EMS 211, 212 & EMS 213.  
 Lecture: 0 hours – Lab: 6 hours  
 Prerequisite: EMS 282  
 Concurrents: EMS 213 and 293  
 Lab fee: \$22.00

**EMS 284 Hospital Clinical IV (A,SP)** **2 credits**  
 Hospital clinical, observation and supervised experience, encompassing the didactic areas covered in EMS 211, 212, 213 and EMS 214.  
 Lecture: 0 hours – Lab: 6 hours  
 Prerequisite: EMS 283  
 Concurrents: EMS 214 and 294  
 Lab fee: \$22.00

**EMS 291 Field Clinical I (W,SU)** **1 credit**  
 Field clinical observation and experience.  
 Lecture: 0 hours – Lab: 5 hours  
 Prerequisite: or concurrent EMS 281  
 Concurrent: EMS 211  
 Lab fee: \$18.00

**EMS 292 Field Clinical II (A,SP)** **1 credit**  
 Field clinical observation and experience.  
 Lecture: 0 hours – Lab: 5 hours  
 Prerequisites: EMS 211, 281 and 291  
 Concurrents: EMS 212 and 282  
 Lab fee: \$18.00

**EMS 293 Field Clinical III (W,SU)** **1 credit**  
 Field clinical observation and experience.  
 Lecture: 0 hours – Lab: 5 hours  
 Prerequisite: EMS 292  
 Concurrents: EMS 213 and 283  
 Lab fee: \$18.00

**EMS 294 Field Clinical IV (A,SP)** **2 credits**  
 Field clinical observation and experience.  
 Lecture: 0 hours – Lab: 10 hours  
 Prerequisite: EMS 293  
 Concurrents: EMS 214 and 284  
 Lab fee: \$18.00

## English (ENGL)

(Also see **Communication Skills, Theater, and Technical Communication**)

**ENGL 100 Language Development (A,W,SP,SU)** **5 credits**  
 Students develop skills in reading and writing in preparation for ENGL 101 by analyzing the writing of students and professionals and by developing paragraphs and short essays using narration, description, and exemplification and/or illustration.  
 Lecture: 5 hours – Lab: 5 hours  
 Prerequisite: Prerequisite: DEV 041 with a grade of “C” or higher plus successful completion of the DEV 041 exit examination, or DEV 042 with a grade of “C” or higher, placement by test. Credit will not count toward graduation in any degree program.  
 Lab fee: \$3.00 except for specific sections of the course using Academic Systems software and taught in the computer lab. Computer-assisted sections using the Academic Systems software include the textbooks for the course and the course fee is \$65.00.

**ENGL 101 Beginning Composition (A,W,SP,SU - DL)** **3 credits**  
 Students compose clear, concise expository essays using various modes such as definition, exemplification, process, analysis, cause and effect, comparison and contrast. This course or its equivalent is required for all degrees.  
 Lecture: 3 hours – Lab: 0 hours  
 Prerequisite: ENGL 100 with a grade of “C” or higher or placement by test  
 Lab fee: \$3.00

**ENGL 101 MLA/APA Documentation Module (A,W,SP,SU)** **1 credit**  
 Students develop skills in MLA/APA documentation format including quoting, paraphrasing, summarization, works cited, annotated bibliography, and electronic sources. Students will complete several documentation exercises and a final exam testing their knowledge of MLA/APA documentation style.  
 Lecture: 3 hours – Lab: 0 hours  
 Prerequisite: ENGL 101 or transfer credit for ENGL 101 from another school  
 Lab fee: \$2.00

**ENGL 102 Essay and Research (A,W,SP,SU - DL)** **3 credits**  
 This course is a continuation of ENGL 101 expanded to include argumentation, logic, and research techniques. Research papers using MLA documentation are written.  
 Lecture: 3 hours – Lab: 0 hours  
 Prerequisite: ENGL 101 with a grade of “C” or higher  
 Lab fee: \$3.00

**ENGL 111 English Composition (A,W,SP,SU- DL) 5 credits**

This course is an accelerated combination of ENGL 101 and ENGL 102. Students receive training in the fundamentals of exposition and argumentation through using the writing process. The course stresses critical reading of the students' own and professional writing. It includes units on library research and documentation.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement test score

Lab fee: \$3.00

**ENGL 119 Tutoring for Literacy (A,W,SP) 3 credits**

Tutoring for Literacy is a methods course that instructs students in basic techniques for teaching reading and writing in community agencies that host programs designed to improve literacy in their respective environments. Students in this course participate in classroom instruction two hours weekly and provide one-to-one tutoring with assigned agencies six hours per week

Lecture: 2 hours – Lab: 6 hours

Prerequisites: ENGL 101, and either SSCI 101, SSCI 103, PSY 100, or SOC 101

**ENGL 190 Freshman Experience in English (A,W,SP,SU - DL) 2 credits**

The Freshman Experience Seminar is designed to familiarize first time Arts and Sciences students at Columbus State Community College with the academic environment. Students will use various on site support systems, set personal academic goals, and map their course of study at Columbus State to meet those goals. Optional for students having completed ESL 100; required for all Associate of Arts or Associate of Science degree seeking students.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Concurrent: ENGL 101 or 111

Lab fee: \$4.00

**ENGL 200 Business Communications (A,W,SP,SU - DL) 3 credits**

Emphasis is placed on principles of effective business writing. Students practice writing business letters and memos. A problem-solving or technical report related to the student's area of concentration is required. Resume preparation and job search techniques are covered.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or 111 with a grade of "C" or higher and at least two quarters or equivalent work experience in a technology

Lab fee: \$7.00

**ENGL 202 Writing for Health and Human Services (A,W,SP,SU) 3 credits**

Students specializing in human services and health care fields practice the kinds of writing essential to record keeping and research in their professions. Legal and ethical interdisciplinary communication is emphasized. Using practice and real-life cases, students write descriptions, summaries, and evaluations. Job search techniques and letter, memo and report formats are covered. A short research paper using APA documentation is required. This course may substitute for ENGL 200 or ENGL 204 in certain technologies; check with your academic advisor.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or 111 with a grade of "C" or higher, admittance to a technical program, and current clinical /field placement

Lab fee: \$7.00

**ENGL 204 Technical Writing (A,W,SP,SU - DL) 3 credits**

Students learn the principles of technical writing and practice those types of writing required of technicians, including letters, memos, and reports as required in a student's technology. A problem-solving report is written. Resume preparation and job search techniques are covered. Oral reports using visual aids are required.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or 111 with a grade of "C" or higher and at least two quarters or equivalent in the student's technology

Lab fee: \$7.00

**ENGL 206 Governmental Communications (On Demand) 3 credits**

The course emphasizes the principles of effective writing done in government settings. The student learns to write various types of correspondence in a variety of formats in addition to researching and writing a report adhering to formatting guidelines. The student will also prepare selected components of a job application package.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or 111 with a grade of "C" or better

Lab fee: \$7.00

**ENGL 207 Writing for the Web (W,SU) 3 credits**

This course introduces students to the fundamentals of writing on the Web. It examines the stylistic, and rhetorical dimensions of creating text for the Web, examines which combination of media should be employed to support text, and considers basic issues of design and usability, including how reading strategies on the WWW differ from reading strategies for paper documents.

Lecture: 3 hours- Lab: 0 hours

Prerequisite: ENGL 102 or 111

Lab fee: \$8.00

**ENGL 208 Communication for the Mass Media (W,SP) 3 credits**

This course prepares students to communicate effectively with the mass media including newspapers, magazines, radio, and television through press conferences, news releases, feature stories, research reports, and statements. Students will prepare and present a portfolio that may include news and feature stories, brochures, flyers, research and other assignments completed for the course.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or 111

Concurrent: COMM 105 or equivalent is recommended

Lab fee: \$7.00

**ENGL 210 Creative Writing (A,SP - DL) 3 credits**

Students are introduced to the fundamental techniques of creative writing. Using peer group analysis and workshop techniques, students will develop short pieces in a variety of genres.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 101 or 111

Lab fee: \$3.00

**ENGL 215 Magazine Publication: Literary Criticism, Editing, and Design (W) 3 credits**

Through hands-on practice with Springstreet, students learn the processes and techniques involved in the production of a literary magazine.

Lecture: 1 hours – Lab: 4 hours

Prerequisite: ENGL 101 or 111 with a grade of "C" or higher and instructor's permission.

Lab fee: \$3.00

**ENGL 220 Introduction to Literature (A,W,SP,SU) 3 credits**

Students are introduced to the major forms of literature by reading and discussing poetry, drama, and short stories. Practical experience in the critical analysis of literature is acquired through the writing of essays and journals and through the presentation of short oral reports. This course, or its equivalent in the ENGL 250-253 series, is required for all Associate of Arts and Associate of Science degrees.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or 111 with a grade of "C" or higher

Lab fee: \$3.00

**ENGL 225 Introduction to Fiction (W,SU) 5 credits**  
English 225 is an intensive study of selected short stories and novels. Through critical reading, discussion, and writing, students will become familiar with important themes and methodologies of fiction. In both short stories and novels, emphasis will be placed upon identifying and analyzing authors' particular uses of the traditional elements of fiction (structure, setting, point of view, etc.) to develop plot and character.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or better  
Lab fee: \$1.00

**ENGL 230 Introduction to Dramatic Literature (W,SU) 5 credits**  
Students will study selected masterpieces of western drama and discuss their social, political, and cultural influences. Students will write critical analyses of drama and of plays attended.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or better  
Lab fee: \$1.00

**ENGL 235 Introduction to Poetry (A,SP) 5 credits**  
This course will introduce students to the critical process of reading and responding to poetry from historical, cultural, and gender-based perspectives. Emphasis will be upon traditional and nontraditional forms as well as mainstream and marginalized writers. Students will become familiar with appropriate terminology; however, they will also learn to encounter the poem as a whole piece of written discourse between poet and reader. Students will, therefore, conduct an on-going oral and written dialogue with the poet (who is the speaker? who is the audience?, what is the purpose?) and the poem (what is the message?). Students will articulate orally and in writing their own ideas of interpretation based upon a close reading of the text and an informed perspective concerning the historical and cultural circumstances of its origin.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or better  
Lab fee: \$1.00

**ENGL 240 Introduction to Science Fiction (A) 3 credits**  
The historical roots and literary forms of science fiction are introduced. From their readings and viewing of films, students will write critiques, reports, and research papers about science fiction as a literary genre.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or higher  
Lab fee: \$3.00

**ENGL 245 Introduction to Film (W,SU) 5 credits**  
This course introduces students to cinema by analyzing the elements of film technique: literature, story, drama, editing, movement, acting, sound, photography, staging, and theory. Film as a cultural product is also discussed. Class activities include critical viewing, discussion, and writing assignments.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or higher  
Lab fee: \$10.00

**ENGL 250 Writing About the American Experience (A,W,SP,SU - DL) 5 credits**  
Students will read selected pieces of American literature and writings about the American experience in order to explore the variety of conflicts within individuals and within society as values, principles, and beliefs are defined, established, challenged, and defended. Student writing assignments include response journals, documented critical papers, and essay examinations. The course may substitute for ENGL 220 or meet elective requirements in the Associate of Arts or Associate of Science degree programs and transfer requirements in composition or literature.

Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 251, 252, or 253.  
Lab fee: \$3.00

**ENGL 251 The American Identity (A,W,SP,SU - DL) 5 credits**  
Students will read selected American writings to explore the multicultural experiences that define the American nation. Discussion will focus on how individual experience shapes the national character. Student writing assignments include response journals, documented critical papers, and essay examinations. The course may substitute for ENGL 220 or meet elective requirements in the Associate of Arts or Associate of Science degree programs and transfer requirements in composition or literature.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 250, 252, or 253  
Lab fee: \$3.00

**ENGL 252 Images of Men and Women (A,W,SP,SU - DL) 5 credits**  
Students will read selected American writings to explore the perceptions of men and women of various racial and ethnic backgrounds in American society. Discussion will focus on gender issues and conflicts as they arise within the individual and between the individual and society. Student writing assignments include response journals, documented critical papers, and essay examinations. The course may substitute for ENGL 220 or meet elective requirements in the Associate of Arts or Associate of Science degree programs and transfer requirements in composition or literature.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 250, 251, or 253  
Lab fee: \$3.00

**ENGL 253 Regional American Writing (A,W,SP,SU - DL) 5 credits**  
Students will read selected American writings to explore the regional diversity that characterizes the American nation. Discussion will focus on how such regional differences as historic and ethnic backgrounds, social development, economics, politics, language and literary traditions are reflected in literature. Student writing assignments include response journals, documented critical papers, and essay examinations. The course may substitute for ENGL 220 or meet elective requirements in the Associate of Arts or Associate of Science degree programs and transfer requirements in composition or literature.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 102 or 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 250, 251, or 252  
Lab fee: \$3.00

**ENGL 260 Survey of Modern U.S. Literature (SU - DL) 5 credits**  
This course examines the works of major writers in U.S. literature from 1865 to the present with attention to revision of the canon. Genres include essays, short fiction, drama, poetry, and the novel. Course activities include reading, discussion, writing assignments, and audience participation.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 261 Survey of British Literature I (A,W) 5 credits**  
A survey of canonical British literary works written before 1789. The course activities will include readings, discussions, and audience participation.  
Prerequisites: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 262 Survey of British Literature II (SP - DL) 5 credits**  
Students will study selected master works of nineteenth and twentieth century British literature. The course activities will include reading, discussion, writing assignments, and audience participation. Lab fee: \$3.00.  
Prerequisite: ENGL 220 or equivalent.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 264 Introduction to Shakespeare (W,SU - DL) 5 credits**  
This course will examine representative works selected from Shakespeare's History Plays, Comedies, Romances, and Tragedies, concentrating on a critical/analytical approach to both the plays and Elizabethan dramaturgy. Emphasis, therefore, will be placed upon Renaissance/Elizabethan dramaturgy and conventions, upon language and style, upon the elements of History Plays, Comedies, Romances, and Tragedies, and upon analyses of fundamental human experience.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 265 European Literature in Translation (A - DL) 5 credits**  
The course will examine the works of representative European writers and cultures for the purpose of developing an appreciation of the international nature of literary subjects, themes, and movements. Emphasis will be placed upon developing an understanding of the historical, philosophical, and social contexts of the various cultures within which European Romanticism, Realism, Naturalism, Existentialism, and modern movements developed.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 270 African - American Writers (W,SU - DL) 5 credits**  
This course is a survey of Black American literature from the eighteenth-century beginnings to the present; it includes a study of slave narratives, folklore, drama, poetry, and short fiction. Activities include reading and writing assignments, oral presentations, special performances, guest speakers, and field trips.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 272 Introduction to Folklore (SU) 5 credits**  
This course is a study of folklore; it looks at 1) ORAL FOLKLORE (i.e., proverbs, riddles, myths, motifs, legends, folktales), 2) CUSTOMARY FOLKLORE (i.e., superstitions, folk customs, folk festivals), 3) MATERIAL AND FOLK TRADITIONS (i.e., folk foods, architecture, costumes). Course activities include field work, reading and writing assignments, and a special project.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 274 Introduction to Non-Western Literatures (A,SP) 5 credits**  
This course introduces students to selected classic and modern literature of the non-Western world, including Asia, Africa, the Mid-East, and Latin America. Through several literary approaches, students will gain an understanding of the authors, the periods, and the cultures they represent and the various ways they have handled literary themes.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 276 Women in Literature (A,SP) 5 credits**  
This course will explore the history by and about women. The course uses a comparative approach to see how women have treated a variety of themes and how they have worked within the genres of fiction, poetry, and drama. Discussions will consider the literature from the perspectives of gender, history, politics, and culture. Writing assignments will include response journals, documented critical papers, and essay examinations.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$3.00

**ENGL 278 The English Bible as Literature (W) 5 credits**  
This course offers a literary approach to the Bible in English. Students read, in a modern English translation, much of the Old Testament and the New, as well as parts of the Apocrypha. This is not a course in religion. The approach is literary, historical, cultural. The Bible is read as an anthology of writings composed, compiled, translated, and edited over several centuries by many individuals and as a book that has had an enormous effect on our culture, art, and civilization.  
Lecture: 5 hours – Lab: 5 hours  
Prerequisite: ENGL 220 or equivalent  
Lab fee: \$ 3.00

**ENGL 280 Publishing Practicum (SP) 2 credits**  
Students who have satisfactorily completed ENGL 215 or who have comparable training and experience from another context learn magazine production techniques using Springstreet or another college publication as a production laboratory. This practicum may be repeated once and normally taken immediately after completing ENGL 215.  
Lecture: 0 hours – Lab: 4 hours  
Prerequisite: ENGL 215 or instructor's permission  
Lab fee: \$3.00

**ENGL 281 Writing Fiction (A) 5 credits**  
This course introduces students to the art and craft of writing fiction. Emphasis is on the student's own work; however, students will also be required to study the works and writing processes of established writers, male and female, traditional and nontraditional, ancient and modern, and from diverse cultures. Students will keep a writer's journal, respond critically to the works of other students, create and revise a final long work (or combination of shorter works) of at least 4,000 words by the end of the quarter. In addition, students will be required to participate in a public reading of their work at least once during the quarter. Course is repeatable to 10 credits.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 210 with a grade of "B" or better or permission of the instructor  
Lab fee: \$5.00

**ENGL 282 Writing Poetry (W) 5 credits**  
This course introduces students to the art and craft of writing poetry. Emphasis is on the student's own work; however, students will also be required to study the works, writing processes, critical commentary on, and oral delivery of established poets, male and female, traditional and nontraditional, ancient and modern, and from diverse cultures. Students will keep a writer's journal, respond critically to me works of other students, create and revise a chapbook of 8-10 finished poems (12-20) pages by the end of the quarter. Students will present selected poems from the chapbook at a public reading. Course is repeatable to 10 credits.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: ENGL 210 with a grade of "B" or better or permission of the instructor  
Lab fee: \$5.00

**ENGL 283 Writing Plays (SP) 5 credits**  
This course introduces students to the art and craft of writing plays. Emphasis is on the student's own work; however, students will also be re-

quired to study the works and writing processes of established playwrights, male and female, traditional and non traditional, ancient and modern, and from diverse cultures. Students will keep a writer's journal, respond critically to the works of other students, create and revise a short play (or an Act or Acts of a longer work) complete enough to be produced by the end of the quarter. Students will present a public reading or performance of their work. Course is repeatable to 10 credits.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 210 with a grade of “B” or better or permission of instructor

Lab fee: \$5.00

### **ENGL 284 Writing Creative Nonfiction (SU) 5 credits**

This course introduces students to the art and craft of writing creative nonfiction (feature writing, travel writing, memoirs, personal profiles, biographies, public relations, etc.). Emphasis is on the student's own work; however, students will also be required to study the works, writing processes, critical commentary on, and oral delivery of established nonfiction writers, male and female, traditional and nontraditional, ancient and modern, and from diverse cultures. Students will keep a writer's journal, respond critically to the works of other students, create and revise a complete longer work (or a combination of shorter pieces) of at least 3,000-4,000 words by the end of the quarter. Students will present a public reading of their work during the quarter. Course is repeatable to 10 credits.

Lecture: 5 hours – Lab: 5 hours

Prerequisite: ENGL 210 with a grade of “B” or better or permission of instructor

Lab fee: \$5.00

### **ENGL 285 Writing to Publish (SP) 5 credits**

This course introduces students to procedures for preparing a manuscript for marketing and publication. Students select a work or works for publication from a genre (fiction, poetry, drama, literary nonfiction), submit manuscripts for peer review at least three times during the quarter, and revise and edit their work throughout the quarter. Students research a market for their work, write the appropriate query or cover letter, and prepare the manuscript for submission. Since length requirements for manuscripts vary according to genre and target market, the instructor will determine the length requirement for successful completion of the course. The final exam for the course is a completed and corrected manuscript package ready for mailing. Students will also have the opportunity to give a public performance of their work. Course is repeatable to 15 credits.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: ENGL 281, 282, 283, or 284 with a “B” or better or permission of the instructor

Lab fee: \$5.00

### **ENGL 290 Capstone Experience in English (On Demand) 3 credits**

A capstone course focusing on English. Paradigms and their underlying assumptions will be explored. Students will work on developing research techniques and methodologies. Students will apply these techniques to a project of their own design, complete a personal portfolio covering their studies at Columbus State, and participate in a summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: 75 hours completed toward the degree including 10 credits in ENGL courses beyond ENGL 220 or equivalent

Lab fee: \$10.00

### **ENGL 297 - 298 - 299 Special Topics in English (On Demand) 1-5 credits**

Special topics in English language or literature designed to meet specific needs.

Lecture hours vary – Lab hours vary

Prerequisite: vary

## **English as a Second Language (ESL)**

### **ESL 044 Fiction for Non-Native Readers 4 credits**

This course gives ESL students an opportunity to read various authentic (unedited) literary works in English including short stories, plays and short novels. The students will explore the settings, structures, plot and character development. Students will build vocabulary as well as analyze cultural settings. Analysis will come through journals, presentations, group discussions and class discussions. Credit will not count toward graduation in any degree program.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: ESL 099 or placement into ESL 100

Lab fee: \$4.00

### **ESL 090 Critical Skills for College Success 3 credits**

This course prepares non-native students to achieve their academic goals at a US college or university. They will examine US classroom procedures, professor-student interaction, thinking styles and learning styles. They will also be trained in techniques for effective reading, writing and critical thinking in a variety of academic fields. Student will demonstrate these techniques through the completion of mini-projects derived from a variety of courses currently offered at CSCC. Students' final project will be derived from an entrylevel course in their chosen field of study. Credit will not count toward graduation in any degree program.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ESL 099 or placement into ESL 100

Lab fee: \$3.00

### **ESL 092 Basic Oral Communication 3 credits**

This course will introduce students to the American sound system and quickly expand their working oral vocabulary. It will also equip students to perform viral language-based functions on campus and in the community. The course will be based upon daily classroom participation and the satisfactory completion of each language function. Credit will not count toward graduation in any degree program.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: placement into ESL 097

Lab fee: \$3.00

### **ESL 093 Intermediate Oral Communication 3 credits**

This course will help students to increase their effectiveness in social, academic and professional interactions in a U.S. setting. Students will expand their working oral vocabulary, master useful American idioms and improve their pronunciation. Students will examine and practice the conventions of contemporary American communication: both verbal and nonverbal. The course will be based upon daily class participation, oral presentations and also evidence of improvement found through a contrast of audiotaped readings. Credit will not count toward graduation in any degree program.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ESL 098 (may be taken concurrently) or placement into ESL 098

Lab fee: \$3.00

### **ESL 094 Advanced Oral Communication 3 credits**

Students will increase their awareness of the values and beliefs that underlie cultural norms in the U.S. Readings on various aspects of contemporary American culture will provide the springboards to information gathering outside of class (through additional reading and interviews with native speakers) in-class discussions and four required oral presentations. Students will practice standard American pronunciation and intonation and will master useful vocabulary and idiomatic expressions. Credit will not count toward graduation in any degree program.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ESL 099 (may be taken concurrently) or placement into ESL 099

Lab fee: \$3.00

**ESL 095 Public Speaking for Non-Natives (A,W,SP,SU) 3 credits**

This course will prepare students whose first language is not English to participate effectively in COMM 105, Speech. Students will study and practice public speaking techniques, with particular emphasis on native pronunciation, intonation and delivery. Students will be required to conduct interviews and research in preparation for demonstration and persuasive speeches, presented individually and in groups. Students will receive feedback on their oral production from their instructor and their classmates regularly and will be audio/video taped on occasion. Credit will not count toward graduation in any degree program.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ESL 100 (may be taken concurrently) or placement into ESL 100

Lab fee: \$5.00

**ESL 097 Basic English as a Second Language (A,W,SP,SU) 10 credits**

Students who already have limited command of the English language build upon their vocabulary and begin to eliminate errors through the study of basic grammar, readings, guided discussions, and written and oral exercises. Credit will not count toward graduation in any degree program.

Lecture: 10 hours – Lab: 0 hours

Prerequisite: Placement test

Lab fee: \$5.00

**ESL 098 Developmental English as a Second Language (A,W,SP,SU) 10 credits**

Students will continue to develop their reading, writing, listening and speaking skills through the study of intermediate grammar, readings, guided discussions, and written and oral exercises. Credit will not count toward graduation in any degree program.

Lecture: 10 hours – Lab: 0 hours

Prerequisite: "C" in ESL 097 or placement

Lab fee: \$5.00

**ESL 099 ESL: Reading, Grammar, and Composition (A,W,SP,SU) 10 credits**

Students will prepare for academic course work through the study of advanced grammar, sentence structure, paragraph organization and pre-writing techniques and will respond to college level readings in guided discussions, oral presentations and paragraph length essays. Credit will not count toward graduation in any degree program.

Lecture: 10 hours – Lab: 0 hours

Prerequisite: "C" in ESL 098 or placement

Lab fee: \$5.00

**ESL 100 English as a Second Language: Composition (A,W,SP,SU) 5 credits**

Students will polish their writing skill through grammar reviews, written exercises and the study of sentence structure, rhetoric and essay organization. Students will respond to both the content and technique of college level readings. Students will write essays using description, narration, cause and effect and comparison/contrast. Credit will not count toward graduation in any degree program.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: "C" in ESL 099 or placement

Lab fee: \$5.00

**Environmental Technology (ENVR)****ENVR 101 Introduction to Environmental Technology (A,SP) 3 credits**

An introduction to the environmental technology field. This course provides an overview of environmental laws and regulations, toxicology, ecology, air pollution, water pollution, water treatment, hazardous materials, solid and hazardous waste, waste site investigation and remediation, and occupational safety and health.

Lecture: 3 hours – Lab: 0 hours

**ENVR 110 Industrial/Municipal Pollution Control (W) 3 credits**

An overview of the management, treatment and disposal practices utilized for pollution control. This course covers the nature of pollution and provides an introduction to air pollution control devices, wastewater treatment techniques, solid and hazardous waste management, and treatment and disposal, recycling and pollution prevention.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$8.00

**ENVR 111 Hazardous Materials Management (A,SP) 3 credits**

An overview of the management practices for hazardous materials and hazardous waste. This includes principles of science and technology, occupational health and safety concerns and regulatory compliance. An emphasis will be placed on DOT, OSHA and RCRA requirements.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$10.00

**ENVR 120 Environmental Aspects of Soils (A,SP) 5 credits**

A multi-disciplinary overview of soil science. Topics include soil formation and development, classification systems, soil mechanics, soil chemistry and contamination, soil hydrology, agricultural aspects of soil, soil erosion, soil microbiology and soil sampling techniques. Soil characteristics will be explored by means of laboratory examination and elementary testing techniques.

Lecture: 4 hours – Lab: 2 hours

Lab fee: \$10.00

**ENVR 130 Environmental Laws and Regulations (W) 5 credits**

A study of American political institutions and a brief history of the American environmental movements and the resulting environmental regulations. A study of local, state, and federal codes and regulations as they apply to the handling, treatment, storage, and disposal of hazardous materials and wastes. Emphasis on NEPA, The Clean Water and Air Acts, the Resource Conservation and Recovery Act (RCRA), and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund).

Lecture: 4 hours – Lab: 2 hours

Lab fee: \$10.00

**ENVR 158 Environmental Site Assessment (A,SP-DL) 3 credits**

A study of environmental site assessments, including Phase I ESAs for real estate transactions and environmental assessments for environmental impact statements. Environmental regulations and guidance documents will be applied in an analysis of a specific project site. Students enrolled in the distance version of this course will be required to come to campus for an orientation meeting, completion of hands-on laboratory exercises and for the exams.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$12.00

**ENVR 220 Environmental Chemistry (On Demand) 5 credits**

Effective solutions to environmental problems require an understanding of the chemical processes that occur in the environment. This course provides a basic knowledge of environmental chemistry including water, soil and atmospheric chemistry. The chemistry of the transport and fate of

pollutants in the environment, hazardous material chemistry and toxicology are covered. Related laboratory exercises will be performed including utilizing analytical techniques, instrumentation and quality assurance. Lecture: 4 hours – Lab: 3 hours  
Prerequisite: CHEM 111 with a grade of “C” or higher  
Lab fee: \$18.00

**ENVR 222 Water Treatment Techniques (W, SU-On Demand) 3 credits**

This course is designed to permit the student to attempt the State of Ohio Class One Water Operator’s exam. The course will emphasize water quality criteria, reasons for water treatment, and laboratory processes. Practical experience will be emphasized. Lecture: 2 hours – Lab: 2 hours  
Prerequisite: High school Chemistry or CHEM 100, MATH 104 or equivalent, or permission of instructor.  
Lab fee: \$20.00

**ENVR 223 Wastewater Treatment Techniques (W) 3 credits**

This course is designed to provide the training to permit the student to apply to the State of Ohio Class One Wastewater Operator exam. The course will emphasize types of treatment, equipment, hygiene and public health aspects, sewer systems, and laboratory processes. Practical experiences will be emphasized. Lecture: 2 hours – Lab: 2 hours  
Prerequisite: High school Chemistry or CHEM 100, MATH 104 or equivalent, or by permission of instructor  
Lab fee: \$20.00

**ENVR 224 Environmental Hydrology (A,SP) 3 credits**

Study of the occurrence, movement, and behavior of water in the hydrologic cycle. Introduction to the concepts of controlling the movement of surface water and ground water, and the ways in which these resources can be exploited and/or contaminated. Lecture: 2 hours – Lab: 2 hours  
Prerequisite: MATH 104  
Lab fee: \$15.00

**ENVR 250 Environmental Sampling (A,SP) 5 credits**

A course covering the techniques and methods used in sampling of environmental media, especially for field investigations. Emphasized is the sampling of air, surface water, ground water, soil and hazardous materials. Topics include the regulatory framework, project coordination, drilling techniques, monitoring well installation, field instrument calibration, decontamination, and supplemental investigative techniques. Lecture: 4 hours – Lab: 3 hours  
Prerequisite: GEOL 101 or 121  
Lab fee: \$20.00

**ENVR 252 Health and Safety Training for Hazardous Waste Operations (W, SU-DL) 3 credits (40-Hour OSHA Training)**

Satisfies 29 CFR Part 1910.120(e) under OSHA. A health and safety training course for individuals who may be involved in the investigation, remediation and operation of hazardous waste sites. Topics include hazardous materials chemistry, toxicology, air monitoring instrumentation, air purifying respirators, self-contained breathing apparatus, supplied air respirator systems, protective clothing, decontamination, simulated hazardous materials response incidents, and appropriate problem sets. Students enrolled in the distance version of this course will be required to come to campus for an orientation meeting, completion of hands-on laboratory exercises and for the final exam. Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$100.00

**ENVR 253 Environmental Systems Analysis (SP) 3 credits**  
This course introduces engineered environmental systems and practical applications of their operation and maintenance. Topics include flow diagrams, schematics, plumbing and piping, pumps, blowers, electrical systems, instrumentation, flow measurements, process control, troubleshooting and safety for engineered systems. Lecture: 2 hours – Lab: 2 hours  
Prerequisite: ENVR 110 with a grade of “C” or higher  
Lab fee: \$18.00

**ENVR 254 Subsurface Restoration Techniques (A,SP) 5 credits**  
This course will address subsurface remediation techniques and treatment technologies used at hazardous waste sites. Course topics include the regulatory framework for subsurface restoration, clean-up goals, basic contaminant chemistry and transport, supplemental subsurface investigative techniques, soil and groundwater remediation techniques and water and air treatment technologies. Lecture: 4 hours – Lab: 3 hours  
Prerequisite: ENVR 250 with a grade of “C” or higher  
Lab fee: \$20.00

**ENVR 255 Air Pollution and Monitoring (W) 3 credits**  
This course covers the fundamentals of air pollution, such as sources, important atmospheric aspects and the effects of air pollutants. It also focuses on EPA methods for stack and ambient sampling of various air contaminants. Other topics include continuous emission monitoring, air pollution control options, and applicable permitting and reporting requirements. Lecture: 2 hours – Lab: 2 hours  
Lab fee: \$23.00

**ENVR 256 Hazardous Materials Refresher Training (SU and On Demand–DL) 1 credit**  
This course provides refresher training for site workers and emergency operators who have completed the 24 or 40-hour courses and complies with the 29 CFR 1910.120 refresher training requirements. Emphasis is placed on practical exercises and review of relevant changes in OSHA requirements. Successful completion of the course is based on classroom participation and completion of a written assignment. Students enrolled in distance version of this course will be required to come to campus to complete several hands-on activities and the final quiz. This is a repeatable course. Lecture: 1 hours – Lab: 0 hours  
Lab fee: \$50.00

**ENVR 290 Work Experience Seminar (SU) 1 credit**  
Application of business knowledge to specific areas of on-the-job work experience. Group discussions emphasize student work experience. The student takes this course concurrently with ENVR 291. Lecture: 1 hours – Lab: 0 hours  
Concurrent: ENVR 291

**ENVR 291 Co-Op Work Experience (SU) 4 credits**  
Off-campus work experience in environmental services industry that augments formal education received in the technology with actual work conditions and job experience. “N” credit will not be allowed for this course. The student takes this course concurrently with ENVR 290. Lecture: 0 hours – Lab: 40 hours  
Concurrent: ENVR 290  
Lab fee: \$15.00

**ENVR 299 Special Topics on Environmental Tech. (On Demand) 1-5 credits**  
Special topics from the environmental industry designed to meet specific needs. Lecture and/or Lab hours: varies



## Facility Management (See Architecture)

## Finance (FMGT)

### FMGT 101 Personal Finance (A,W,SP,SU - DL) 4 credits

This course presents a lifetime program of money management for the individual. Such topics as: budgets, savings, job search, buying a house, insurance, mutual funds, stock market, real estate investments, taxes, and estate planning, are covered. Students will be able to write a basic personal financial plan.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$3.00

### FMGT 105 Insurance Principles (On Demand ) 3 credits

This course covers the evaluation of the financial impact of risk exposure and how to manage the risk exposure through the intelligent use of insurance products. Topics presented include: nature of risk, insurance contracts, life and health insurance, annuities, property and liability insurance, and government regulation of insurance.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: FMGT 101

Lab fee: \$3.00

### FMGT 121 Introduction to Commercial Credit (A) 3 credits

A basic course in commercial credit and collections. Studies will be centered on the establishing of the credit department, nature and function of credit, various types of credit, sources of credit, sources of credit information, analysis of information, factors of risk. This course is offered by the National Association of Credit Management in cooperation with Columbus State Community College.

Lecture: 3 hours – Lab: 0 hours

### FMGT 130 Small Business Finance (SP) 3 credits

A study of the financial aspects of small business entrepreneurship. Many of the techniques that are found in a traditional corporate finance course are applied in this course to the small business.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: This course is open to Small Business Management majors only.

Lab fee: \$3.00

### FMGT 201 Business Finance (A,W,SP,SU - DL) 5 credits

An introduction to the principles of financial management of private business firms. Topics covered include: financial analysis, financial planning, working capital management, financial leverage, sources of financing, capital budgeting and capital markets.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ACCT 101 or higher

Lab fee: \$3.00

### FMGT 202 Money and Banking (A,W) 5 credits

A study of the operation, organization, and economics of U.S. monetary and banking systems. Current trends and problems are also covered.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ECON 200

Lab fee: \$3.00

### FMGT 211 Investments (W,SP) 4 credits

This course examines the investments for the individual with emphasis on the securities markets. Topics presented include: risk and return trade-offs, sources of investment information, stocks, bonds, mutual funds, options, and tax considerations.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$3.00

### FMGT 212 Advanced Credit Analysis (SP) 3 credits

This course is offered by the National Association of Credit Management and covers both commercial as well as consumer credit administration. This course is a continuation of FMGT 121.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: FMGT 121

### FMGT 221 Credit Administration (W) 4 credits

Analytical study of credit control, and management of collections. Topics include; management and analysis of consumer credit, business credit, government credit, and foreign credit. Lab fee:

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$3.00

### FMGT 232 Principles of Banking 4 credits

Presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. This course is offered by the American Institute of Banking and is open to Columbus State students for credit.

Lecture: 4 hours – Lab: 0 hours

### FMGT 241 Estate Planning 3 credits

This course covers the procedures to transfer assets at death with the fewest complications, with the fewest taxes, and at the least cost to all parties. Topics presented include: estate taxes, avoiding probate, revocable living trusts, gifts, life insurance, annuities, short term trusts, and totten trusts.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: FMGT 101 or Advisor Approval

Lab fee: \$3.00

### FMGT 251 Finance Research (A) 2 credits

The student receives exposure to current developments in finance and economics through projects and research papers. Designed to serve as a capstone course for graduating students. Students can substitute BMGT 272 – Case Studies in Business Seminar for this course.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$3.00

## Fire Science (FIRE)

### FIRE 102 Prevention Practices (On Demand) 3 credits

An overview of inspection programs, with emphasis on fire protection procedures and practices. Relationships of prevention programs with government, private sector, codes and arson is discussed.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: FIRE 117

### FIRE 104 Fire Investigation Methods (SU, AU) 4 credits

A study of the principles of fire investigations including recognition, preservation, collection, and presentation of arson evidence. Arson laws, interrogation of witnesses, application of photography, preparation of reports and adjustment of insured losses. Estimation of loss due to fire, smoke and water.

Lecture: 3 hours – Lab: 2 hours

Lab fee: \$5.00

### FIRE 106 Protection Systems (SU) 3 credits

The design and operation of fire protection systems, including water distribution, direction, alarm and watchman services and protection systems for special hazards. Carbon dioxide, dry chemical, foam and water spray systems studied in detail. Standpipes and sprinkler systems and methods of reestablishment after use.

Lecture: 2 hours – Lab: 2 hours

**FIRE 108 Fire Fighting Command I (W)** **4 credits**  
Group operations and command strategy for fireground operations. The training of companies and officers to operate as a team. Methods of implementing plans and strategy into tactical operations.  
Lecture: 3 hours – Lab: 2 hours

**FIRE 109 Fire Fighting Command II ( SP)** **3 credits**  
Group operations and command strategy at the chief officer level, Preplanning of fire fighting operations, employment of personnel and equipment. Specific tactical problems analyzed. Operations and tactics including mutual and outside aid in fire fighting.  
Lecture: 0 hours – Lab: 6 hours  
Prerequisite: FIRE 108  
Lab fee: \$3.00

**FIRE 110 Fire Safety Education ( On Demand)** **3 credits**  
A course designed to generate methods and techniques for providing an education program in fire safety for a community, for a school, or for a municipality.  
Lecture: 2 hours – Lab: 2 hours  
Lab fee: \$5.00

**FIRE 116 Personnel Training Methods (On Demand)** **3 credits**  
Methods of instruction, application of audio visual equipment, testing and evaluation, and preparation of materials are introduced. Special emphasis is placed upon planning an organizational training program.  
Lecture: 1 hours – Lab: 4 hours  
Lab fee: \$3.00

**FIRE 117 Firefighter I & II (SU)** **12 credits**  
The course consist of all the performance and knowledge objectives in the current NFPA Standard 1001 for firefighter I and II including but not limited to: fire department organization, Safety, fire alarm, fire behavior, extinguishers, rope, ladders, hose streams, fire control, salvage and rescue. This course is required for full-time firefighters. The content of this course will enable students to obtain State of Ohio certification for Firefighter I & II levels (240 hour firefighter course).  
Lecture: 8 hours – Lab: 14 hours  
Lab Fee: \$120.00

**FIRE 151 Fire Prevention Codes (On Demand)** **4 credits**  
A study of important building construction and fire safety codes with emphasis on fire prevention and enforcement.  
Lecture: 3 hours – Lab: 2 hours  
Prerequisites: FIRE 102 and 117

**FIRE 153 Fire Hydraulics (SP)** **4 credits**  
An introduction to hydraulic theory. Drafting of water, velocity and discharge, friction loss, engine and nozzle pressure, fire streams, and pressure losses in flowing hydrants. Practice in application of hydraulic principles. Flow and pump testing as well as study of water distribution.  
Lecture: 3 hours – Lab: 2 hours  
Lab fee: \$2.00

**FIRE 202 Hazardous Materials II (On Demand)** **4 credits**  
A study of the properties and behavior of various hazardous chemicals in our environment. An overview of the physical and chemical characteristics of toxic, flammable, and reactive substances in the forms of solids, liquids, and gases combined with practical application of methods for responding to emergencies involving such materials. Emphasis will be placed on safe approach to incident scenes, positive identification of materials, and accurate analysis of the hazards presented by hazardous materials. Simulation and tabletop emergency exercises will be utilized throughout the course.  
Lecture: 3 hours – Lab: 2 hours  
Prerequisite: LAWE 268  
Lab fee: \$6.00

**FIRE 203 Legal Aspects of Fire Protection (W)** **3 credits**  
Introduction to law, civil and criminal actions, the judicial system. Municipal liability for acts of the fire department and its members. Pensions, salary and compensation and termination. Duty owned by the public to members of the fire department. The initiation, operation, and liability and legal aspects of mutual aid, primary response contracts, and private contracts.  
Lecture: 3 hours – Lab: 0 hours  
Lab fee: \$5.00

**FIRE 204 Fire Service Rating System (Fire Insurance) (AU)** **2 credits**  
The history of fire insurance. The principles and practices of inspections by the insurance services office. The rating system as used by I.S.O. to determine premium rates. Extensive study of methods used by I.S.O. to classify public protection and individual property fire suppression.  
Lecture: 1 hours – Lab: 2 hours

**FIRE 205 Fire Service Company Officer (Supervisory Methods) (AU)** **3 credits**  
Supervision techniques applied to public service personnel. The study of the need for job descriptions and job procedures, reports, oral and written directions, work evaluation, meetings, discipline and conference leaders. Methods of instruction effective in teaching and motivating personnel.  
Lecture: 3 hours – Lab: 0 hours

**FIRE 206 Administration of a Fire Department (SP)** **3 credits**  
The contemporary fire protection agency, its functions, structure, and operational techniques. Principles of organization, staffing, budgeting, controlling, coordinating, planning, research in fire protection. The development and maintenance of liaison and cooperation between fire and police departments.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: FIRE 205

**FIRE 207 Customer Services for the Fire Services (Public Relations) (AU)** **3 credits**  
The psychology of relations between public service employees and the general population. Policies and practices of community relations as they apply to public service agencies. Current national and local community problems.  
Lecture: 3 hours – Lab: 0 hours

**FIRE 209 Fire Fighting Problems (On Demand)** **3 credits**  
Procedures of fighting aircraft fires. Procedures of fighting fires involving hydrocarbons, and L P gas. Hazards of electrical emergencies and proper procedures of handling them. Examples of disaster and stress involving emergency personnel.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: FIRE 117  
Lab fee: \$3.00

**FIRE 210 Construction/Collapse for Fire/Rescue (W)** **4 credits**  
An introduction to the present and past practices of building construction. Tells of important standard elements of buildings, the hidden dangers of old and new buildings, what influences structural stability of walls in fires, and how to look for and judge hundreds of structural dangers. Relationships between construction materials and fire damage of a building.  
Lecture: 4 hours – Lab: 0 hours  
Lab fee: \$2.00

## French (FREN)

### **FREN 101 Elementary French I (A,W,SP,SU - DL) 5 credits**

Introduction to the fundamentals of the French language with practice in listening, reading, speaking, and writing. Includes selected studies in French culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$6.00. [Video-based (Telecourse) fee: \$29.00]

### **FREN 102 Elementary French II (A,W,SP,SU - DL) 5 credits**

Continuation of FREN 101, with further development of listening, reading, speaking, and writing skills and further study of French culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: FREN 101 with a grade of “C” or better or by placement exam

Lab fee: \$6.00. [Video-based (Telecourse) fee: \$29.00]

### **FREN 103 Intermediate French I (DL) 5 credits**

Continued study of the French language and development of listening, reading, speaking, and writing skills. Readings from contemporary French culture and literature. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: FREN 102 with a grade of “C” or better or by placement exam

Lab fee: \$6.00. [Video-based (Telecourse) fee: \$29.00]

### **FREN 104 Intermediate French II (DL) 5 credits**

Reading and discussion of French short stories, novels, plays, newspapers, and magazines, emphasizing literary appreciation and the development of French culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: FREN 103 with a grade of “C” or better or by placement exam

Lab fee: \$6.00. [Video-based (Telecourse) fee: \$29.00]

### **FREN 290 Capstone Experience in French (On Demand) 3 credits**

A capstone course focusing on French. Paradigms and their underlying assumptions will be explored. Students will work on developing research techniques and methodologies. Students will apply these techniques to a project of their own design, complete a personal portfolio covering their studies at Columbus State, and participate in summative testing of their academic skills.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters

Lab fee: \$5.00

### **FREN 299 Special Topics in French (On Demand) 1-5 credits**

Detailed examination of selected topics in French.

Prerequisite: vary

Lab fee: \$2.00

## Geography (GEOG)

### **GEOG 200 World Regional Geography**

(A,W,SP,SU - DL)

**5 credits**

This course serves as an introduction to the study of regional geography at the global scale. Students will become familiar with the basic concepts in geography, the topic of uneven development, and the factors (landforms, climate, population, resources, culture, economic activity, and historical evolution) that affect uneven development within and among all the world’s major regions.

A distance-learning version of World Regional Geography is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

### **GEOG 207 Introduction to Geographic**

**Information Systems (A,W,SP,SU)**

**5 credits**

This course introduces the fundamentals of Geographic Information Systems (GIS) including basic cartographic principles, map scales, coordinate systems, and map projections. The uses of hardware and software elements that emphasize vector-based data structures using ArcView Spatial Analysis extension are explored. Various applications of GIS technology used in science, business, and government are presented. Specific topics addressed include GIS terminology, raster and vector data structures, data sources and accuracy, methods of data conversion and input, requirements for metadata, working spatial databases (map features and attribute tables), spatial analysis (map overlays, buffers, networks). The above topics are reinforced in a laboratory with hands-on exercises on the use of map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of data bases, creation of charts and graphs, and presentation of data in map overlays.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: MCT 095 or the equivalent and placement into ENGL 101

Lab fee: \$7.00

### **GEOG 280 ELEMENTS OF CARTOGRAPHY**

(A,W,SP,SU)

**5 credits**

This course provides an in depth introduction to the basic concepts and methods of cartography necessary to design and construct digital maps. Upon completion of the course, students should have a basic understanding of maps and how to design and construct them in order to provide a tool useful for other courses and later professional work.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

### **GEOG 290 Capstone Experience in Geography**

(On Demand)

**3 credits**

This course is for students completing the two-year Associate of Arts or Associate of Science degree who have a special interest in continuing a baccalaureate degree program in geography. Course requirements include the completion and presentation of a research project that relates to the students’ academic interests after reviewing research methodologies and findings in geography; assembly of a portfolio that covers their academic career at Columbus State Community College; and participation in summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Completion to AA/AS core requirements and at least 75 hours toward the degree with five credit hours in geography

Lab fee: \$10.00

### **GEOG 293 Independent Study in Geography**

**(On Demand)**

**1 to 5 credits**

An individual, student-structured course that examines a selected topic in geography through intensive reading or research. The independent study elective permits a student to pursue his/her interests within the context of a faculty-guided program.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Permission of the Instructor, the Chairperson, and one course in Geography

Lab fee: \$6.00

### **GEOG 299 Special Topics in Geography**

**(On Demand)**

**1 to 5 credits**

A detailed examination of selected topics of interest in geography.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Vary

Lab fee: \$6.00

## **Geology (GEOL)**

**Students must complete 60% of the laboratories in a course to receive credit. Courses in this area may require additional hours outside of the scheduled class times.**

### **GEOL 101 Earth Systems I: Geologic Environment**

**(A,W,SP,SU)**

**5 credits**

A general geology course covering the materials of the Earth's crust, the processes that produce and modify them, and the development of the Earth and its life forms through time. Related laboratory and demonstrations.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: Placement into ENGL 101. Not open to students with credit for GEOL 121

Lab fee: \$21.00

### **GEOL 121 Physical Geology (A,W,SP,SU)**

**5 credits**

This course covers geologic processes and the development of land forms. Topics include the development of the Earth, the nature and origin of minerals and rocks, land forms and the agents that produce and modify them, structural features of the Earth's crust, and the environmental effects of changes in the Earth. Related laboratory and demonstrations.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: MATH 103 and placement into ENGL 101

Lab fee: \$20.00

### **GEOL 293 Independent Study in Geology**

**(On Demand)**

**1 to 5 credits**

Detailed examination of selected topics of interest in geology.

Lecture: 1 to 5 hours – Lab: 0 to 6 hours

Prerequisite: Permission of instructor

Lab fee: varies

### **GEOL 299 Special Topics in Geology (On Demand)**

**1 to 5 credits**

Detailed examination of selected topics of interest in geology.

Lecture: 1 to 5 hours – Lab: 0 to 6 hours

Prerequisite: Permission of the instructor

Lab fee: varies

## **German (GERM)**

### **GERM 101 Elementary German I (A,W,SP,SU)**

**5 credits**

Introduction to the fundamentals of the German language with practice in listening, reading, speaking and writing. Includes selected studies in German culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$6.00

### **GERM 102 Elementary German II (A,W,SP,SU)**

**5 credits**

Continuation of GER 101 with further development of listening, reading, speaking, and writing skills and further study of German culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: GERM 101 with a grade of "C" or better or by placement exam.

Lab fee: \$6.00

### **GERM 103 Intermediate German I (On Demand)**

**5 credits**

Continued study of the German language and development of listening, reading, speaking, and writing skills. Readings from contemporary Germanic culture and literature. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: GERM 102 with a grade of "C" or better or by placement exam

Lab fee: \$6.00

### **GERM 104 Intermediate German II (On Demand)**

**5 credits**

Reading and discussion of German short stories, novels, plays, newspapers, and magazines, emphasizing literary appreciation and the development of Germanic culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: GERM 103 with a grade of "C" or better or by placement exam

Lab fee: \$6.00

### **GERM 290 Capstone Experience in German**

**(On Demand)**

**3 credits**

A capstone focusing on German. Paradigms and their underlying assumptions will be explored. Students will work on developing research techniques and methodologies. Students will apply these techniques to a project of their own design, complete a personal portfolio covering their studies at Columbus State and participate in summative testing of their academic skills.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters

Lab fee: \$5.00

### **GERM 299 Special Topics in German (On Demand)**

**1-5 credits**

Detailed examination of selected topics in German.

Prerequisite: vary

Lab fee: \$2.00

# Graphic Communications Technology (GRPH)

## **GRPH 110 Survey of Graphic Communications (A,W) 4 credits**

This course provides an overview of the graphic communications industry with an emphasis on the lithographic process. The student is introduced to the history and technological developments in printing, the basic printing processes (letterpress, gravure, lithography, screen, flexography, engraving), and key terminology used in the field. Basic skills are also developed during laboratory time.

Lecture: 2 hours – Lab: 4 hours

Lab fee: \$10.00

## **GRPH 111 Black and White Photography (A,W,SP,SU) 4 credits**

An introduction to the principles of continuous-tone photography emphasizing composition, lighting, as well as manipulative functions, operative settings, and focus control of cameras and enlargers; students will also learn to develop their film and make prints.

Lecture: 2 hours – Lab: 4 hours

Lab fee: \$28.00

## **GRPH 112 Introduction to Computer Graphics (A, W, SP, SU) 4 credits**

This course is designed to bring the non-computer user, or one with limited Macintosh experience, to a working level for future coursework in the Graphic Communications Technology curriculum. It enables students to improve their keyboard skills and knowledge of computer hardware, software and industry trends. Specific tasks using three software packages enable students to improve their knowledge and capabilities in a wide range of computer-related areas.

Lecture: 2 hours – Lab: 4 hours

Lab fee: \$15.00

## **GRPH 122 Electronic Publishing (W,SU) 5 credits**

This course introduces students to electronic publishing software, specifically Quark XPress with typographical command sequences and manipulation applications. This package is the chosen software of most services bureaus when a high degree of accuracy is required on Macintosh hardware. Quark XPress, imaging and color controls for scanned photographs and drawings are reviewed.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: GRPH112

Lab fee: \$20.00

## **GRPH 125 Image Assembly (W) 5 credits**

This course provides an understanding of the components and procedures involved in conventional pre-press, especially copy preparation and lithographic stripping. Emphasis is placed on concepts that are applicable to both conventional and electronic pre-press. Students will take lab projects through the copy preparation and stripping stages.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: GRPH 110

Lab fee: \$43.00

## **GRPH 130 Press Operations (SP) 4 credits**

This course covers the lithographic process, press design, press function, press operations, and maintenance and repair. Environment and safety considerations are included. Laboratory work revolves around operations of a sheet-fed offset press. An overview of MSDS procedures is included.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: GRPH 110 and 125

Lab fee: \$23.00

## **GRPH 131 Design and Typography (A, W, SP, SU) 4 credits**

This course covers the interrelationship among such design elements as balance, proportion, color harmony and the fundamentals of typography and graphic design. Students translate these principles into effective design assignments that are then presented to and evaluated by the class.

Lecture: 2 hours – Lab: 4 hours

Lab fee: \$10.00

## **GRPH 132 Paper and Ink (SP) 4 credits**

A study of the two primary materials used in the printing industry, the course examines the history and manufacture of paper and ink, their raw materials, physical characteristics, applications, and their relationships with one another. Also covered are the classifications of and the procedures for estimating and purchasing these materials. Writing a research paper is a required component of the course.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: ENGL 102

Lab fee: \$3.00

## **GRPH 225 Image Assembly II (SP) 4 credits**

Teaches students to perform the same functions electronically that are performed in a computer-to-plate environment. Students will use TrapWise and PressWise software to prepare and impose images for presswork.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: GRPH 125

Lab fee: \$3.00

## **GRPH 230 Press Operations II (AU) 4 credits**

Provides an in-depth continuation of GRPH 130. Students will operate a multi-color offset press, a blanket-to-blanket perfecting offset press, and a four-color offset press simulator with the purpose of broadening operator capabilities.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: GRPH 130

Lab fee: \$3.00

## **GRPH 241 Estimating (A) 4 credits**

This course is a survey of the functions and role of printing estimators, followed by an in-depth study of estimating the costs of paper, ink, one-color sheet fed presswork and flat sheet bindery functions. Calculating wastage and preparing quotations will also be studied. Students will create an efficient production plan for printing a variety of finished products and will be able to estimate the materials and labor costs for performing the operation. Emphasis is on deriving prices from production standards and hourly rates.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: GRPH 110, 125, 130 and MATH 102

Lab fee: \$20.00

## **GRPH 242 Image Capture and Conversion (A, W) 4 credits**

This course provides a study of digital image setting, the techniques and procedures of exposure calibration, tonal manipulation, and films used in the printing industry. The course also includes an in-depth study of densitometry, colorimetry, and the basics of color management including ICC profiles.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: GRPH 110

Lab fee: \$25.00

## **GRPH 243 Computer Graphic Illustration (A, SU) 4 credits**

The use of software for technical illustration and typographic manipulations is studied. Special emphasis is placed on its use to generate and create professional quality technical drawings and business graphics. Adobe Illustrator software for the Macintosh is applied in the course. Individual and team projects are emphasized.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: GRPH 112

Lab fee: \$20.00

**GRPH 244 Quality Control in Graphic Communications (W)**

**4 credits**

An introduction to the Deming philosophy of management and its implementation in the printing process through the use of statistical process control. Techniques used to identify, measure, and reduce variability are examined with the goal of ensuring quality in both the press and the prepress production areas.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: GRPH 110 and MATH 102

Lab fee: \$5.00

**GRPH 251 Electronic Imaging (A, W, SP)**

**5 credits**

This course combines the fundamental skills introduced in preliminary courses with the new technologies of desktop scanning and separation. The course incorporates such topics as color separation and color proofing for print production. The student works with Adobe Photoshop software.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: GRPH 112

Lab fee: \$20.00

**GRPH 260 Graphics Practicum (A, W, SP, SU)**

**4 credits**

Supervised on-the-job application of knowledge and skills acquired in the classroom.

Lecture: 0 hours – Practicum: 28 clock hours for 4 credits

Prerequisites: Graphic Communications major with the GPA of at least 2.5. Completion of 12 hours in technology or permission of instructor.

Concurrent: GRPH 261

Lab fee: \$3.00

**GRPH 261 Graphics Seminar**

**2 credits**

Supervised application of graphic communications knowledge to specific area of internship.

Lecture: 2 hours – Lab: 0 hours

Concurrent: GRPH 260

Lab fee: \$3.00

**GRPH 270 Advanced Black and White Photography (SU)**

**4 credits**

This course works with small format (35mm) black-and-white film, with emphasis on problem solving and visual communication. This course exposes the student to more extensive use of lighting, filters, films and printing papers. It is required that each student have a 35mm camera with variable shutter speed and aperture as well as a light meter.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: GRPH 111

Lab fee: \$28.00

**GRPH 271 Studio Photography (W)**

**3 credits**

This course revolves around the techniques of black-and-white photography under both studio and location conditions using medium and large format cameras. Emphasis is placed on lighting, subject treatment, and camera manipulation.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: GRPH 111 and 270

Lab fee: \$28.00

**GRPH 273 Design II (W)**

**3 credits**

Designed as a follow-up to GRPH 131, this course builds upon basic principles of design and places emphasis on synthesizing solutions drawn from these principles.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: GRPH 131 or permission of instructor

Lab fee: \$10.00

**GRPH 278 Photo Lab (A,W,SP,SU)**

**1 credit**

The photo lab provides students currently enrolled in other photography courses the opportunity to enhance their film processing and printing technique skills.

Lecture: 0 hours – Lab: 3 hours

Concurrent: GRPH111

Lab fee: \$28.00

**GRPH 279 Estimating II (On Demand)**

**3 credits**

A continuation of the study of cost estimating for lithographic printing while introducing work with multi-color presses, signature work, and prepress operations. Provides an understanding of accurate estimating procedures and the opportunity to apply these procedures in a laboratory situation. The use of computer-assisted software is included.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: GRPH 241

Lab fee: \$10.00

**GRPH 280 Color Slide Photography (On Demand)**

**3 credits**

This course provides an introduction to the principles of color slide photography with an emphasis on critical control of composition, exposure, and color. Students will not process their film.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: GRPH 111

Lab fee: \$5.00

**GRPH 281 Color Photography (A, SP)**

**3 credits**

An introduction to color photography with emphasis on camera work and color printing. Students will examine color theory, color vision, light and color, filtration, color correcting and color balance. Through reading, practice and class discussion, students will learn elements unique to color photography.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: GRPH 111 and 270

Lab fee: \$28.00

**GRPH 282 Electronic Publishing II (SP)**

**5 credits**

This course will provide the student with a comprehensive view of electronic pre-press practices. The class will deal with issues that give the student an understanding of the processes involved when producing high-end graphic publications. The student will receive hands-on training in a "service bureau" atmosphere.

Lecture: 3 hours – Lab: 4 hours

Prerequisites: GRPH 112, 122, 243 and 251

Lab fee: \$20.00

**GRPH 284 Presentation Production ( SP)**

**4 credits**

This course introduces the student to advanced graphic design and presentation production practices. The student will learn how to produce projects in two- and three-dimensional form. Presentation production guidelines and production tips will be taught from the view of the designer as well as the person viewing the presentation. Two formal presentations will be required for the completion of this course.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: GRPH 122, and either 243 or 251

Lab fee: \$15.00

**GRPH 285 Printing Production Management (SP)**

**4 credits**

This course provides an introduction to production management using Hagen OA management information system software. Organizational theory, plant layout, inventory control, wage policies, equipment purchase, control procedures, production standards, and hourly rates are discussed.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: GRPH 241 and BMGT 111

Lab fee: \$5.00

**GRPH 286 Digital Photography 3 credits**

This course introduces students to the applications of digital photography. Students will capture images on either digital or film-based cameras, import to a computer, create picture files, manipulate images, and produce prints. Students will learn techniques of enhancing or restoring images with Aldus Photoshop software on a Windows platform.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: GRPH 111 or permission of instructor

Lab fee: \$8.00

**GRPH 297, 298, 299 Special Topics in Graphic Communication (On Demand) 1-3 credits**

Detailed examination of a selected topic in graphic communications.

Lecture: 1 to 3 hours – Lab: 0 hours

**Health Information Management Technology (HIMT)****HIMT 111 Introduction to Health Information Management Tech (A) 2 credits**

The student will be introduced to the various roles of the health information management technician within the health care system and professional organizations in which the health information management technician is affiliated. The student will explore the various functions performed under the auspices of health information management and the technology used to perform these functions.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Acceptance into the HIMT program

Concurrent: HIMT 135

Lab fee: \$10.00

**HIMT 112 Internet Applications in Health Care (SU - DL) 2 credits**

This course will provide the student with hands-on experience navigating on the Internet, using electronic mail, posting resumes electronically, and searching data bases and other library resources on the Internet. The student will also use the Internet as a tool for locating information from professional associations/organizations.

Lecture: 1 hour – Lab: 2 hours

Lab fee: \$15.00

**HIMT 113 Managed Care Trends (SU - DL) 2 credits**

This course will provide students with an understanding of various issues regarding managed care that have been instrumental in the redesign and remodeling of patient care delivery. Topics discussed include: types of plans, analysis of data to determine effects of managed care, evaluation of managed care plans, rules and regulations affecting managed care, implementation of plans, and clinical outcomes management.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$10.00

**HIMT 121 Advanced Medical Terminology (A,W,SP,SU - DL) 3 credits**

The student will study medical terminology with emphasis placed on anatomic, diagnostic, symptomatic, and pathologic terminology as used in the context of medical documents.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$10.00

**HIMT 132 Introduction to Medical Transcription (SP, AU) 2 credits**

The student will be introduced to word processing equipment used in the transcription of medical reports. The student will begin to master medical transcription using authentic physician dictations to transcribe various

medical reports. Practice in English dictation with an emphasis on accuracy. Strongly suggest typing ability of 35 words per minutes.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: MCT 106, HIMT 121 and 141

Lab fee: \$35.00

**HIMT 133 Legal Aspects of the Health Record (SP) 3 credits**

The student will study the policies and procedures for processing health records for legal purposes. The importance of the maintenance of confidentiality of health information (both paper and electronic records and databases), the proper handling of requests for, and the transfer of health information will be discussed.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$10.00

**HIMT 135 Health Data Management (A) 3 credits**

The student will be introduced to filing systems as well as the computer-based patient record (CPR). The student will study the policies and procedures required to collect, analyze, interpret, report, and maintain health care data. The student will perform clinical pertinence chart reviews and also be introduced to the internal and external requirements for establishing, operating, and maintaining various registers and registries.

Lecture: 2 hours – Lab: 2 hours

Concurrent: HIMT 111

Lab fee: \$15.00

**HIMT 141 Pharmacology for HIMT (W, SU) 3 credits**

This course will survey the major classifications of drugs. The indications and contraindications for use will be presented. Emphasis will be placed on the correlation between drug therapy and disease. The student will be required to use various desk references efficiently.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: BIO 121 or (BIO 161 and 169) and HIMT 121

Concurrents: BIO 122 or 170

**HIMT 243 Ancillary Health Facilities (SP) 3 credits**

The student will study health information systems in non-hospital health care facilities along with the sources of data for these systems and their uses and users. The appropriate technical aspects and functions within these various systems will be discussed along with the various reporting and accrediting requirements for each of the specific health care facilities discussed. Field trips to various health care facilities will be scheduled.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: HIMT 111 and 135

Lab fee: \$10.00

**HIMT 245 ICD-9-CM Coding (A,SP) 5 credits**

The student will be introduced to the nomenclature and major classification and indexing systems in ICD-9-CM utilized in coding medical information. Laboratory experiences will emphasize the application of the related skills with accuracy and completeness. Other coding systems will be discussed.

Lecture: 3 hours – Lab: 4 hours

Prerequisites: BIO 122 or (BIO 161, 169 and 170) and HIMT 121

Lab fee: \$35.00

**HIM1 245 ICD-9-CM Coding- Intro to ICD-9-CM Coding, Module 1 (A,SP) 1 credit**

HIM1 245 is the first module of HIMT 245. Combined with subsequent modules, HIM2 245, HIM3 245, and HIM4 245, it is the equivalent of HIMT 245. In this module, students are introduced to basic ICD-9-CM coding guidelines and conventions. Students will be introduced to the Uniform Hospital Discharge Data Set (UHDDS) and use of the medical record as a source document.

Lecture: 1 hour – Lab: 0 hours

Prerequisites: BIO 122 or (BIO 161, 169 and 170) and HIMT 121

Lab fee: \$5.00

**HIM2 245 ICD-9-CM Coding – Coding Principles****Part I, Module 2 (A,SP)****1.5 credits**

HIM2 245 is the second module of HIMT 245. Combined with HIM1 245 and subsequent modules HIM3 245 and HIM4 245, it is the equivalent of HIMT 245. In this module, students will code from the following areas: V and E codes; symptoms, signs and ill-defined conditions; infectious and parasitic diseases; endocrine, nutritional and metabolic diseases and immunity disorders; mental disorders; diseases of the nervous system and sense organs, respiratory system, digestive system, genitourinary system, and skin and subcutaneous tissue.

Lecture: 1 hour – Lab: 1 hour

Prerequisite: HIM1 245

Lab fee: \$10.00

**HIM3 245 ICD-9-CM Coding – Coding Principles****Part II, Module 3 (A,SP)****1.5 credits**

HIM3 245 is the third module of HIMT 245. Combined with HIM1 245 and HIM2 245 and the subsequent module HIM4 245, it is the equivalent of HIMT 245. In this module, students will code from the following areas: musculoskeletal system and connective tissue; complications of pregnancy, childbirth, and the puerperium; abortion and ectopic pregnancy; congenital anomalies; perinatal conditions; circulatory system, and neoplasms.

Lecture: 1 hour – Lab: 1 hour

Prerequisite: HIM2 245

Lab fee: \$10.00

**HIM4 245 ICD-9-CM Coding – Practical Applications,****Module 4 (A,SP)****1 credit**

HIM4 245 is the fourth module of HIMT 245. Combined with HIM1 245, HIM2 245, and HIM3 245, it is the equivalent of HIMT 245. In this module, students will gain practical experience coding from case studies and patient medical records.

Lecture: 0 hours – Lab: 2 hour

Prerequisite: HIM3 245

Lab fee: \$10.00

**HIMT 255 CPT-4 Coding (W,SU)****5 credits**

The student will be introduced to ambulatory coding and payment systems emphasizing CPT-4 coding. Laboratory experiences will emphasize the application of the related skills with accuracy and completeness.

Lecture: 3 hours – Lab: 4 hours

Prerequisites: BIO 122 or (BIO 161, 169 and 170) and HIMT 121

Lab fee: \$35.00

**HIM1 255 CPT-4 Coding – Intro to CPT-4 and****Evaluation and Management, Module 1 (W,SU)****1.5 credits**

HIM1 255 is the first module of HIMT 255. Combined with subsequent modules HIM2 255, HIM3 255, and HIM4 255, it is the equivalent of HIMT 255. In this module, students are introduced to basic CPT-4 coding guidelines and Evaluation and Management coding.

Lecture: 1 hour – Lab: 1 hour

Prerequisites: BIO 122 or (BIO 161, 169 and 170) and HIMT 121

Lab fee: \$10.00

**HIM2 255 CPT-4 Coding – Surgical Coding,****Module 2 (W,SU)****1.5 credits**

HIM2 255 is the second module of HIMT 255. Combined with HIM1 255 and subsequent modules HIM3 255 and HIM4 255, it is the equivalent to HIMT 255. In this module, students are introduced to surgical coding.

Lecture: 1 hour – Lab: 1 hour

Prerequisite: HIM1 255

Lab fee: \$10.00

**HIM3 255 CPT-4 Coding – Ancillary Coding/Modifiers,****Module 3 (W,SU)****1 credit**

HIM3 255 is the third module of HIMT 255. Combined with HIM1 255, HIM2 255 and subsequent module HIM4 255, it is the equivalent of HIMT 255. In this module, students are introduced to ancillary coding and modifiers.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: HIM2 255

Lab fee: \$5.00

**HIM4 255 CPT-4 Coding – Practical Applications,****Module 4 (W,SU)****1 credit**

HIM4 255 is the fourth module of HIMT 255. Combined with HIM1 255, HIM2 255, and HIM3 255, it is the equivalent of HIMT 255. In this module, students will gain practical experience from coding case studies and patient medical records.

Lecture: 0 hours – Lab: 2 hour

Prerequisite: HIM3 255

Lab fee: \$10.00

**HIMT 256 Clinical Data Analysis (W)****3 credits**

The student will apply clinical knowledge as it pertains to health care data management in coding for reimbursement of health care services, the evaluation of practice patterns, the assessment of clinical outcomes, and the analysis of cost-effectiveness of services provided.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: HIMT 121

Concurrents: BIO 122 or 170 and HIMT 141

**HIMT 257 Introduction to Health Statistics (SP)****3 credits**

The student is introduced to procedures for properly collecting, organizing, displaying, and interpreting health care data to meet the needs of various users while complying with the standards of the health care facility. The users of data can include: the patient, medical staff, nursing and allied health staff, state and federal regulatory agencies, JCAHO, and insurance companies.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: MCT 106 and HIMT 135

Lab fee: \$5.00

**HIMT 259 Quality and Resource Management (A)****3 credits**

The student will be introduced to the internal and external requirements for establishing, operating, and maintaining quality improvement and utilization management programs. Methods used in benchmarking, credentialing, critical pathways, monitoring and evaluation, occurrence screening, peer review, and risk management will also be discussed.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: MCT 106 and HIMT 257

Lab fee: \$5.00

**HIMT 265 Medical Reimbursement (A)****3 credits**

Students are introduced to basic terminology regarding medical insurance and how coding systems used in outpatient and inpatient health care settings are used to obtain payment for health care services. A discussion of various third party payers will be presented as well as reimbursement methodologies used by these payers. Students are introduced to claims processing in the physicians' office setting. Topics discussed include: HCFA 1500, and office procedures for posting payments and claims follow-up.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$35.00

**HIM1 265 Medical Reimbursement, Module 1 (A)****1 credit**

HIM1 265 is the first module of HIMT 265. Combined with the subsequent module, HIM2 265, it is the equivalent of HIMT 265. In this module, students are introduced to basic terminology regarding medical insurance and how coding systems used in outpatient and inpatient health



care settings are used to obtain payment for health care services. A discussion of various third party payers will be presented as well as reimbursement methodologies used by these payers.

Lecture: 1 hour – Lab: 0 hours  
Lab fee: \$10.00

**HIM2 265 Medical Reimbursement, Module 2 (A) 2 credits**

HIM2 265 is the second module of HIMT 265. Combined with HIM1 265, it is the equivalent of HIMT 265. In this module, students are introduced to claims processing in the physicians' office setting. Topics discussed include: completion of the HCFA 1500, and office procedures for posting payments and claims follow-up.

Lecture: 1 hour – Lab: 2 hours  
Prerequisite: HIM1 265  
Lab fee: \$25.00

**HIMT 267 Principles of Management (WI) 3 credits**

The student will be introduced to the functions related to planning, organizing, controlling, and evaluating human resources and health information management services. Other topics include the direction and documentation necessary for the supervision of personnel.

Lecture: 3 hours – Lab: 0 hours

**HIMT 270 Case Management (W -DL) 4 credits**

This course is designed to provide a review for students enrolled in the HIMT or practicing health care professionals and administrators/managers who wish to become certified as a case manager through the Commission for Case Manager Certification. The five major areas of discussion include: coordination and service delivery, physical and psychological factors, benefit systems and cost benefits analysis, case management concepts, and community resources.

Lecture: 3 hours – Lab: 2 hours  
Prerequisites: HIMT 243 and 259 or permission from the instructor

**HIMT 272 Advanced Medical Transcription Lab (SU) 4 credits**

The student will receive extensive practice of transcribing operative reports, diagnostic procedures, surgical discharge summaries, radiology, and pathology reports along with other medical reports. Topics discussed include: equipment, home-based transcription, outsourcing, and other management issues relating to medical transcription.

Lecture: 1 hour – Lab: 6 hours  
Prerequisite: HIMT 132  
Lab fee: \$35.00

**HIMT 273 Medical Transcription Practicum (AU) 3 credits**

The student is assigned to a facility to gain practical experience in the area of medical transcription. The student will obtain exposure to actual working conditions and equipment at the assigned facility. Emphasis of the practicum will be the actual transcribing experience.

Lecture: 1 hours – Lab: 14 hours  
Prerequisite: Successful completion of the coursework in the Medical Transcription Certificate. Successful completion of pre-practicum competency examination.

**HIMT 274 Issues in Health Information Management Technology (WI) 2 credits**

This special topics course is designed to provide presentation of topics pertinent topics and current trends in the health information management field.

Lecture: 2 hours – Lab: 0 hours  
Prerequisite: Varies with topic offered.

**HIMT 275 Intermediate Coding (W) 2 credits**

This course provides the students with continued experience in ICD-9-CM and CPT-4 Coding. An emphasis is placed on practical applications of professional coders. The students will code from case studies and patient medical records and participate in group discussions regarding

code assignment and reimbursement issues.

Lecture: 1 hour – Lab: 2 hours  
Prerequisites: HIMT 245, 255, 256 and 265  
Lab fee: \$35.00

**HIMT 276 Medical Coding Practicum (W) 3 credits**

The student is assigned to a facility to gain practical experience in the area of medical coding/reimbursement. The student will obtain exposure to actual working conditions at the assigned facility. Emphasis of the practicum will be the actual coding experience.

Lecture: 1 hours – Lab: 14 hours  
Prerequisites: HIMT 245, 255 and 265  
Concurrent: HIMT 275

**HIMT 292 Clinical Practicum I (SU) 3 credits**

Students are assigned to area health care facilities to work under the supervision of facility personnel. Students will obtain exposure to actual working conditions and gain experience in various aspects of health information management services.

Lecture: 1 hours – Lab: 14 hours  
Prerequisites: MCT 106, HIMT 111, 133, 135, and completed health statement  
Concurrent: HIMT 245 or 255

**HIMT 294 Clinical Practicum II (A) 3 credits**

Students are provided with practical applications of the knowledge and techniques needed to perform various functions in a health information environment.

Lecture: 1 hours – Lab: 14 hours  
Prerequisite: HIMT 257 and 292  
Concurrent: HIMT 259 and 245 or HIMT 255

**HIMT 296 Clinical Practicum III (W) 3 credits**

Continued clinical experience in health information services.

Lecture: 1 hours – Lab: 14 hours  
Prerequisite: HIMT 294

## Heating Ventilating & Air Conditioning Technology (HAC)

**HAC 141 Principles of Refrigeration (A,W) 4 credits**

A basic refrigeration cycle theory course covering heat thermodynamics, temperature - pressure relationships, mechanical operations of refrigeration equipment and representative application and selection data for class I refrigerants.

Lecture: 3 hours – Lab: 3 hours  
Lab fee: \$10.00

**HAC 152 Instrumentation/Combustion Process (A,W) 4 credits**

A course about basic combustion processes using all the fossil fuels and psychrometric chart work to track the thermal heat transfer. The instruments used to test these processes will also be explained along with the fan laws and psychrometric chart procedures. Instruments used in energy auditing are then explained and preventative maintenance programs written.

Lecture: 2 hours – Lab: 4 hours  
Lab fee: \$15.00

**HAC 161 Hand Tools Laboratory (A,SP) 4 credits**

An entry-level course building elementary skills in brazing, soldering, threading, cutting, swaging, and other skills that relate to service, installation and maintenance processes in the HAC field. Basic hand tools and meters will be demonstrated and used in lab exercises.

Lecture: 2 hours – Lab: 4 hours  
Lab fee: \$15.00

**HAC 183 HAC Wiring Circuits I (A,W)****4 credits**

This course is designed to teach a new student how to read, draw, interpret and understand residential heating and cooling wiring diagram symbols, devices and wire size identification, basic circuit distribution concepts and schematic applications of same.

Lecture: 2 hours – Lab: 4 hours

Lab fee: \$10.00

**HAC 222 Load Calculations I (A, W)****4 credits**

This course is a comprehensive study of the fundamentals of environmental conditioning, energy consumption and operating cost analysis, the properties of air, insulation materials, heat loss and gain calculations, to include the methods of air-conditioning, heating and ventilation. Load calculations will be performed using the applicable ACCA manuals and the Right-J, Windows Version 2, computer software program.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: MATH 104

Lab fee: \$12.00

**HAC 231 Load Calculations II (W,SP)****4 credits**

A course covering commercial heat gain/loss calculations, design of systems, and selection of equipment. The systems used in commercial applications will be discussed and compared, along with correct balancing procedures. The factor of sound as it applies to these types of systems will also be included. This course is one of six that prepares the student to take the HAC Contractor's License Exam.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: HAC 222

Lab fee: \$12.00

**HAC 242 HAC Mechanical Standards/Safety (A,SP) 3 credits**

A basic introduction to HAC safety considerations, first aid, and CPR as well as emergency procedures for on-the-job accidents. An introduction to the various codes that effect the workplace and jobsite, such as OSHA, NFPA, state and local building codes. NEC, energy codes and ASHRAE standards will also be covered.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: ARCH 116, HAC 141 and 152

Lab fee: \$12.00

**HAC 243 Air Conditioning Systems (SP,SU)****4 credits**

A course designed for the student with a fundamental knowledge of the refrigeration cycle. Previous training in refrigeration theory, wiring diagrams, control circuits, and tools used in the trade are necessary to enroll in this course. The course is designed around hands-on training and testing of the various component parts of a vapor compression split system.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: ARCH 116, HAC 141, 161, 183 and 253

Lab fee: \$20.00

**HAC 244 Heat Pump Systems (SP,SU)****4 credits**

A course designed for the student with a fundamental knowledge of the air conditioning and heating processes. Previous training in refrigeration cycle, wiring diagrams, control circuits, and tools used in the trade are necessary to enroll in this course. The course is structured around hands-on training on the various component parts of an air cycle heat pump system.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: ARCH 116, HAC 141, 161, 183 and 253

Lab fee: \$20.00

**HAC 253 Automatic Controls I (A,SP)****3 credits**

A course introducing HAC residential and light commercial control systems and the components that make up the systems. Emphasis will be placed on operators, sensors, controllers and various pneumatic and electrical devices used in modern control systems along with the logic used

to develop their control sequences.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: HAC 141, 152 and 183

Lab fee: \$20.00

**HAC 254 Heating Systems (A,SU)****4 credits**

A course designed for the student with a fundamental knowledge of heat transfer characteristics and air movement properties. The course is designed around hands-on training and testing of the various component parts and accessories that make up gas, electric and fuel oil type forced air furnaces, along with accessories such as humidifiers, air filtration systems, and set-back thermostats.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: HAC 152, 161 and 183

Lab fee: \$20.00

**HAC 256 Automatic Controls II (W,SU)****3 credits**

A hands-on laboratory course designed to build practical understanding of control circuit logic and sequence of operation theory. Representative circuits from major environmental control devices employing various forms of energy will be included in the lab exercises.

Lecture: 1 hours – Lab: 5 hours.

Prerequisite: HAC 253

Lab fee: \$15.00

**HAC 258 Pneumatic Controls I (SU)****4 credits**

This course is designed to take a senior level HAC student and teach him/her the fundamentals, installation practices and common application parameters of representative pneumatic controls systems.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: HAC 152

Lab fee: \$15.00

**HAC 266 Advanced Problems (A,W,SP,SU)****4 credits**

A simulation that will allow the student to use their educational knowledge in a problem or problems that emphasizes the design or practical service aspects of a heating and cooling system. The instructor will need to give prior approval of the project or projects to be completed by the student. A tutorial course form must be completed by the student.

Lecture: 0 hours – Lab: 8 hours

Prerequisite: Permission of instructor

Lab fee: \$8.00

**HAC 284 HAC Wiring Circuits II (W,SP)****4 credits**

This course will concentrate on lab experiments designed to teach a student how to properly wire up typical heating and cooling devices into working circuits. Devices such as motors, controllers, contactors, compressors and safety devices will be covered

Lecture: 2 hours – Lab: 4 hours

Prerequisite: HAC 183

Lab fee: \$15.00

**HAC 285 HAC Electronic Controls I (SU)****4 credits**

This course uses basic electronic knowledge from EET 101 and EET 102, plus electrical knowledge from HAC 183 and HAC 284 to build a basic understanding of HAC solid state computer controls. This theory course will cover controllers, sensors, relays and HAC electronic operational devices.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: HAC 284

Lab fee: \$10.00

**HAC 287 Boiler Systems (W)****4 credits**

This course uses basic combustion knowledge from HAC 152 and piping system knowledge from ARCH 116, along with codes from course HAC 242 to build a basic understanding of boiler types, systems, safety procedures and codes that will prepare a person to take the High Pressure Boiler

License Examination.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: ARCH 116, HAC 152 and 253

Lab fee: \$10.00

**HAC 288 Commercial A/C Systems (W) 4 credits**

This course uses basic piping knowledge from ARCH 116, refrigeration cycle theory from HAC 141, codes from HAC 242 and control knowledge from HAC 253 to build a basic understanding of the operational theory and safe operating practices for an industrial Class II ammonia refrigeration system. Entering students should have HAC 161 course content or proficiency credit before enrolling in this class

Lecture: 3 hours – Lab: 2 hours

Prerequisites: ARCH 116, HAC 141, 242 and 253

Lab fee: \$10.00

**HAC 290 Work Experience Seminar (SU) 1 credit**

Application of business knowledge to specific areas of on-the-job work experience. Group discussions emphasize student work experience. The student takes this course concurrently with HAC 291.

Lecture: 1 hours – Lab: 0 hours

Concurrent: HAC 291

**HAC 291 Co-Op Work Experience (SU) 4 credits**

Off-campus work experience in heating, venting and air conditioning industry that augments formal education received in the technology with actual work conditions and job experience. “N” credit will not be allowed for this course. Student takes this course concurrently with HAC 290.

Lecture: 0 hours – Lab: 40 hours

Concurrent: HAC 290

Lab fee: \$15.00

**HAC 299 Special Topics in Heating and Air Conditioning (On Demand) 1 - 5 credits**

A refresher maintenance training class covering refrigeration systems, mechanical tools and methods, heating and boilers, electrical, air handling and ventilation, controls and safety. Please see your advisor before scheduling for this course.

Lecture: varies hours – Lab: varies hours (depends upon topic)

## History (HIST)

**HIST 290 Capstone Experience in History (On Demand) 3 credits**

A capstone course focusing on History. Students will work on developing techniques and methodologies in the field of History. Students will apply these techniques to a project of their own design, and participate in summative testing of their academic skills.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Open only to AA and AS students preparing to graduate within 2 academic quarters

Lab fee: \$10.00

## Hospitality Management Technology

### Dietetic Technician Major (DIET)

**DIET 191 Dietetic Technician Practicum I (A) 1.5 credits**

Practical application of information presented in the classroom from MLT 100, HOSP 102 and HOSP 122 to related healthcare facilities. Skills are developed through supervised learning situations to understand the organizational structure of healthcare facilities and the regulations that per-

tain, to define the roles of dietetic practitioners, and to maintain and evaluate standards of sanitation and safety.

Lecture: 1 hour – Lab: 3.5 hours

Concurrents: MLT 100, HOSP 102 and 122

Lab fee: \$60.00

**DIET 192 Dietetic Technician Practicum II (W) 2 credits**

Practical application of information presented in the classroom from HOSP 107 and HOSP 109 in related healthcare facilities. Skills are developed through supervised learning situations to operate and maintain foodservice equipment, to assist in food production and service, and to maintain food quality and portion control.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: DIET 191 with a grade of “C” or higher

Concurrents: HOSP 107 and 109

Lab fee: \$20.00

**DIET 193 Dietetic Technician Practicum III (SP) 2 credits**

Practical application of information presented in the classroom from HOSP 121, HOSP 123 and HOSP 153 in related healthcare facilities. Skills are developed through supervised learning situations to procure and store food, supplies, and equipment, to calculate food costs, to participate in quantity food production, to develop and/or test products, and to provide for the nutritional needs of customers.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: DIET 192 with a grade of “C” or higher

Concurrents: HOSP 121, 123 and 153

Lab fee: \$15.00

**DIET 265 Dietetic Technician Seminar (SP) 1 credit**

An in-depth study of recent developments and areas of concern related to providing nutrition care. Each student will select a nutrition topic of current concern, write a research paper and present an oral report. Information about professional organizations and the ethical practice of dietetics will be discussed. A written exam to assess knowledge attained throughout the seven quarter program will be administered. A grade of “C” or higher is required for graduation.

Lecture: 1 hour - Lab: 0 hours

Prerequisite: DIET 298

Concurrents: DIET 299 and HOSP 219

Lab fee: \$2.00

**DIET 275 Medical Nutrition Therapy I (A) 5 credits**

An introduction to the study of nutritional assessment, diet modification, and nutritional care plans. The rationale for nutritional intervention and related medical conditions and terminology is presented. Calorie controlled and consistency and nutrient modified diets for a variety of medical and/or lifecycle-related conditions are studied. The student will identify and utilize appropriate nutritional assessment tools and techniques for specific medical and/or lifecycle-related conditions. The student will plan, prepare and/or evaluate menus, meal plans, meals, and nutritional supplements related to these diet modifications.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: HOSP 153 with a grade of “C” or higher

Concurrent or prerequisite: BIO 169 or BIO 122

Lab fee: \$10.00

**DIET 276 Medical Nutrition Therapy II (W) 5 credits**

A continuation of the study of nutritional assessment, diet modification, and nutritional care plans. The rationale for nutritional intervention and related medical conditions and terminology is presented. Calorie and protein supplemented and nutrient modified diets for a variety of medical conditions are studied. The student will identify and utilize appropriate nutritional assessment tools and techniques for specific medical conditions. The student will plan, prepare and/or evaluate menus, meal plans, meals, and nutritional supplements related to these

diet modifications.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: DIET 275 with a grade of “C” or higher

Lab fee: \$10.00

**DIET 297 Dietetic Technician Practicum IV (A) 3 credits**

Practical application of information presented in the classroom from HOSP 153 and DIET 275 in community health programs. Skills are developed through supervised learning situations to understand the services offered by community based organizations, to develop the ability to utilize their services, to meet and serve clients, to obtain and evaluate nutritional data from individuals, and to establish good working relationships with clients and other personnel.

Lecture: 2 hours – Lab: 7 hours

Prerequisite: DIET 193 with a grade of “C” or higher

Concurrents: DIET 275 and HOSP 225

Lab fee: \$55.00

**DIET 298 Dietetic Technician Practicum V (W) 2 credits**

Practical application of information presented in the classroom from HOSP 225, DIET 275 and DIET 276 to clients in related healthcare facilities. Skills are developed through supervised learning situations to interview clients, to evaluate nutritional data collected, to understand the rationale for dietary modification for nutrient and consistency modification, to understand associated medical terminology and to assist in the planning, preparation and service of modified diet meals.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: DIET 297 with a grade of “C” or higher

Concurrent: DIET 276

Lab fee: \$10.00

**DIET 299 Dietetic Technician Practicum VI (SP) 2.5 credits**

Practical application of information presented in the classroom from all technical courses to clients in related health care facilities. Opportunities are provided through supervised learning situations to demonstrate proficiency in client interviewing, to evaluate nutritional data, to understand associated medical terminology and the rationale for dietary intervention, and to assist in the planning, preparation and service of modified diet meals. A grade of “C” or higher is required for graduation.

Lecture: 1 hour – Lab: 10.5 hours

Prerequisites: DIET 276 and 298 with a grade of “C” or higher

Lab fee: \$10.00

## Dietary Manager (DMGR)

**DMGR 101 Dietary Manager Seminar I (A) 4 credits**

A study of the types of healthcare facilities, typical healthcare organizational structures, and roles of the dietary team members. Regulations and how they affect food service in healthcare facilities are examined. Foodservice safety and sanitation principles, utilization and care of equipment, and food preparation and purchasing are studied. A grade of “C” or higher is required.

Lecture: 4 hours

Concurrent: DMGR 194 and employment in a healthcare facility with a qualified preceptor on the staff

**DMGR 102 Dietary Manager Seminar II (W) 4 credits**

A study of the principles for planning menus to meet the nutritional needs of people in healthcare operations. Nutrient requirements, functions and sources of nutrients, and digestion and absorption of food are studied. Diet modification for a variety of health conditions is studied. Methods and records used to gather data, to determine food needs and preferences, to establish care plans and to do charting are presented.

Lecture: 4 hours

Prerequisite: DMGR 101 with a grade of “C” or higher

Concurrent: DMGR 195 and employment in a healthcare facility with a qualified preceptor on the staff

**DMGR 103 Dietary Manager Seminar III (SP) 4 credits**

An explanation of methods and records used in procurement, receiving, and storage of food and related items. Control measures for maintaining quality, quantity, and cost of food production are discussed. Management principles, employee development and supervisory characteristics are discussed. Facility evaluation and planning for improvements are presented.

Lecture: 4 hours

Prerequisite: DMGR 102 with a grade of “C” or higher

Concurrent: DMGR 196 and employment in a healthcare facility with a qualified preceptor on the staff

**DMGR 194 Dietary Manager Cooperative Work Experience I (A) 2 credits**

Supervised work related learning experiences to be performed on the job following material presented in the classroom from DMGR 101.

Lab: 20 hours

Prerequisite: Employment in a healthcare facility with a qualified preceptor on the staff

Concurrent: DMGR 101

Lab fee: \$12.00

**DMGR 195 Dietary Manager Cooperative Work Experience II (W) 2 credits**

Supervised work related learning experiences to be performed on the job following materials presented in the classroom from DMGR 102.

Lab: 20 hours

Prerequisite: DMGR 194 with a grade of “C” or higher, and employment in a healthcare facility with a qualified preceptor on the staff

Concurrent: DMGR 102

Lab fee: \$12.00

**DMGR 196 Dietary Manager Cooperative Work Experience III (SP) 2 credits**

Supervised work related learning experiences to be performed on the job following materials presented in the classroom from DMGR 103.

Lab: 20 hours

Prerequisite: DMGR 195 with a grade of “C” or higher, and employment in a healthcare facility with a qualified preceptor on the staff

Concurrent: DMGR 103

Lab fee: \$12.00

## Hospitality Management (HOSP)

**HOSP 101 Survey of the Hospitality/Tourism Industry (A,W,SP,SU) 3 credits**

A comprehensive look at the fascinating and challenging related fields in the hospitality industry: travel and tourism, lodging, food service, meeting, conventions and expositions, leisure and recreation. Customer service is emphasized, while guest speakers, field trips, and study of trade publications provide information on industry trends and career opportunities.

Lecture: 3 hours

**HOSP 102 Foodservice Equipment (A,W,SU) 2 credits**

A laboratory course in which students will learn to operate, clean, and describe preventive maintenance of commercial foodservice equipment. Construction features required by the National Sanitation Foundation, American Gas Association and Underwriter’s Laboratories requirements

will be emphasized. Appropriate uses for equipment and general principles of equipment layout for safety, sanitation, and efficiency will be discussed.

Lecture: 1 hour – Lab: 2 hours

Lab fee: \$17.00

**HOSP 106 Food Laboratory I (W,SU) 3 credits**

A laboratory course for registered Chef Apprentices. The course includes preparation of stocks, soups, sauces, entrees, starches, vegetables and fruits. Practice in butchery, fish filleting and poultry de-boning. Students will develop recipes, plan menus, requisition food, and prepare and serve group meal functions.

Lecture: 1 hour – Lab: 4 hours

Prerequisites: HOSP 102, 107 and 122. Registered Chef Apprentice or permission of instructor.

Lab fee: \$60.00

**HOSP 107 Food Principles (A,W,SP) 5 credits**

A course in basic food preparation including the terminology and definitions used and the scientific principles involved in preparing food products. The course includes a detailed study of the principles of preparation and selection criteria for all categories of foods served in foodservice operations.

Lecture: 5 hours

Lab fee: \$5.00

**HOSP 109 Food Production (W) 3 credits**

A laboratory course in which students will produce and serve marketable food products according to standardized recipes using food production equipment in a commercial kitchen environment. The products will be served in a dining room setting, with emphasis on customer service. The principles of safety and sanitation will be applied.

Lecture: 1 hour – Lab: 7 hours

Prerequisites: HOSP 102 and 122

Concurrent: HOSP 107

Lab fee: \$60.00

**HOSP 121 Hospitality Industry Computer Applications (W,SP,SU) 2 credits**

A course designed to apply the basic skills acquired in PC Applications I to hospitality operations. Hands-on lab experience expands the student's knowledge of basic business applications as they apply to hospitality operations using word processing, spreadsheet and data base management software, specialized application software packages, powerpoint, and internet sites.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: CPT 101 or permission of instructor

Lab fee: \$15.00

**HOSP 122 Hospitality Safety and Sanitation (A,W,SP,SU) 3 credits**

A detailed study of the HACCP (Hazard Analysis Critical Control Points) procedures which includes the control of bacteria, materials handling, and safety practices to maintain a safe and healthy environment for the consumer in the food and lodging industry. Examination of laws and regulations related to safety, fire, and sanitation and the role of the health department. Upon successful completion of the ServSafe examination from the National Restaurant Association Educational Foundation, students will receive certificates from the Educational Foundation and the Ohio Department of Health.

Lecture: 3 hours

Lab fee: \$4.00

**HOSP 123 Food Purchasing (A,SP) 3 credits**

Provides a working knowledge of procurement methods and procedures and record keeping (manual methods and computer applications) when purchasing, receiving, and storing food, equipment and non-food sup-

plies. Special emphasis is given to writing specifications, determining order quantities, evaluating product quality, and selecting suppliers. Field trips allow the student to see food processing operations and wholesale food markets.

Lecture: 3 hours

Prerequisite: HOSP 107 and placement in DEV 031

Lab fee: \$5.00

**HOSP 143 Hospitality and Travel Law (A,SP) 3 credits**

Provides a general knowledge of the law as it applies to the hospitality and tourism industry.

Lecture: 3 hours

Lab fee: \$3.00

**HOSP 145 Lodging Operations (W,SP) 5 credits**

This course provides students with a basic understanding of the lodging industry. It covers the activities of various hotel operating departments: front office, housekeeping, food and beverage, hotel purchasing, marketing, yield management, engineering, security, and hotel accounting. Emphasis will be placed on guest satisfaction.

Lecture: 4 hours – Lab: 2 hours

Lab fee: \$25.00

**HOSP 153 Nutrition for a Healthy Lifestyle (A,W,SP,SU - DL) 5 credits**

A study of the role of nutrition in establishing, promoting and maintaining good health. The composition and functions of foods, nutrition needs throughout the life cycle, and contemporary nutrition concerns are included in the course. Lecture: 5 hours

Prerequisite: Placement into ENGL 101 and DEV 031

Lab fee: \$10.00

**HOSP 154 Destination Geography (A, W) 5 credits**

Geographical and cultural study of all major regions of the world with emphasis on the most popular travel destinations. Includes lodging, points of interest, customer profile and transportation types for each destination.

Lecture: 5 hours

Lab fee: \$5.00

**HOSP 157 Travel and Tourism Operations (W, SP) 5 credits**

This course provides students with a basic understanding of the travel and tourism industry. Travel agency operations are covered, with students using a variety of reference materials to develop air and rail itineraries, reserve cars and hotels, calculate fares, and create tours and cruises. Government agencies and organizations that affect the industry are described. Also included is a framework for the development of tourism in the community and region.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: HOSP 154 or permission of instructor

Lab fee: \$25.00

**HOSP 203 Beverage Management (W,SU) 3 credits**

Classification, history and control of beer, wines and spirits. Covers Ohio liquor and legal regulations, inventory control, liquor dispensing systems, cash control, drink merchandising and alcohol responsibility. The art of mixology and wine and food affinity.

Lecture: 3 hours

Lab fee: \$20.00

**HOSP 205 Records and Cost Control (A,SP) 4 credits**

Covers the principles and procedures involved in an effective system of food, beverage, labor and sales control. Emphasizes development and use of standards and calculation of actual costs.

Prerequisite: ACCT 106 or permission of instructor

Lecture: 4 hours

**HOSP 216 Food Laboratory II (A,SP) 3 credits**  
A laboratory course to follow (HOSP 106) Food Laboratory I for registered Chef Apprentices. Proper roasting, grilling, poaching, sautéing and braising of meats, seafood and poultry with appropriate sauces. Classical preparation of consommé, bisque and cream soups. Starch and vegetable preparation. Plated desserts. Students will research and develop recipes and prepare and serve four course menus in the required amount of time.  
Lecture: 1 hour – Lab: 4 hours  
Prerequisites: HOSP 106 and 107  
Lab fee: \$60.00

**HOSP 217 Garde Manger (A,SP) 3 credits**  
A laboratory course including preparation and presentation of cold food items commonly produced in a garde manger station. Students will prepare garnishes, appetizers, salads, sandwiches, marinades, relishes, cold sauces and forcemeat items. An introduction to ice carving. Buffet presentation, including platters, bowls and plates, and culinary show guidelines and practices are covered.  
Lecture: 1 hour – Lab: 4 hours  
Prerequisite: Registered Chef Apprentice or permission of instructor  
Lab fee: \$75.00

**HOSP 218 Fundamentals of Baking (W,SU) 3 credits**  
Includes the fundamentals of baking and functions of ingredients with production of baked goods and dessert specialties. Proper use and care of equipment, as well as principles of safety and sanitation are emphasized.  
Lecture: 1 hour – Lab: 4 hours  
Prerequisite: Registered Chef Apprentice or permission of instructor  
Lab fee: \$50.00

**HOSP 219 Food Production Management (SP) 4 credits**  
A capstone laboratory course in which application of foodservice management will occur in a simulated restaurant. Students will plan menus, prepare food items, and serve the public to gain experience in various managerial positions in the front and back of the house. A grade of “C” or higher is required for graduation.  
Lecture: 1 hour – Lab: 8 hours  
Prerequisite: Final quarter or permission of instructor.  
Lab fee: \$60.00

**HOSP 224 Hospitality Supervision and Quality Management (W,SU) 5 credits**  
This course applies supervisory skills and quality management principles to the hospitality/tourism industry and includes the study of organization structures, performance standards, employee selection and retention processes, orientation and training programs, employee appraisal and performance improvement, and quality improvement techniques. A grade of “C” or higher is required for graduation.  
Lecture: 5 hours  
Prerequisite: BMGT 102  
Lab fee: \$5.00

**HOSP 225 Menu Development (A,SP) 3 credits**  
Principles of menu planning for a variety of foodservice operations. Includes merchandising techniques, layout and design, and pricing strategies. Consideration is given to food selection; nutritional requirements; food, labor, and other costs; and equipment utilization.  
Lecture: 3 hours  
Prerequisites: HOSP 153 and 107  
Lab fee: \$5.00

**HOSP 246 Hospitality Sales and Marketing (A,SP) 3 credits**  
Covers selling theory, including all phases of the selling process, from initial contact to closing the sale in a variety of hospitality and tourism

settings. Includes the basic knowledge and skills necessary to work within a hospitality or tourism organization’s marketing plan.  
Lecture: 3 hours  
Lab fee: \$5.00

**HOSP 257 Computer Reservations Systems (A, SP) 3 credits**  
This course is designed to combine student reading materials with hands-on computer experience. Students will develop skills in the utilization of airline computer reservation systems (namely, American Airlines’ SABRE CRS) to make car, lodging, and airline reservations.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisites: HOSP 157 and OADM 131 or equivalent competence  
Lab fee: \$75.00

**HOSP 271 Meeting Planning & Catering Services (W,SU) 3 credits**  
Principles of and practice experiences in meeting planning and catered functions. Students will plan, organize, execute and evaluate meeting and catering functions to meet the needs of clients and guests. Emphasis is placed on how customer satisfaction is measured.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisites: HOSP 122 and ENGL 101  
Lab fee: \$20.00

**HOSP 286 Apprenticeship Final Project (SU,W) 2 credits**  
A capstone course required for students registered in the three year American Culinary Federation National Apprenticeship Training Program. Preparation for and completion of national practical and written examinations. Evaluation of 6000 hours on-the-job training and documentation of completion of all required training objectives.  
Lecture: 2 hours  
Prerequisite: HOSP 295  
Lab fee: \$50.00

**HOSP 293 Hospitality Cooperative Work Experience I (A,W,SP,SU) 3 credits**  
Work experience in the hospitality/tourism industry. A minimum of 200 hours will be spent in cooperative work experience, with one classroom hour per week in an on-campus seminar.  
Lecture: 1 hour – Lab: 20 hours  
Lab fee: \$10.00

**HOSP 294 Hospitality Cooperative Work Experience II (A,W,SP,SU) 3 credits**  
A continuation of HOSP 293. Work experience in the hospitality/tourism industry. A minimum of 200 hours will be spent in cooperative work experience, with one classroom hour per week in an on-campus seminar.  
Lecture: 1 hour – Lab: 20 hours  
Prerequisite: HOSP 293 or concurrent  
Lab fee: \$10.00

**HOSP 295 Hospitality Cooperative Work Experience III (A,SP) 3 credits**  
A continuation of HOSP 293 and HOSP 294 required for third year chef apprentices. On-the-job training in the foodservice industry following guidelines of the American Culinary Federation National Apprenticeship Training Program for Cooks. One classroom hour per week will be spent in an on-campus seminar.  
Lecture: 1 hour – Lab: 20 hours  
Prerequisite: HOSP 294 and Chef Apprenticeship major  
Lab fee: \$80.00

# Human Resources Management Technology (HRM)

## HRM 121 Human Resources Management (A,W,SP,SU - DL)

4 credits

An introductory course in Human Resources Management, including the philosophy, principles, and legal aspects of human resources management; and the roles of the manager and the human resources professional/department in this management function. The course focuses on the laws governing , recruiting, selection, training, evaluation, wage and salary administration, benefit programs, representation, and safety; and the employer's obligations and the employee's rights under these laws. Students use the Internet to research human resources issues. **Distance Learning Students** Course content is provided on rental audio lecture tapes obtained from the ERC with paid fee receipt. Other course materials are provided in a packet mailed prior to the beginning of the quarter, and graded assignments are returned via mail. The fees for the rental audio tapes and course mailings are included in the Distance Learning Lab fee. Lecture: 4 hours – Lab: 0 hours  
Prerequisite: BMGT 111 or LAWE 252 (Law Enforcement students only) or BMGT 218 (Logistics students only), and ENGL 102.  
Lab fee: \$10.00  
Distance Learning Lab fee: \$40.00

## HRM 122 Human Resource Policy and Procedure Writing (W,SU)

4 credits

The course provides an in-depth study of employment law, the recruiting process, and the selection process; a review of business grammar through the use of a programmed learning text; a transition from "term paper writing" to formal policy writing; and the application of employment law, business grammar, and policy writing skills through the development of an employment policy, procedure, and an employee handbook summary of the policy. The course is offered at night Winter Quarters and during the day Summer Quarters. Lecture: 2 hours – Lab: 5 hours  
Prerequisites: HRM 121, MCT 106, and ENGL 102.  
Lab fee: \$10.00

## HRM 124 Personnel Interviewing (A,W,SP,SU)

4 credits

The course provides an in-depth study of the legal aspects of interviewing, the various types of interviews conducted in business, and interviewing techniques. Students participate, as both an interviewer and an interviewee, in selection, counseling, disciplinary, exit, and performance appraisal interview simulations. Interviewing techniques and skills are evaluated using videotape playback. Lecture: 3 hours – Lab: 2 hours  
Prerequisites: HRM 121 (BMGT and HRM Technology students only) and COMM 105 or 110.  
Lab fee: \$10.00

## HRM 220 Labor Relations (A,W,SP,SU - DL)

5 credits

The course provides a study of labor relations including: the history of the labor movement, the legislative history, and in-depth study of the four major pieces of private sector collective bargaining legislation; a discussion of the State of Ohio collective bargaining law; and the union organizing process and management responses, the collective bargaining process, the grievance process, the arbitration process, and the differences in these processes in the public and private sectors. Students participate, as members of labor and management teams, in contract negotiations, third step grievance meeting, and grievance arbitration simulations. **Distance Learning Students** Course content is provided on rental audio lecture tapes obtained from the ERC with paid fee receipt. Other course materials are provided in a packet mailed prior to the beginning of the quarter, and graded assignments are returned via mail. The fees for the rental au-

dio tapes and course mailings are included in the Distance Learning Lab fee.

Lecture: 3 hours – Lab 4 hours

Prerequisites: HRM 121 and MATH 101 or 103.

Lab fee: \$10.00

Distance Learning Lab fee: \$40.00

## HRM 221 Staffing Under the Law (A,SP)

5 credits

The course provides an in-depth study of the laws governing discrimination in employment, affirmative action, sexual and other forms of harassment, discipline, termination, and safety, and the application of these laws through the development of policies, procedures, rules, regulations, and summary postings for the organization. The course is offered in the afternoon during Autumn Quarters and at night during Spring Quarters. Lecture: 5 hours – Lab: 0 hours  
Prerequisites: HRM 121, 122, MCT 106, and MATH 135.  
Lab fee: \$10.00

## HRM 222 Monetary Compensation (A,SP)

4 credits

The course provides an in-depth study of the history, principles and theories of a compensation package; the laws governing monetary compensation, and the application of these principles, theories and laws through the development of internal and external equity in monetary compensation, and the development of monetary compensation policies and procedures. The course is offered in the afternoon during Autumn Quarters and at night during Spring Quarters. Lecture: 4 hours – Lab: 0 hours  
Prerequisites: HRM 121, 122, MCT 106, MATH 135.  
Concurrent: HRM 223  
Lab fee: \$10.00

## HRM 223 Benefits/Non-Monetary Compensation (A,SP)

4 credits

The course provides an in-depth study of the history, principles, and theories of benefits and non-monetary compensation; the development of external equity in benefit packages, the value of benefit programs to an organization; and the laws governing benefits. Students learn the application of these principles, theories, and laws through the development of plan descriptions for benefit programs such as health, life, disability, pension/retirement, pay for time not worked, and policies and procedures for the implementation of benefits required by law. The course is offered in the afternoon during Autumn Quarters and at night during Spring Quarters. Lecture: 4 hours – Lab: 0 hours  
Prerequisites: HRM 121, 122, MCT 106, and MATH 135.  
Concurrent: HRM 222  
Lab fee: \$10.00

## HRM 224 Human Resources Information Systems (W,SU)

3 credits

The course provides an in-depth study of the records governing the employment relationship required by the federal and state laws and the legal aspects of those records; the relationships between data, information, records, employees, managers, and the human resources department; approaches to developing manual and automated records and information management systems that meet the professional and industry standards. Students are required to demonstrate skills through the development and/or design of both manual and automated systems. The course is offered at night Winter Quarters and during the day Summer Quarters. Lecture: 2 hours – Lab: 3 hours  
Prerequisites: HRM 121, 122, and MCT 106.  
Lab fee: \$10.00

**HRM 225 Alcohol and Drugs in the Workplace (W,SU) 4 credits**

The course provides the student in the Human Resources Management technology with an overview of alcohol and drugs as they relate to historical and contemporary workplace issues. Students explore the impact of drugs of abuse on the individual, family and society; models to define chemical dependency; signs and symptoms indicative of alcohol and drug use and abuse; resources available to persons with chemical dependency and their families. There is emphasis on the Drug Free Workplace Act and the Americans with Disabilities Act, and developing a Drug Free Workplace Policy. Employee Assistance Programs are discussed as well as drug testing and the legal and ethical issues involved. The course is offered at night Winter Quarters and during the day Summer Quarters.

Lecture: 4 hours – Lab: 0 hours  
Prerequisites: HRM 121 and 122  
Lab fee: \$4.00

**HRM 240 Administration of Human Resources Management (W,SU) 5 credits**

As a course in the capstone sequence for the Human Resources Management Technology, the course provides a hands-on application laboratory wherein students serve as a “Board of Directors,” developing the full range of human resources policies, procedures, and programs. To demonstrate the depth and breadth of their knowledge, understanding, and skill, students are assigned two to four individual projects, in the major topic areas (employment, compensation, benefits, performance appraisal, discipline, safety, and training), in the form of presentations, the development of policies and/or procedures as appropriate to the presentation, and the development/securing of documents as appropriate to the presentation. As a group students review, revise, and approve or reject policy, procedure, and program recommendations made by the presenter. The course is offered only at night both Winter and Summer Quarters.

Lecture: 0 hours – Lab: 10 hours  
Prerequisites: HRM 124, 220, 221, 222, 223, 224, 225, and MCT 211.  
Lab fee: \$5.00

**HRM 242 Human Resources Management Practicum (A,W,SP,SU) 4 credits**

As a course in the capstone sequence for the Human Resources Management Technology, the course provides a guided work experience in a human resources office or work environment providing human resources services. Exact duties are determined by the student and the employer/ placement site supervisor. Students are responsible for securing their own practicum position.

Lecture: 0 hours – Lab: 28 hours  
Prerequisites: HRM 124, 220, 221, 222, 223, 224, 225, MCT 211, and permission of the HRM Technology, Program Coordinator **requested 2 QUARTERS in advance.**  
Concurrent: HRM 243  
Lab fee: \$2.00

**HRM 243 Human Resources Management Practicum Seminar (A,W,SP,SU) 2 credits**

As a course in the capstone sequence for the Human Resources Management Technology, the course provides for a seminar discussion of the work experience; and demonstration of the ability to transfer program skills to a real world work environment through the development of work related projects and assignments.

Lecture: 0 hours – Lab: 4 hours  
Prerequisites: HRM 124, 220, 221, 222, 223, 224, 225, MCT 211, and permission of the HRM Technology, Program Coordinator **requested 2 QUARTERS in advance.**  
Concurrent: HRM 242  
Lab fee: \$1.00

**Humanities (HUM)**

STUDENTS WHO ENROLL IN HUMANITIES COURSES MUST HAVE PLACED IN ENGL 101 AND ARE ENCOURAGED TO EITHER HAVE COMPLETED ENGL 101 OR BE ENROLLED IN THAT COURSE WHEN SCHEDULING A HUMANITIES COURSE.

**HUM 111 Civilization I (A,W,SP,SU - DL) 5 credits**

A survey of the culture, ideas, and values of human civilization from their origins in the Ancient World through the 15th Century. Emphasis is on the intellectual and artistic achievements of the ancient Middle East, Classical Greece and Rome, the Christian and Arab/Islamic Middle Ages, and Renaissance Italy showing how culture reflects and influences economic, social and political development. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class. Classes meet three hours per week in small groups for lecture and discussion and in combined sections for two hours per week for group cultural experiences.

Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$8.00

**HUM 112 Civilization II (A,W,SP,SU - DL) 5 credits**

A study of the development of the culture, ideas, and values of the early modern world. Emphasis is on the Protestant Reformation, initial contacts between Europe and other cultures, the rise of modern science, the Enlightenment, the American and French Revolutions, the Industrial Revolution, Baroque, Classical, and Romantic styles in art, music and literature and the revolutionary theories of Karl Marx. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class. Classes meet three hours per week in small groups for lecture and discussion and in combined sections for two hours per week for group cultural experiences.

Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$8.00

**HUM 113 Civilization III (A,W,SP,SU - DL) 5 credits**

A survey of the triumphs and failures of modern culture, ideas, and values from 1850 to the present. Emphasis is on the conflicts and contradictions between the prevailing spirit of Liberalism, Capitalism, Nationalism and Imperialism from the perspective of the European and non-European worlds, the crises of Western capitalism and democracy and the Fascist and Communist responses, and the major issues confronting world civilization at the turn of the 21st Century. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class. Classes meet three hours per week in small groups for lecture and discussion and in combined sections for two hours per week for group cultural experiences.

Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$8.00

**HUM 151 American Civilization to 1877 (A,W,SP,SU) 5 credits**

A survey of American History from settlement through the Civil War and Reconstruction. The course places major emphasis on the relationship between historical events and the literature, art, music, major ideas and popular culture, which made up the American intellectual tradition. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class.

Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$8.00



**HUM 152 American Civilization Since 1877 (A,W,SP,SU) 5 credits**

A survey of the development of the United States from a frontier society to an industrial world power in the 20th century. The course places major emphasis on the relationship between historical events and the literature, art, music, major ideas and popular culture, which have made up the American intellectual tradition. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$8.00

**HUM 222 Classical Mythology (A, W, SP, SU - DL) 5 credits**

An introduction to the world of mythology, the human and the supernatural, the real and the fantastic through a study of myths from Greece and Rome. The course explores some of the religious ideas, traditions and values that distinguish one civilization from another, while also indicating universally shared themes. Attention will be given to cultural expressions of mythical themes in literature and art.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**HUM 224 African-American History from Emancipation ( On Demand) 5 credits**

A survey of African-American History from the Civil War to present. Emphasis will be placed on the struggle for political, social and economic freedom as well as the contributions of African-Americans to the music, art, and literature of the United States. Meets Humanities requirement for AAS students.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**HUM 245 Music and Art Since 1945 (On Demand) 5 credits**

A survey of the styles and subject matter of important contemporary works of music and visual art. Students will examine the wide spectrum of aural and visual expression that has developed since the Second World War such as aleatoric music, electronic music, abstract expressionism, performance art, pop and op art, minimalism, etc. Students will also examine the major intellectual and social issues of the day and the relationship between these issues and the styles and expressive content of contemporary music and art.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**HUM 251 Latin American Civilization (On Demand) 5 credits**

A general introduction to the history and cultures of Latin America through the study of literature, film and primary historical texts. The course will employ an interdisciplinary approach to explore the relationship between culture and the major historical, political, and socio-economic developments in Latin America from 1492 to the present.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**HUM 252 The Islamic World and the Middle East (On Demand) 5 credits**

A survey of Islamic civilization from the birth of Mohammad to the destruction of the Ottoman Empire in the 20th century. Emphasis is placed on developing an understanding of the nature and diversity of the Islamic religion, an appreciation of the great cultural achievements of medieval Islam, and an awareness of the complexities of the problems of the contemporary Middle East. Meets elective requirements in the Associate of

Arts and Associate of Science degree programs and distributive transfer requirements in history, social sciences, and non-western studies.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**HUM 253 History of China and Japan (On Demand) 5 credits**

A survey of the economic, social, political, and cultural development of China and Japan from earliest times to present. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and distributive transfer requirements in history, social sciences, and non-western studies.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$2.00

**HUM 254 Introduction to African Literature (On Demand) 5 credits**

A general survey of sub-Saharan African literature including the oral traditions that formed its background. Students will examine traditional African artistic expressions such as dance, drama, poetry and short story as well as novels produced by European-educated writers. Students will read literary texts originally written in English or in English translation.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**HUM 270 Comparative Religions (A, W, SP, SU) 5 credits**

Introduction to the study of religion through a historical overview and comparison of the major world religions of Judaism, Christianity, Islam, Buddhism, and Hinduism through readings in their sacred texts in translation. Attention will be focused on the concepts, categories, theories, and methods used by the various religious disciplines and how each of them addresses basic issues of the human condition. Also included will be an examination of Sectarianism and contemporary sects in America and the World. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and distributive transfer requirements in comparative studies, religion, and philosophy.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**HUM 290 Capstone Experience in the Humanities (On Demand) 3 credits**

A capstone course focusing on synthesis among the disciplines of the Humanities, including but not limited to, history, classics, art history, music history and philosophy. Students will work on developing research techniques and methodologies and will apply these techniques to a project of their own design.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Open only to AA and AS students preparing to graduate within 2 academic quarters.

Lab fee: \$10.00

**HUM 299 Special Topics in Humanities (On Demand) 1 to 5 credits**

Special topics from the Humanities discipline designed to meet specific needs.

Lecture: variable hours – Lab: 0 hours

Lab fee: \$2.00

# Interactive Multimedia Technology (MMPT)

## **MMPT 101 The World of Multimedia (A,W,SP,SU) 4 credits**

This is the first of the two course series introducing students to the products, tools, and environment of the interactive multimedia profession. This first course covers elements of communication, marketing, the Internet, web development, digital media and graphic design. This course relies on industry web sites to bring state-of-the-art information directly to the student in a timely manner.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: CPT 101 or permission of instructor. CPT 101 may be taken concurrently.

Lab fee: \$8.00

## **MMPT 111 The Digital Revolution (A,W,SP,SU ) 4 credits**

The second of two course series that expands on the required disciplines needed to function in the interactive multimedia profession. Primary focus in this course centers on the design, software and scripting of the multimedia project. This course details how these disciplines are related to professional job responsibilities and the other team members.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: CPT 101 and MMPT 101

Lab fee: \$20.00

## **MMPT 211 Advanced Scripting (A, SU) 4 credits**

Scripting is an accessible and powerful form of computer programming that designers and multimedia developers can use to increase the level of interactivity, optimize, and enhance their multimedia web projects. The purpose of the course is to teach the core concepts of scripting as they apply to multimedia and web development. The course will use Javascript and HTML to illustrate these concepts. Using XML, DTHML, Lingo, CGI Scripting, and SQL students will learn how to develop visually intriguing interactive sites, and how to create HTML forms and write CGI scripts.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MMPT 101 and 111

Lab fee: \$17.00

## **MMPT 216 Dynamic Graphics (A,W,SP,SU) 4 credits**

Image input, storage and retrieval using the industry standard Adobe Photoshop/Image Ready are the focus of this course. Each electronic photograph must be handled from digitization, through augmentation and final storage or utilization phases. Files will be transported over the internet utilizing industry-standard file compression and transmission technologies.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MMPT 101, 111 and GRPH 112

Lab fee: 17.00

## **MMPT 217 Video Graphics Editing (W, SU) 4 credits**

The basic principles of digital video are presented. Course covers the standards and methods for recording/editing and the interconnection of digital video. Concepts of digital conversation, video coding and processing, and digital audio with video are presented.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MMPT 101 and 111

Lab fee: \$15.00

## **MMPT 231 Creating Vector Graphics (A, SP,SU) 4 credits**

This course presents students with content and application for the vector graphic areas in multimedia. Specifically, instruction, demonstration and student projects will focus on such illustration software applications as

Macromedia Freehand for creation of two dimensional vector illustrations.

Lecture: 2 hours – Lab: 4 hours

Prerequisite, MMPT 101, 111, ART 122 and GRPH 112

Lab fee: \$25.00

## **MMPT 236 Designing in 3d Dimension (W,SP) 4 credits**

This course provides students with an overview of how to model, render, light, and animate in 3D environments using FormZ software. Topics covered include environment navigation, primitive geometry construction, basic lofting, modifier based editing, parametric editing, texture creation, basic texture mapping, basic lighting, particle systems, and basic keyframe animation, Web design and 2D editing tools are also integrated in the course material.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MMPT 101 and 111

Lab fee: \$17.00

## **MMPT 237 Web Animation (A,W) 4 credits**

This course provides the students with an overview of how to begin, storyboard, create and design a fully functional Flash Website. This course surveys the major sources of businesses that use the software Macromedia Flash. Topics covered include becoming familiar with the palettes and tool box, new design, and drawing techniques, using Flash as an authoring tool and understanding and applying Flash's expanded actions and scripting capabilities.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MMPT 101, 111, 216, 231 and GRPH 131

Lab fee: \$17.00

## **MMPT 251 Multimedia Practicum (A,W, SP, SU) 4 credits**

Supervised on-the-job application of knowledge and skills acquired in the classroom.

Internship applications must be filed with the Department at least 2 months prior to internship start date.

Lecture: 0 hours – Lab: 28 hours

Prerequisites: MMPT 101, 111 and 216

Concurrent: MMPT 252

Lab fee: \$3.00

## **MMPT 252 Seminar on Multimedia Production (A,W, SP, SU) 2 credits**

Application of business knowledge to specific areas of on-the-job practicum experience.

Internship applications must be filed with the Department at least 2 months prior to internship start date.

Lecture: 0 hours – Lab: 4 hours

Prerequisites: MMPT 101, 111 and 216

Concurrent: MMPT 251

Lab fee: \$3.00

## **MMPT 261 Controlling Web Page Layout (A,W,SP,) 4 credits**

Students will be introduced to multimedia authoring and design for delivery on the Internet. Components include using Microsoft FrontPage, practical applications, Internet Service Providers, browser page construction and related issues. Students will be able to apply their knowledge in these areas through the use of the their own "homepage" assignments.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: MMPT 101, 111 and 216

## **MMPT 262 Building Hierarchical Websites (W,SP,SU) 4 credits**

This course provides the student with an overview of how to begin, storyboard, create and design a fully functional website. The software Macromedia Dreamweaver is a professional authoring tool for creating and managing web pages. Topics covered include becoming familiar with the palettes and tool box, design techniques, using Dreamweaver as

an authoring tool, understanding and applying Dreamweaver's expanded scripting capabilities.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MMPT 101, 111, 211, 216, 231, 236, 237 and 261

Lab fee: \$17.00

**MMPT 271 Interactive CD Development (AU,SP) 4 credits**

Macromedia Director, the industry standard for multimedia, is used to create many of today's top-selling interactive titles. The information and exercises takes students from beginner status to authoring their own Interactive CD resume for external use in locating a professional job.

Lecture: 2 hours – Lab 4 hours

Prerequisites: MMPT 101, 111, 216, 231, 236, 237, 211, 261, GRPH 131 and 251

Lab fee: \$23.00

**MMPT 280 Flash Fundamentals 2 credits**

Flash is used to create beautiful, resizable, and extremely small and compact navigation interfaces, technical illustrations, long-form animations, and other effects for Web sites and other Web-enabled devices (such as Web TV). Flash graphics and animations are created using the drawings tools in Flash or by importing artwork from vector illustration tools, such as Macromedia FreeHand. Course covers how to create artwork with Macromedia Flash, how to animate artwork, and how to make interactive movies. This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 281 Flash Advanced 2 credits**

This course is designed for the Flash developer who has already achieved an intermediate level of proficiency in Flash (recommended). The 12-hour (2 day) curriculum contains 9 Units to help developers master the powerful programming elements of Flash. This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 282 Fireworks 2 credits**

In this twelve-Unit (2 day) students will learn how to use Fireworks to create graphics with both vector and bitmap images, apply special effects, build buttons, add rollovers, and create an animated GIF. They will learn to optimize images and to use the Export Preview for comparing formats and palette choices before making the final output decision. Students will learn how to create two types of image maps: a conventional image map where areas of a graphic become hotspots for linking to Web pages, and a disjointed image map where another portion of the graphic swaps out when the user rolls over a Hotspot.

This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 283 Dreamweaver Fundamentals 2 credits**

This course introduces students to Dreamweaver 3 by guiding them step by step through the development of sample web projects. In this 16-hour (2 day) curriculum, students will learn to create basic HTML pages by formatting text, inserting images, and setting links, and learn to use high-end features such as Dynamic HTML, Cascading Style Sheets, XML, etc. This course cannot be substituted for required technical courses in

the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 284 Dreamweaver Advanced 2 credits**

The 12-14 hour (2-day) curriculum is designed to help developers master the powerful Web design capabilities of Dreamweaver.

This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 285: Fireworks-Advanced 2 credits**

This course builds on the topics covered in MMPT282 by focusing on how to use Macromedia Fireworks in order to create, edit, and maintain web graphics. This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 286: FreeHand-Introduction 2 credits**

FreeHand is an extremely powerful graphics program capable of creating complex illustrations and text effects. In this course, students are exposed to the basic skills that will allow them to take advantage of FreeHand's powerful tools, learn how to navigate in FreeHand, and explore the use of drawing tools and text. This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 287: FreeHand-Intermediate 2 credits**

This course examines the intermediate features of FreeHand including various Xtra tools, how to work with expanded paths, and how to adjust a stroke path. Other topics covered include how to manipulate paths, such as splitting, duplicating, aligning objects, and combining paths. Some time is spent on advanced features of the Blend tool and the Xtra tools. Finally, the use of clipping paths to create cropping effects and transparencies is discussed. This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab – 0

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 288: FreeHand-Advanced 2 credits**

This course builds on the topics and concepts covered in MMPT286 and MMPT287. Students will learn how to import graphics and manipulate the images within FreeHand to create unique graphic presentations. Time is spent learning how to export and use FreeHand graphics with other applications. This course cannot be substituted for required technical courses in the Interactive Multimedia degree but may be used to fulfill a technical elective.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Permission of Instructor

Lab fee: \$35.00

**MMPT 297: Special Topics in Interactive  
Multimedia (On Demand)** **1-6 credits**  
Detailed examination of selected topics in Interactive Multimedia.  
Lab fee: \$3.00

## Interpreting /ASL Education (ITT)

**ITT 110 Introduction to Interpreting/Transliterating  
(A)** **3 credits**  
This course is designed to provide students with an overview of the field of interpreting. Topics of study include a historical overview, terminology, interpreter's role, ethics, and career options.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite Attend one Mandatory Information Session with program coordinator and complete application  
Concurrent: ITT 141  
Lab fee: \$5.00

**ITT 111 Introduction to the Deaf Community (A)** **5 credits**  
This course is designed to provide students with an overview of the D/deaf community. It focuses on the following areas: social, cultural and education experiences. This course also examines employment, local services available to the D/deaf community, and majority culture's myths and misconceptions of the D/deaf community.  
Lecture: 5 hours – Lab: 0 hours  
Lab fee: \$5.00

**ITT 120 English for the Interpreter (SP)** **3 credits**  
This course focuses on the grammar errors made during the voicing process and ways to remedy these errors. It also focuses on English vocabulary expansion and sign vocabulary expansion.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: ITT 110 with a grade of "C" or better  
Concurrents: ITT 143 and 201  
Lab fee: \$5.00

**ITT 121 Legal and Ethical Aspects of Interpreting/  
Transliterating (SP)** **3 credits**  
This course looks at applying the RID Code of Ethics to the interpreting situation. Analysis of professional ethics, confidentiality vs. privilege, legal liability, and the role of the interpreter are all covered.  
Lecture: 3 hours – Lab: 0 hours  
Concurrents: ITT 150 and 204  
Lab fee: \$5.00

**ITT 123 Specialized Interpreting/Transliterating (A)** **4 credits**  
This course introduces the student to special vocabulary, skills, and knowledge needed to interpret in special situations. It looks at ethical considerations of these settings as well. Some of these situations include artistic interpreting, interpreting for deaf/blind persons, interpreting in medical settings, and oral interpreting.  
Lecture: 3 hours – Lab: 2 hours  
Prerequisites: ITT 202 and 211  
Concurrent: ITT 145  
Lab fee: \$5.00

**ITT 130 Fingerspelling (W)** **2 credits**  
This course offers students the opportunity to work on expressive and receptive fingerspelling. The emphasis of this course is on using fingerspelling in context. Opportunities are provided for the students to work with videotaped materials as well as live models.  
Lecture: 1 hour – Lab: 2 hours  
Prerequisite: ITT 110 with a grade of "C" or better  
Concurrent: ITT 142  
Lab fee: \$5.00

**ITT 141 American Sign Language I (A, SP)** **5 credits**  
This course begins with a series of visual readiness activities as a way of introducing the students to and preparing them for a language in a visual modality. The course utilizes a practical approach to teaching vocabulary, grammar, and the cultural aspects through "real life" conversational experiences. The student is further acclimated to the new modality of this language via classroom experiences conducted without voice. Additional information about the Deaf Community is introduced via outside readings and class discussion.  
Lecture: 4 hours – Lab: 2 hours  
Lab fee: \$10.00

**ITT 142 American Sign Language II (W, SU)** **5 credits**  
ASL II, as a continuation of ITT 141, further acclimates the students to the visual/gestural modality of this language. The course utilizes a practical approach to teaching vocabulary, grammar, and cultural aspects through "real life" conversational experiences. More attention is given to the student's production of the language than in ITT 141, while receptive / comprehension skills continue to be emphasized. Additional information about the Deaf Community is introduced via outside readings and class discussions.  
Lecture: 4 hours – Lab: 2 hours  
Prerequisite: ITT 141 with a grade of "C" or better  
Lab fee: \$10.00

**ITT 143 American Sign Language III (A, SP)** **5 credits**  
ASL III provides the students with additional opportunities to expand their ability to produce and comprehend the language as used in everyday conversational settings. Students continue to recognize the fact that communication is governed by culturally bound rules as they continue to study the culture of the Deaf Community.  
Lecture: 4 hours – Lab: 2 hours  
Prerequisite: ITT 142 with a grade of "C" or better  
Lab fee: \$10.00

**ITT 144 American Sign Language IV (W, SU)** **5 credits**  
In ASL IV, students' production and comprehension skills continue to develop qualitatively and quantitatively as they are exposed to a greater variety of interaction activities. Whereas these activities are based on cultural values of the Deaf Community, the students' knowledge of this unique community is expanded.  
Lecture: 4 hours – Lab: 2 hours  
Prerequisite: ITT 143 with a grade of "C" or better  
Lab fee: \$10.00

**ITT 145 American Sign Language V (A, SP)** **5 credits**  
As the final course in this five (5) course series, ITT 145 provides students with opportunities to expand their production and comprehension skills with American Sign Language. Communication activities focus on advanced functions of language usage. Study of the cultural aspects of the Deaf Community is continued.  
Lecture: 4 hours – Lab: 2 hours  
Prerequisite: ITT 144 with a grade of "C" or better  
Lab fee: \$10.00

**ITT 150 Linguistics of American Sign Language  
(ASL) (SP)** **3 credits**  
This course offers an introduction to general linguistics, as well as providing an in-depth analysis of the major grammatical features of American Sign Language. Comparisons are made between English and American Sign Language, noting how grammatical functions are performed differently in the two languages  
Lecture: 2 hours – Lab: 2 hours  
Concurrent: ITT 143  
Lab fee: \$5.00

**ITT 201 Interpreting I (SP) 3 credits**  
This course is a theoretical and practical “hands-on” approach to the process of sign language interpreting. The student will be actively learning how to render a signed message in ASL into spoken English, as well as render a spoken message in English into ASL  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: ITT 110 with a grade of “C” or better  
Concurrents: ITT 120 and 143  
Lab fee: \$10.00

**ITT 202 Interpreting II (SU) 3 credits**  
This course is a continuation of ITT 201. As such, the students continue the process of actively learning how to render a signed message in ASL into spoken English, as well as how to render a spoken message into ASL. This course places more emphasis on the practical “hands-on” dialogue setting; and increasing the speed, accuracy, and complexity of the interpreting process.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: ITT 201 with a grade of “C” or better  
Concurrent: ITT 144  
Lab fee: \$10.00

**ITT 203 Interpreting III (W) 3 credits**  
This course continues to increase students’ knowledge and skills in ASL/English interpretation process. Increased focus is placed on “real life” situational experiences involving complex interpreting settings.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisites: ITT 202 and 145 with a grade of “C” or better  
Concurrent: ITT 220  
Lab fee: \$10.00

**ITT 204 Interpreting IV (SP) 3 credits**  
As the final course in the four course interpreting sequence, this course continues to increase students’ knowledge and skills in ASL/English interpretation process. Increased focus is placed on “real life” situational experiences involving complex interpreting settings.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisites: ITT 203 and 212 with a grade of “C” or better  
Concurrent: ITT 121  
Lab fee: \$10.00

**ITT 211 Transliterating I (SU) 3 credits**  
This course is a theoretical and practical “hands-on” approach to the process of sign language transliterating. Students will be actively learning how to render contact varieties and signed English messages into spoken English, as well as render a spoken message in English into contact varieties and signed English.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisites: ITT 120 and 201  
Concurrent: ITT 144  
Lab fee: \$10.00

**ITT 212 Transliterating II (A) 3 credits**  
This course is a continuation of ITT 211. As such, the students continue the process of actively learning how to render a signed message in a contact variety and signed English into spoken English, as well as how to render a spoken message into a contact variety and signed English. This course places more emphasis on practical “hands-on” dialogue settings; and increasing the speed, accuracy, and complexity of the transliteration.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: ITT 121 with a grade of “C” or better  
Concurrent: ITT 145  
Lab fee: \$10.00

**ITT 220 Sign to Voice Interpreting/Transliterating (W) 4 credits**  
This course provides students with additional experience with the process of sign to voice interpreting and transliterating. Students will practice with a variety of deaf and hard of hearing individuals to enhance team and solo voicing skills.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: ITT 212  
Concurrent: ITT 203  
Lab fee: \$10.00

**ITT 265 Special Topics in Interpreting, ASL, Deaf Studies (On Demand) 1–5 credits**  
This course is offered for interpreters who are employed, or are pre-practice interpreters, who have an issue or skill they would like to explore or further develop. Topics may include any issue or skill that is germane to the field of interpreting, ASL, and/or Deaf studies, and appropriate for a diverse student population.

**ITT 290 Interpreting/Transliterating Practicum Seminar I (W, SU) 1 credit**  
This course supplements the practicum experience by providing opportunities for sharing experiences via recordings in journals and group discussions.  
Lecture: 1 hour – Lab: 0 hours  
Prerequisite: Complete all first through fifth quarter courses as per the ITT Plan of Study and ITT 145 with a grade of “C” or better  
Concurrent: ITT 292

**ITT 291 Interpreting/Transliterating Practicum Seminar II (A, SP) 1 credit**  
This course continues to supplement the practicum experience. Applying theory to the daily work setting, applying for jobs, and additional educational opportunities are also discussed.  
Lecture: 1 hour – Lab: 0 hours  
Prerequisite: ITT 290 with a grade of “C” or better and completion of all sixth quarter courses  
Concurrent: ITT 121 and ITT 293

**ITT 292 Interpreting/Transliterating Practicum I (W, SU) 4 credits**  
Students are provided opportunities to work in interpreting situations and apply the concepts learned in the classroom to the actual setting. Students are assigned to work in a variety of settings on a part-time basis and are supervised by staff interpreters.  
Lecture: 0 hours – Lab: 20 hours  
Prerequisite: 2.0 Tech. Average, completion of the first five quarters of the ITT Plan of Study  
Concurrents: ITT 290, 220 and 203

**ITT 293 Interpreting/Transliterating Practicum II (A, SP) 4 credits**  
Students are provided opportunities to work in different interpreting situations and apply the concepts learned in the classroom to the actual setting. Students are assigned to work in a variety of settings on a part-time basis and are supervised by staff interpreters.  
Lecture: 0 hours – Lab: 20 hours  
Prerequisite: ITT 292 with a grade of “C” or better and 2.0 Tech. Average.  
Concurrents: ITT 291 and 204

## Italian (ITAL)

### ITAL 101 Elementary Italian I (On Demand) 5 credits

Italian language instruction through the use of texts, audio/visual, and other selected materials to actively and proficiently communicate in the targeted language. This course also operates on developing student's historical, and cultural consciousness through the use of film, art, music and a wide range of cultural activities particular to the Italian culture. Encourages analytical thinking, individual and group participation and strengthens writing, reading and comprehension skills.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$6.00

### ITAL 102 Elementary Italian II (On Demand) 5 credits

Continuation of ITAL 101, with further development of listening, reading, speaking, and writing skills and further study of Italian culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ITAL 101 with a grade of "C" or better

Lab fee: \$6.00

### ITAL 103 Intermediate Italian I (On Demand) 5 credits

Continued study of the Italian language and development of listening, reading, speaking and writing skills. Readings from contemporary Italian culture and literature. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature. -

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ITAL 102 with a grade of "C" or better

Lab fee: \$6.00

### ITAL 104 Intermediate Italian II (On Demand) 5 credits

Reading and discussion of Italian short stories, novels, plays, newspapers, and magazines, emphasizing literary appreciation and the development of Italian culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature programs.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ITAL 103 with a grade of "C" or better

Lab fee: \$6.00

### ITAL 299 Special Topics in Italian (On Demand) 1-5 credits

Detailed examination of selected topics in Italian.

Prerequisite: vary

Lab fee: \$2.00

## Japanese (JAPN)

### JAPN 101 Elementary Japanese I (A) 5 credits

Elements of standard modern colloquial Japanese grammar, with emphasis on oral communications and culture. Students will learn to hear and reproduce the sounds of modern Japanese accurately; handle basic interactive skills such as greetings, invitations and apologies; learn about cultural factors that are reflected in the language.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$6.00

### JAPN 102 Elementary Japanese II (W) 5 credits

Continuation of JAPN 101.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: "C" or higher in JAPN 101

Lab fee: \$6.00

### JAPN 103 Elementary Japanese III (On Demand) 5 credits

Continuation of JAPN 102.

Prerequisite: "C" or higher in JAPN 102

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$6.00

### JAPN 104 Elementary Japanese IV (On Demand) 5 credits

Continuation of JAPN 103.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: "C" or higher in JAPN 103

Lab fee: \$6.00

### JAPN 299 Special Topics in Japanese (On Demand) 1-5 credits

Detailed examination of selected topics in Japanese

Prerequisite: vary

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$2.00

## Landscape Design/Build (LAND)

### LAND 100 The American Landscape (On Demand) 2 credits

This course is an overview of the American Landscape movement with historical, environmental, design, horticultural and professional applications.

Lecture: 2 hours

Lab fee: \$10.00

### LAND 101 Landscape Principles (A,W,SP,SU) 3 credits

Landscape principles will study the basic components of landscape design and those elements, that when combined together create such designs.

Lecture: 2 hours – Lab: 3 hours

### LAND 102 Residential Landscape Design (A,W) 4 credits

This course will study the application of landscape design principles to construction situations, design vs. style, perform site inventory and analysis and draft basic projects.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: ARCH 111 and LAND 101

Lab fee: \$20.00

### LAND 104 Specialty Gardens (W) 3 credits

This course will study the history, development and basic design of gardens including Estate, Victorian, Colonial, Patio, Water, etc. The class will combine both in-class and field experience.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: LAND 102

Lab fee: \$ 15.00

### LAND 105 Spring Landscape Plants (SP,SU) 4 credits

This course will study the identification parameters, landscape features and growing conditions of trees and shrubs of the midwest climate zone. This class will combine both in-class and field experience.

Lecture: 3 hours – Lab: 3 hours

### LAND 107 Landscape Maintenance (W) 3 credits

Basic landscape maintenance principles will be discussed with an emphasis on procedures best suited to promote optimum growth and aes-

thetic qualities of landscape plants. Other areas include soil structure, amendments, pruning and fertilization.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$10.00

**LAND 108 Herbaceous Plants (SP,SU) 3 credits**

This course will study the identification parameters, landscape features and growing conditions of herbaceous flowering plants such as annuals, perennials, bulbs and herbs. Design of perennial gardens will also be covered.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$15.00

**LAND 109 Landscape Arboriculture (A,W) 3 credits**

This course introduces the basic principles of tree biology and care. Arboricultural practices will be discussed and performed

Lecture: 2 hours – Lab: 2 hours

Prerequisite: LAND 205

Lab fee: \$15.00

**LAND 110 Landscape Computer Applications (On Demand) 3 credits**

This course will explore current computer applications as they relate to the landscape industry

Lecture: 2 hours – Lab: 3 hours

Prerequisites: LAND 102 and CPT 101 or permission of instructor

Lab fee: \$10.00

**LAND 111 Survey of the Landscape Industry (A,W) 2 credits**

This course introduces the student to career possibilities in the green industry.

Lecture: 0 hours - Lab: 4 hours

**LAND 117 Landscape Maintenance Laboratory (SP- On Demand) 2 credits**

This course will expose the student to practical uses in the application of maintenance procedures in commercial and residential landscapes.

Lecture: 0 hours - Lab: 4 hours

Lab fee: \$20.00

**LAND 152 Site Planning (A,SP) 4 credits**

This course identifies the elements of a site and influences, methods and examples of site planning for environmental design projects. Emphasis on interdisciplinary nature of site planning. Regulatory and technical requirements. Creation and evaluation of prototypical site planning projects.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: LAND 102 or ARCH 161 or SURV 141 or permission of instructor

Lab fee: \$20.00

**LAND 201 Landscape Pest Control (A,WI) 3 credits**

This course will study basic control methods as they apply to insects, fungi, bacteria, biotic and other pests in the landscape. Identification of pests as well as mechanical, cultural, biological and chemical controls will be discussed.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: LAND 105 or 205 or permission of instructor

Lab fee: \$5.00

**LAND 202 Planting Design (W,SU) 4 credits**

This course builds on skills learned in LAND 102 and emphasizes graphic representations of plant materials and landscape structures.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: LAND 152, 206 and 105 and/or LAND 205

Lab fee: \$20.00

**LAND 203 Landscape Irrigation (A) 3 credits**

This course will study the design principles of landscape irrigation systems. Cost/ estimation factors will also be discussed.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: LAND 102 and MATH 104 or permission of instructor.

Lab fee: \$12.00

**LAND 204 Turfgrass Management (W,SP) 3 credits**

Students will learn the basic principles of turfgrass science and culture, specifically turfgrass identification, turf disease diagnosis, turf insect pest control, turf weed control and specific turfgrass cultural and management practices.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: LAND 101, 201 and BIO 125 or LAND 107 or permission of instructor.

Lab fee: \$10.00

**LAND 205 Autumn Landscape Plants (A,SU) 4 credits**

The plants in this course are not the same as those covered in LAND 105. This course will study the identification parameters, landscape features and growing conditions of trees and shrubs of the midwest climate zone. This class will combine both in-class and field experience.

Lecture: 3 hours – Lab: 3 hours

**LAND 206 Landscape Graphics (A,SP) 4 credits**

This course will study the graphic symbols used to create landscape drawings. Included will be such information as color renderings, graphic representation of trees and shrubs, and shadowing.

Lecture: 2 hours – Lab: 4 hours

Lab fee: \$15.00

**LAND 207 Landscape Construction (A,SP) 3 credits**

This course will study the design and construction principles of landscape decks, patios, site fixtures etc., and design projects of each will be created.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: LAND 102

Lab fee: \$15.00

**LAND 208 Interior Plants (W) 3 credits**

This course will study the features and growing conditions of indoor plant materials and maintenance procedures for same.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$10.00

**LAND 210 Evergreen Landscape Plants (W) 4 credits**

This course will study the identification parameters, landscape features and growing conditions of evergreen trees and shrubs of the midwest climate zone.

Lecture: 3 hours – Lab: 3 hours

**LAND 217 Landscape Construction Laboratory (SU-On Demand) 2 credits**

This course will expose the student to the practices and application of landscape construction practices

Lecture: 0 hours - Lab: 4 hours

Lab fee \$20.00

**LAND 222 Landscape Operations (W,SU) 4 credits**

This is a capstone course in the Landscape Major; students will receive an overview of the technical operations of a landscape design/build firm. Students will work on group and individual class projects simulating the day to day business operations of a landscape firm.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: LAND 202, 203 and 207

Lab fee: \$15.00

**LAND 290 Work Experience Seminar (SU) 1 credit**  
Application of business knowledge to specific areas of on-the-job work experience. Group discussions emphasize student work experience. The student takes this course concurrently with LAND 291.  
Lecture: 1 hours – Lab: 0 hours  
Concurrent: LAND 291

**LAND 291 Co-Op Work Experience (SU) 4 credits**  
Off-campus work experience in the landscape industry. Co-op experience reinforces formal education received in the landscape program, with actual work conditions and job experience. “N” credit will not be allowed for this course. The student takes this course concurrently with LAND290.  
Lecture: 0 hours – Lab: 40 hours  
Concurrent: LAND 290  
Lab fee:\$15.00

**LAND 295, 296, 297 Special Topics (On Demand) 1-5 credits**  
These courses allow for landscape special topics to be offered in a timely and responsive way.  
Lecture and/or Lab hours: Varies  
Prerequisite: Permission of instructor.

## Latin (LATN)

**LATN 101 Elementary Latin I (On Demand) 5 credits**  
Introduction to the fundamentals of Latin with practice in reading and writing. Includes selected studies in culture. Meets elective requirements in the Associate of Arts and Associate of Sciences Degree programs and transfer requirements in foreign languages and literature.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$6.00

**LATN 102 Elementary Latin II (On Demand) 5 credits**  
Continuation of LATN 101 with further development of reading and writing skills and further study of culture. Meets elective requirements in the Associate of Arts and Associate of Sciences Degree programs and transfer requirements in foreign languages and literature.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: LATN 101 with a grade of “C” or better  
Lab fee: \$6.00

**LATN 103 Intermediate Latin I (On Demand) 5 credits**  
Continuation of LATN 102. Meets elective requirements in the Associate of Arts and Associate of Sciences Degree programs and transfer requirements in foreign languages and literature..  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: LATN 102 with a grade of “C” or better  
Lab fee: \$6.00

**LATN 104 Intermediate Latin II (On Demand) 5 credits**  
Continuation of LATN 103. Meets elective requirements in the Associate of Arts and Associate of Sciences Degree programs and transfer requirements in foreign languages and literature.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: LATN 103 with grade of “C” or better  
Lab fee: \$6.00

## Law Enforcement (LAWE)

**LAWE 101 Introduction to Criminal Justice (A,SP) 3 credits**  
This course examines the development of law, and the systems and procedures developed by society for dealing with law violations. Emphasis will be placed on the three major components of the system: the police, courts, and corrections.  
Lecture: 3 hours – Lab: 0 hours

**LAWE 102 Patrol Procedures (A,SP) 3 credits**  
This course covers the basic concepts of police patrol. The purpose of patrol and various patrol strategies will be examined. Calls for service and response tactics as well as arrest techniques, vehicle stops, and prisoner booking and handling are covered.  
Lecture: 2 hours – Lab: 2 hours  
Lab fee: \$ 7.00

**LAWE 103 Academy Orientation (W,SU) 2 credits**  
This course will serve as an orientation to the law enforcement profession and the Columbus State Police Academy.  
Lecture: 2 hours – Lab: 0 hours

**LAWE 104 Government and the Law (A,W, SP, SU) 3 credits**  
The role of local government in the community; its structure, organization, and responsibility. Local government politics and the community. Urban, suburban, rural and community structure will be discussed in relationship to delivery of services.  
Lecture: 3 hours – Lab: 0 hours

**LAWE 110 Criminal Investigation I (A,SP) 4 credits**  
Principles and techniques of criminal investigation, including those techniques and skills used in the investigation of major crimes such as: homicide, burglary, robbery, auto theft, arson and sex offenses.  
Lecture: 3 hours – Lab: 2 hours  
Lab fee: \$5.00

**LAWE 111 Criminalistics I (A,SP) 3 credits**  
An introduction to criminalistics laboratory techniques: includes the recognition, collection, and preservation of evidence and its preparation for court presentation. An introduction to fingerprint comparison.  
Lecture: 1 hours – Lab: 4 hours  
Lab fee: \$10.00

**LAWE 112 Criminal Investigation II (W,SU) 4 credits**  
A continuation of LAWE 110. Emphasis will be placed on the scientific analysis of evidence and proper methods for collection and preservation of trace evidence.  
Lecture: 3 hours – Lab: 2 hours  
Prerequisite: LAWE 110  
Lab fee: \$5.00

**LAWE 113 Criminalistics II (W,SU) 2 credits**  
Advanced study of criminalistics laboratory techniques: includes examination techniques for blood, hair and fiber, fire-arms identification, toolmark comparison, latent fingerprints, questioned document examination and trace evidence.  
Lecture: 0 hours – Lab: 4 hours  
Lab fee: \$15.00

**LAWE 115 Community and Personal Relations (W,SU) 3 credits**  
This course examines the complex relationship between the police and the public they serve. Areas of potential problems will be discussed and programs and procedures for enhancing the relationship will be presented.  
Lecture: 2 hours – Lab: 2 hours  
Lab fee: \$5.00



- LAWE 120 Criminology (A,SP)** **3 credits**  
An exploration of the crime problem in the United States. Theories of the causation of crime will be analyzed and critiqued.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 121 Juvenile Delinquency (SP)** **3 credits**  
A study of the nature and causes of delinquent activity by juveniles. Though the development of an understanding of causative factors, appropriate criminal justice responses to such activity can be planned.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 122 Criminal Law (On Demand)** **3 credits**  
A study of the development of criminal law in the United States. The common law theories upon which law in this country is based will be explored. Specific topics will include: parties to crime, capacity to commit crimes; and defenses, and the laws defining specific crimes.  
Lecture: 2 hours – Lab: 2 hours
- LAWE 124 Penology (A,SP)** **3 credits**  
An introduction to the field of corrections. The history and goals of corrections will be explored, as well as an overview of the processing of offenders from arrest through final release.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 125 Traffic Accident Investigation (A,SP)** **3 credits**  
An in-depth study of the procedure and objectives in accident investigations. Gathering facts from road, vehicle and witnesses, hit and run investigation, measurements and diagrams, utilization of skid mark evidence, proper methods of recording accident data, use of accident template and a practical application of the recommended method of submitting the Ohio state traffic crash report.  
Lecture: 2 hours – Lab: 2 hours  
Lab fee: \$3.00
- LAWE 128 Special Category Offenders** **3 credits**  
This course will focus on six subject areas; treatment of sex offenders, mentally disordered offenders, mentally retarded offenders, inmates with Aids, inmates with disabilities and the substance abuse offender. Further attention will be directed to correctional personnel, impact of political influences, perceptions, training, problems and corrective actions.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 145 Self Defense for Women (TBA)** **2 credits**  
Students will learn to recognize threatening behavior, situations, and appropriate responses. Simple to learn, basic physical defense techniques are taught. In addition, defensive devices will be discussed and demonstrated.  
Lecture: 1 hours – Lab: 2 hours
- LAWE 150 The Administration of Justice (A)** **3 credits**  
The major institutions and processes in the administration of justice will be covered. The role and function of the courts, the progress of criminal and civil cases and methods for development of cooperative arrangements with other criminal justice professionals are discussed.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 153 Civil Liability in Law Enforcement (SP)** **4 credits**  
Coverage of potential areas of liability such as: tort law, vicarious liability, and civil rights legislation.  
Lecture: 4 hours – Lab: 0 hours
- LAWE 155 Managing Police Operations (W)** **4 credits**  
Managing police operational units such as: investigations, patrol, internal investigations and traffic.  
Lecture: 4 hours – Lab: 0 hours
- LAWE 204 Juvenile Procedures (A,SP)** **3 credits**  
Organization, functions, and jurisdiction of juvenile agencies. Processing and detention of juveniles. Statutes and court procedures relating to juveniles. Police services for juveniles and neglected children. Rights and liabilities of minors and their parents.  
Lecture: 2 hours – Lab: 2 hours
- LAWE 208 Community Based Corrections (W)** **3 credits**  
This course will investigate alternative models of corrections in place of institutionalizing the offender. Various alternatives, and the benefits that will derive from the placing of the offender back in the community rather than in an institution will be discussed.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 210 Crisis Intervention (A,SP)** **3 credits**  
This course provides the student with intervention strategies for dealing with persons in crises. The areas of domestic disputes, suicide prevention, and the special problems of crime victims will be emphasized.  
Lecture: 3 hours – Lab: 0 hours  
Lab fee: \$10.00
- LAWE 211 Institutional Corrections (A)** **3 credits**  
An exploration of the development and the purposes of correctional institutions. Emphasis will be placed on major correctional facilities at the state and federal levels. Operation of such facilities and the care and treatment of prisoners will be examined.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 212 Ohio Criminal Code (A,SP)** **4 credits**  
The study of the statutes of Ohio that apply to crime and criminal procedures. With emphasis on the specific elements necessary to constitute individual crimes.  
Lecture: 3 hours – Lab: 2 hours
- LAWE 214 Introduction to Cyberlaw (W)** **3 credits**  
The technological advancements associated with computers and the world wide web have led to increased criminal activity involving such technology. In addition laws regulating computer usage, the web, and intellectual property issues have become very complex. This course examines these issues and the difficulties associated with investigating such activities.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: CPT 101
- LAWE 218 Supervision of Public Service Personnel (A,SP)** **3 credits**  
Supervision techniques applied to public service personnel. The study of the need for job descriptions and job procedures, civil service requirements, reports, oral and written directions, work evaluation, and conference leadership. Methods of instruction effective in teaching and motivating personnel.  
Lecture: 3 hours – Lab: 0 hours
- LAWE 219 Correctional Law (W)** **4 credits**  
This course will cover the various supreme court rulings that deal with the care and treatment of prisoners confined in institutions. It will include the use of force, the right to have visitors, receive mail, attend religious functions, and the right to treatment. The course will also cover due process of law.  
Lecture: 4 hours – Lab: 0 hours
- LAWE 220 Constitutional Law (A,SP)** **3 credits**  
A study of federal and state constitutional law and the Bill of Rights with emphasis on: due process of law, equal protection of the law, jury trial, and assistance of counsel. Interpretation of the constitution by the United States Supreme Court as given in their decisions.  
Lecture: 3 hours – Lab: 2 hours

**LAWE 221 Counseling - Probation and Parole (SP) 4 credits**  
This course covers the responsibilities and duties of the correctional counselor and case worker. Emphasis is placed upon the application of professional standards of casework in the correctional setting. Emphasis is also placed on the functions of the parole and probation officers.  
Lecture: 4 hours – Lab: 0 hours

**LAWE 223 Correctional Administration (SP) 3 credits**  
This course will cover the various phases of administration as they relate to corrections. Three basic stages are covered; executive, mid-management and line operations. Each of these levels will be discussed as they relate to institutions, community-based institutions, and operation of probation and parole. The problems and possible solutions to them will be covered for each division of corrections.  
Lecture: 3 hours – Lab: 0 hours

**LAWE 231 Criminal Justice Planning and Analysis (W) 3 credits**  
Decision making and analysis, using research, police resource allocation, project management.  
Lecture: 2 hours – Lab: 2 hours

**LAWE 232 Task Force/Major Case Management (A) 3 credits**  
The management of groups of people in concentrated effort to effectively handle all facets of a major case or in dealing with emergencies.  
Lecture: 2 hours – Lab: 2 hours

**LAWE 241 Correctional Internship I (TBA) 1 credit**  
On-the-job training in the field of corrections. The student will work in a correctional agency. The course will include the interviewing of convicted felons, verification of the information received, and various other duties connected with probation and parole. Prerequisite:  
Lecture: 0 hours – Lab: 10 hours  
Prerequisite: LAWE 205  
Concurrent: LAWE 249

**LAWE 242 Community Policing (SP) 4 credits**  
Contemporary community policing issues such as crime prevention, community education, and police deployment strategies will be explored. Internal departmental changes and methods of obtaining cooperation and commitment by department personnel will also be examined.  
Lecture: 4 hours – Lab: 0 hours

**LAWE 243 Forensic Science for Law Enforcement Managers (TBA) 3 credits**  
Managing a forensic laboratory and/or crime scene search unit. Advanced forensic techniques will be explored.  
Lecture: 2 hours – Lab: 2 hours

**LAWE 244 Budgeting and Grant Writing for Criminal Justice Admin. (TBA) 3 credits**  
This course examines the various frameworks for budgeting and budget management in criminal justice agencies. Students will learn a process for obtaining and managing state, federal, or foundation grants. A sample grant application will be developed.  
Lecture: 2 hours – Lab: 2 hours

**LAWE 245 Media and the Police (TBA) 3 credits**  
This course will examine the difficult relationship of the media to the police. The development of a departmental media policy, and the utilization of the media for departmental advantage will be explored.  
Lecture: 3 hours – Lab: 0 hours

**LAWE 249 Corrections Seminar I (TBA) 1 credit**  
This seminar will cover the pre-sentence investigation report, the purpose and how they are compiled. Members of the internship program will be able to discuss the problems and events that they have encountered

during their work at the probation office with each other and the instructor.  
Lecture: 1 hours – Lab: 0 hours  
Prerequisite: LAWE 205  
Concurrent: LAWE 241

**LAWE 252 Police Administration (A) 3 credits**  
The contemporary local law enforcement agency, its functions, structure, and operational techniques. Principles of organization, staffing, budgeting, controlling, coordination, planning and research. The development and maintenance of liaison between agencies.  
Lecture: 3 hours – Lab: 0 hours

**LAWE 253 Criminal Procedure (W,SU) 3 credits**  
A study of the rules of procedures as they apply to criminal cases and affect the ability of the officer to have the evidence he/she collects or prepares presented in court.  
Lecture: 2 hours – Lab: 2 hours

**LAWE 254 Correctional Internship II (TBA) 1 credit**  
On-the-job training in the corrections setting. The student will work in a correctional agency. The course will consist of making background investigations for parole board, checking of inmates at various halfway houses, and interviewing persons on parole.  
Lecture: 0 hours – Lab: 10 hours  
Prerequisite: LAWE 241  
Concurrent: LAWE 255

**LAWE 255 Corrections Seminar II (TBA) 1 credit**  
This course is a discussion of what has occurred during the student's internship and clarification of problems. Assignment of project and explanation of reason for the project.  
Lecture: 1 hours – Lab: 0 hours  
Prerequisite: LAWE 249  
Concurrent: LAWE 254

**LAWE 256 Law Enforcement Practicum I (A,W,SP,SU) 2 credits**  
A guided work experience in a law enforcement agency. Students will observe and participate in a variety of law enforcement functions. Exact duties will be decided on by agreement of the student and the law enforcement agency. Prerequisite: Permission of the chairperson.  
Lecture: 0 hours – Lab: 14 hours  
Concurrent: LAWE 257

**LAWE 257 Law Enforcement Practicum Seminar I (A,W,SP,SU) 1 credit**  
Seminar discussions of work experience, and development strategies to improve work performance. Prerequisite: Permission of the chairperson.  
Lecture: 1 hours – Lab: 0 hours  
Concurrent: LAWE 256

**LAWE 258 Law Enforcement Practicum II (On Demand) 2 credits**  
A guided work experience in a law enforcement agency. Students will observe and participate in a variety of law enforcement functions. Exact duties will be decided upon by agreement of the student and the law enforcement agency. Prerequisite: Permission of the chairperson.  
Lecture: 0 hours – Lab: 14 hours  
Concurrent: LAWE 259

**LAWE 259 Law Enforcement Practicum Seminar II (On Demand) 1 credit**  
Seminar discussions of work experience, and development of strategies to improve work performance. Prerequisite: Permission of the chairperson.  
Lecture: 1 hours – Lab: 0 hours  
Concurrent: LAWE 258  
Lab fee: \$5.00

**LAWE 260 Criminal Evidence and Trial (A,SP) 3 credits**

In this course the student will study the rules of evidence as they relate to the introduction of evidence at trial. In addition to the study of rules, students will participate in a mock trial in which evidence they have collected, preserved and processed will be presented.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$5.00

**LAWE 261 Defensive Driving and Emergency Response (SP) 2 credits**

Defensive driving is driving to prevent accidents from occurring in spite of the actions of others or the presence of adverse conditions. Students will learn recommended driving principles and practices through vehicle operation. The student will also learn the skills necessary to administer emergency aid until assistance can be obtained.

Lecture: 0 hours – Lab: 4 hours

Lab fee: \$35.00

**LAWE 263 Arrest and Control (SU) 4 credits**

The student will learn: the basic principles and tactics of unarmed self-defense, how to defend against physical attack, and control of aggressive behavior in effecting an arrest using minimum force.

Lecture: 1 hours – Lab: 6 hours

Prerequisite: LAWE 102

**LAWE 264 Police Firearms (SU) 3 credits**

Students will learn to safely use police firearms including pistol and shotgun. Shooting decisions and alternatives to firearm use are covered. Successful completion of the course requires compliance with current Ohio Peace Officers Training Council qualification standards.

Lecture: 0 hours – Lab: 6 hours

Lab fee: \$50.00

**LAWE 265 Police Physical Fitness (A) 3 credits**

This course will utilize the proven methods developed by the Aerobic Institute in measuring and attaining fitness. A baseline of fitness will be established for each student and an individual exercise program will be decided upon. Class activities may include aerobics, jogging, and if needed, weight training.

Lecture: 1 hours – Lab: 4 hours

**LAWE 266 High Rise Safety (A) 2 credits**

Discussions of the particular problems related to the fire safety in high rise buildings. Students will research and establish life-safety plans for a building. Information gained from previous incidents in high rise buildings will be utilized.

Lecture: 1 hours – Lab: 2 hours

Lab fee: \$5.00

**LAWE 268 Hazardous Materials I (A) 3 credits**

An introduction to the properties and behaviors of hazardous chemicals in our environment. A study of the physical and chemical characteristics of toxic, flammable, and reactive substances in the forms of solids, liquids, and gases combined with overview of methods for safely responding to emergencies involving such materials. Emphasis will be placed on safe approach to incident scenes, positive identification of materials, and accurate analysis of the hazards presented by hazardous materials.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$6.00

**LAWE 271 Contemporary Issues in Law Enforcement (SP, A) 3 credits**

A review of important facts in modern law enforcement along with an examination of current topics and trends.

Lecture: 3 hours – Lab: 0 hours

**LAWE 273 Legal Computing 2 credits**

Course is designed to focus on legal style microcomputing for law enforcement and legal assisting personnel. Emphasis is on the legal history, copyright, computer crimes, computer security and legal computer systems.

Lecture: 2 hours – Lab: 1 hours

Prerequisite: CPT 101/ Optional LEGL 251

**LAWE 275 Police Management Assessment (SP) 4 credits**

A capstone course in which students participate in typical assessment center evaluation techniques. These techniques include: in-basket/out-basket, written problem solving, structured oral exercise, leaderless group, and subordinate counseling.

Lecture: 3 hours – Lab: 2 hours

**LAWE 276 Criminalistic III (SP) 3 credits**

Advanced study of Forensic laboratory techniques: The student will perform or view examination techniques for blood, “DNA Profile Analysis”, questioned document examination, autopsy, trace evidence, drug identification, toxicology, and the forensic examination of arson, and explosion trace evidence.

Lecture: 1 hour – Lab: 4 hours

Lab fee: \$25.00

**LAWE 299 Special Topics in Law Enforcement 3 credits**

Special Topics in Law Enforcement is a course that utilizes a variety of instructional techniques to meet the needs of the constantly changing law enforcement, corrections, and legal community. The course will be designed with the advice of the particular group requesting the course and/or the Law Enforcement faculty, and Department Chairperson.

Lecture: 3 hours – Lab: 0 hours

**Legal Assisting (LEGL)****LEGL 101 Introduction to Legal Assisting (A, W, SP, SU) 4 credits**

The role of the legal assistant, ethical responsibilities, and legal restrictions are the main focus of this course. Students will also be introduced to the function of statutes, case law, administrative regulations and constitutions within the legal system.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: ENGL 101 or placement into ENGL 101

Lab fee: \$5.00

**LEGL 102 The Legal System (A, W, SP, SU) 2 credits**

This course explores the federal and state civil law systems, federal and state criminal law systems, appellate process and such concepts as jurisdiction and venue.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$5.00

**LEGL 103 Law Office Procedures and Management (A, W, SP, SU) 3 credits**

This course is an introduction to the day to day operation of a law office. Emphasis will be placed on the development of accurate records keeping skills and developing an understanding of office management procedures unique to law offices, including computerized time keeping and billing programs.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

**LEGL 111 Legal Research and Writing I ( A,W, SP, SU) 4 credits**

An introduction to conducting legal research and the proper methods of preparing briefs, pleadings and memorandum of law. Locating, analyzing and checking of case law is emphasized. Students will learn proper citation methods, and legal writing style, as well as becoming familiar with the Ohio and Federal Rules of appellate procedure.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 112 Legal Research and Writing II (A, W, SP, SU) 4 credits**

A continuation of LEGL 111, developing advanced research skills with an emphasis on preparing legal documents. Students will be familiar with primary and secondary sources, computer assisted research and a variety of legal documents. The student will also participate in a brief writing competition.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: LEGL 111

**LEGL 113 Legal Research and Writing III (On Demand) 5 credits**

This course is an intense production-oriented research and writing course designed to prepare the student to function under the requirement of rapid completion of research and writing assignments commonly made in law offices, and other legal environments. The student will encounter a variety of opportunities including motions, pleadings and briefs the production of which will require both speed and accuracy, and incorporate both printed and computer-based research strategies.

Lecture: 4 hours – Lab: 2 hours

Prerequisites: LEGL 112 and 251

Lab fee: \$5.00

**LEGL 114 Family Law ( W, SU) 3 credits**

Domestic relations matters including: marriage, divorce, dissolution, child custody and support, visitation and adoptions. The law regulating such matters and the drafting of appropriate documents will be emphasized.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 119 Real Estate Transactions (A, SP) 3 credits**

A study of the law governing real property, its ownership, sale, lease or other conveyance. The instruments utilized in conveyance or lease of such property will be examined and drafted. Title searching and abstracts of title are included.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 201 General Practice (A, SP) 4 credits**

This course will acquaint the student with a variety of matters that may be encountered in a law practice. The basic elements of torts and contracts will be covered as well as judgments and civil collection actions.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 205 Litigation Practice and Procedure I (A, SP) 3 credits**

A study of the Ohio Rules of Civil Procedure, the Federal Rules of Civil Procedure, and Federal and State Rules of Evidence. The basic elements of a tort claim will be discussed and the initial phases of an action, the complaint pleadings and discovery and pre-trial phases will be examined.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 210 Criminal Law and Procedure (A,SP) 3 credits**

The Ohio Criminal Code and Rules of Criminal Procedure will be the foundation of this examination of the pre-trial and post-trial procedures in a criminal case. Students will be exposed to the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of motions and other documents associated with criminal matters will be included.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 215 L.A. Practicum I (A, W, SP, SU) 2 credits**

A guided work experience in an office or agency providing legal services. Exact duties are decided upon by agreement of the student and administrators of the placement site.

Lecture: 0 hours – Lab: 14 hours

Prerequisite: Permission of instructor

**LEGL 216 L.A. Practicum Seminar I (A, W, SP, SU) 1 credit**

Seminar discussion of work experiences and the development of strategies to improve work performance.

Lecture: 1 hours – Lab: 0 hours

Prerequisite: Permission of instructor

**LEGL 220 Business Organizations (A, SP) 3 credits**

The fundamentals of the formation of business entities including sole proprietorships, partnerships, and corporations. Students will prepare documents regarding the formation of such organizations.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 224 Probate Law and Practice I (A,SP) 3 credits**

The law of wills, estates and estate administration including estate taxation. Testate and intestate estates, law of descent and distribution, estate planning and other probate processes will be discussed.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 226 Administrative Law (A, SP) 3 credits**

Statutory law, case law, and administrative rules will be utilized to develop an understanding of the role and authority of administrative agencies. Particular attention will be paid to social security and workers compensation claims.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 227 L.A. Practicum II (A, W, SP, SU) 2 credits**

Further work experience in an office or agency providing legal services. Exact duties will be decided upon by the student and administrators of the placement site.

Lecture: 0 hours – Lab: 14 hours

Prerequisite: Permission of instructor

**LEGL 228 L.A. Practicum Seminar II (A, W, SP, SU) 1 credit**

Seminar discussion of current work experiences and the development of further strategies for improvement.

Lecture: 1 hours – Lab: 0 hours

Prerequisite: Permission of instructor

**LEGL 229 Certified Legal Assistants Exam Review (On Demand) 2 credits**

This course is designed as a review course for the student/graduate wishing to take the Certified Legal Assistant Exam. It will examine all areas of procedural and substantive law included on the CLA exam as well as

the ethics section of the test. Students taking the course must successfully pass a mock CLA exam to complete the course.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: LEGL 228

Lab fee: \$10.00

**LEGL 230 Special Problems in Legal Assisting (On Demand) 2 credits**

This course is a special topics course designed to allow the student to research and develop an understanding of legal assisting issues unique to the interests of the student and for which there is no other course available, the content of which will address such issues. This course is offered on an independent study basis only.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Permission of Chairperson

**LEGL 232 Taxation (W, SP) 3 credits**

Fundamentals of state, local and federal tax laws. The agencies and tribunals involved in tax matters will be examined. Specific research strategies and document preparation relative to tax issues are explored.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 234 Litigation II (W) 3 credits**

Building on the knowledge gained in Litigation I, students will examine the role of the attorney in the trial process, case preparation and organization of materials for trial. Students will prepare a hypothetical case for trial.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: LEGL 205

Lab fee: \$5.00

**LEGL 236 Probate Law II (On Demand) 3 credits**

The law of guardianship and trusts with emphasis on guardianship administration, land sales and trust accounting.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 224

Lab fee: \$5.00

**LEGL 238 Insurance Law (W, SU) 3 credits**

An introduction to insurance law. The course will include principles of indemnity, interests protected, the transfer of risk and claims processes.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 101

Lab fee: \$5.00

**LEGL 240 Professional Malpractice (W) 3 credits**

An examination of the law of malpractice with an emphasis on malpractice in health professions and an examination of risk management methods in health care. The course will focus on informed consent, vicarious liability of health professionals and health care facilities, negligence, the doctrine of res ipsa loquitur, mandatory arbitration, defenses, and medicolegal ethics.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 201

Lab fee: \$5.00

**LEGL 243 Alternative Dispute Resolution Issues Seminar (A, SP, SU) 3 credits**

This course is designed to examine legal, ethical, and policy issues that arise in the use of mediation, arbitration, minitrials, summary jury trial and conciliation and to help you develop mediation skills.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 205

Lab fee: \$5.00

**LEGL 244 Creditor Debtor Relations (W, SU) 3 credits**

Insure that the student is aware of the respective rights of creditors and debtors. An introduction to the pre-legal and legal procedures of debt collection.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 220

Lab fee: \$5.00

**LEGL 248 Searching and Closing the Real Estate Title (On Demand) 4 credits**

This course is designed to examine the process of real estate title searches, and to prepare the student, in detail, to perform commercial and residential real estate title closings.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

**LEGL 250 Intellectual Property (On Demand) 4 credits**

Because businesses spend millions of dollars to build consumer confidence in their product names and logos, this course explores the world of patents, trademarks, copyrights, trade secrets, registration and protection of these business assets. The course includes a review of federal laws and case law that cover these areas. It also includes issues relating to cyber law and the internet. The student will consider the future implications for the business owner and the consumer regarding these very contemporary topics.

Lecture: 4 hours – Lab: 0 hours

**LEGL 251 Computer Assisted Legal Research (A, W, SP, SU) 3 credits**

A course designed to give the Legal Assisting student exposure to the ever expanding and utilized area of computer assisted research, an alternative to traditional, manual legal research. The student will be required to complete a series of projects within the different libraries of LEXIS in which the student will become proficient with the various uses and functions of electronic legal information retrieval.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: LEGL 111

Lab fee: \$25.00

**LEGL 252 Survey of Advanced Legal Technology (W, SU) 2 credits**

The course will introduce and provide the student with computer training in document management, litigation support, billing, the Internet and Advanced computer assisted legal research. The student will be acquainted with Internet user groups where questions are asked and answered via e-mail and list servs. Legal software that supports legal administration, case management and internal network applications will be emphasized. The course will use cd-roms, extensive computer lab sessions and each student will manage a complete case on an automated platform. The goals of the course will be to provide the student with certain computer competencies that go beyond the basics and allow them to be proactive in the use of technology while at the same time utilizing creative thinking skills.

Lecture: 2 hours – Lab: 1 hours

Prerequisites: LEGL 112, 251 or by permission of Chairperson

Lab fee: \$25.00

**LEGL 253 Intellectual Property (W) 4 credits**

The course is a comprehensive examination of the law related to the field of intellectual property, federal and state statutes and regulations, and the registration and protection process for intellectual property.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: ENGL 101 and CPT 101

**LEGL 255 Introduction to Workers' Compensation Law (A,SP) 4 credits**

This course is an introduction to the Bureau of Workers' Compensation. The focus of the course is the structure of the Bureau, with an emphasis

on the purpose of the agency, the hierarchy, the authority under which it operates, and basic concepts of Workers' Compensation benefits.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of instructor

Lab fee: \$5.00

**LEGL 256 Introduction to BWC Claims Processing (A,SP) 4 credits**

This course is designed to acquaint the student with how the Bureau of Workers' Compensation process claims made including self-insured of state fund (BWC) claims, the calculation of wages and compensation, payment of medical bills, authorization of medical treatment, as well as how the Bureau addresses motions made, application to reactivate, and permanent partial disability settlements, from injury to resolution.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of instructor

Lab fee: \$5.00

**LEGL 257 Workers' Compensation Adjudication (A,SP) 4 credits**

This course is designed to acquaint the student with how to deal with state agencies, in particular the Bureau of Workers' Compensation from the claimant position. The emphasis of this course is how to acquire information available through state files and computer systems. Violations of specific safety requirements, applications for permanent total disability and the hearing process will be examined.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of instructor

Lab fee: \$5.00

**LEGL 258 Workers' Compensation Rating System (W,SU) 4 credits**

This course is designed to acquaint the student with the different rating plans available through the Bureau of Workers' Compensation to establish appropriate premiums. The emphasis is on the underwriting process of the Bureau.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of instructor

Lab fee: \$5.00

**LEGL 259 Workers' Compensation Practice and Procedure (W,SU) 4 credits**

This course is designed to acquaint the student with the procedures to complete the hearing process in a claim against the Bureau of Workers' Compensation from both the Bureau and claimant perspective.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of instructor

Lab fee: \$5.00

**LEGL 261 Business Law I (A,W,SP,SU - DL) 3 credits**

Survey of the legal framework of business, the nature of legal systems and the law, including contracts, criminal, and the law of torts.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$1.00

**LEGL 262 Business Law II (A,W,SP,SU - DL) 3 credits**

A continuation of LEGL 261. Exploring the law of agency, corporation, partnerships, and property.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 261

Lab fee: \$1.00

**LEGL 263 Business Law III (On Demand) 3 credits**

An advanced examination of law as it pertains to business with emphasis on specialty areas of the law designed for the protection of business assets including the law of sales, commercial paper and secured transactions under the Uniform Commercial Code; debtor/creditor rights under the laws of bankruptcy; and the use of wills, trusts and estate planning

techniques for the protection and transfer of business interest.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LEGL 262

Lab fee: \$1.00

**LEGL 264 Legal Environment of Business (A, W, SP, SU - DL) 4 credits**

An overview of the American legal system with an introduction to the legal concepts and principles that form its foundation. The course will examine the judicial system and methods of dispute resolution, while focusing on business crimes and torts, including product liability, ethics, contract formation and enforcement, consumer protection, employment law, environmental regulations, business organizations, particularly sole proprietorship, partnerships, and corporations. Students will be able to understand the legal ramifications of their business decisions.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$2.00

**LEGL 265 Business Law for Accountants (A, W, SP, SU) 5 credits**

An in-depth examination of business law as it applies to the accounting discipline with an emphasis on those topics directly relating to the Business Law section of the Certified Public Accountants Examination, including Professional Responsibility of the C.P.A.

Lecture: 4 hours – Lab: 2 hours

Lab fee: \$5.00

**LEGL 266 Liability Issues in Health Occupations (On Demand) 3 credits**

An examination of liability concerns in health occupations; examination of risk management methods in health care. The course will focus on informed consent, medical malpractice and vicarious liability issues.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 101

Lab fee: \$5.00

**LEGL 269 Consumer Law (On Demand) 4 credits**

This course is an examination of the various state and federal statutes and regulations that govern the relationship of debtor and creditor. Statutes discussed include, but are not limited to the Fair Debt Collection Act, Uniform Consumer Credit Code (UCCC) and Article 9 of the Uniform Commercial Code (UCC).

Lecture: 4 hours – Lab: 0 hours

Concurrent: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

**LEGL 272 Mediation (W, SU) 4 credits**

This course is an intensive overview of the mediation process. Students will study, in-depth, both statutory and private mediation processes. Students will review domestic relations mediation, employment fact-finding and labor mediation processes. Additionally, the student will learn the different models of mediation with particular emphasis on the Seven Step model. Each student will be involved in preparing and conducting several mediation role playing sessions as both mediator and participants. The fundamentals of researching Arbitration decisions and legal resources in arbitration will be examined with special emphasis on Internet resources. Each student will conduct a mediation in class and prepare a mediation notebook as a final project.

Lecture: 4 hours – Lab: 4 hours

Prerequisite: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

**LEGL 275 Overview of Bankruptcy Law and Practice (On Demand) 4 credits**

This course is designed to acquaint the student with the statutory and regulatory structure, location and jurisdiction of bankruptcy law and bankruptcy courts and their non-judicial officers. Parties and proceedings will

be discussed as well as an overview of the bankruptcy chapters.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

**LEGL 281 Social Security Practice and Procedure (On Demand) 4 credits**

This course is designed to introduce the student to the origination of Social Security, its jurisdiction and regulation, and the practice and procedure within the Social Security Administration.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

**LEGL 285 Estate Administration (On Demand) 4 credits**

This course is designed to familiarize the student with the various methods of estate administration including full administration of testate and intestate estates and the process of completing the same, including introduction to tax forms, and relief from administration.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

**LEGL 287 Wills, Trusts and Powers of Attorney (On Demand) 5 credits**

This course is an in-depth examination of the law relating to wills, trusts, and powers of attorney, the development and execution of the same, and the application of these probate tools to development and protection of estates.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

**LEGL 291 Arbitration (On Demand) 4 credits**

The course is an intensive overview of the Arbitration Process. Students will study in-depth both court annexed arbitration and private arbitration processes. The fundamentals of researching Arbitration decisions and legal resources in arbitration will be examined with special emphasis on Internet resources. Each student will conduct an arbitration in class and prepare an arbitration notebook as a final project.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LEGL 228 or by permission of Chairperson

Lab fee: \$5.00

## Logistics (LOGI)

**LOGI 100 Principles of Logistics (A,W,SP,SU) 5 credits**

A study of the basic concepts included in the field of logistics with particular emphasis on the economic significance of distribution to business and the U.S. economy. The interrelationship between logistics and other areas of business will be covered with particular emphasis on how logistics can significantly impact customer loyalty by adding value. Knowledge of basic algebraic concepts is strongly recommended.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$3.00

**LOGI 110 Transportation & Traffic Management (W) 3 credits**

Introduction to traffic management function including mode and carrier selection.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$3.00

**LOGI 151 Purchasing Principles I (A, SP) 3 credits**

This course is designed to teach the basics of purchasing management to the newly appointed buyer or non-purchasing personnel looking to broaden their business knowledge. Topics covered include: the challenge of purchasing and materials management, objectives and organization, function, specification, quality control and inspection, computerization, and quality considerations.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

**LOGI 152 Purchasing Principles II (W) 3 credits**

This course is a continuation of Purchasing Principles I and focuses on how the basics of good buying can be used effectively to meet the challenges and responsibilities of the constantly changing business climate. Topics include: forward buying, international purchasing, buying capital assets and purchasing transportation services.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 151

Lab fee: \$3.00

**LOGI 205 Freight Claims (W) 3 credits**

A study of freight loss, damage claims, and adjustment of claims in various modes of transportation including carrier and shipper liability, transportation documentation, and claim filing procedures.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$3.00

**LOGI 208 Production (A) 4 credits**

A study of production issues as they relate to manufacturing and service firms. Lot sizing and order management techniques will be studied.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: LOGI 100, MATH 135 or permission of instructor.

Lab fee: \$3.00

**LOGI 209 Quantitative Methods for Logistics (SU) 5 credits**

A study of quantitative tools helpful to the logistics professional. This course is recommended for the advanced student or the working professional.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: LOGI 100 and permission of instructor

Lab fee: \$13.00

**LOGI 210 Warehouse Management (A, SP) 3 credits**

Analysis of warehousing functions and management. Topics covered include facility location and operation, labor relations, financial analysis and productivity improvement and measurement.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$3.00

**LOGI 211 Inventory Control (W) 4 credits**

A study of inventory control problems and methods. Topics covered include demand forecasting, independent demand inventory systems, inventory models and aggregate planning.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: LOGI 100, MATH 103, 135 or permission of instructor.

Lab fee: \$3.00

**LOGI 225 Export/Import (SP) 3 credits**

A study of global logistics with emphasis on the requirements for importing and exporting. Laws, regulations, paperwork and international billing terms will be discussed.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$3.00

**LOGI 240 Transportation Law/Regulations (SU) 2 credits**

A study of transportation law and regulation with emphasis on shipper responsibilities. Claims, undercharge avoidance, contracting, and the shipper's bill of lading are discussed.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$3.00

**LOGI 241 Logistics Practicum I (A,W,SP) 4 credits**

Supervised on-the-job application of knowledge and skills acquired in the classroom. . Open to Logistics Management Technology students only.

Internship applications must be filed with the Department at least 2 months prior to the internship start date.

Lecture: 0 hours – Lab: 28 hours

Prerequisite: Advisor approval required

Concurrent: LOGI 242

Lab fee: \$3.00

**LOGI 242 Logistics Seminar I (A,W,SP) 2 credits**

Application of logistics knowledge to specific areas of on-the-job experience. Open to Logistics Management Technology students only.

Internship applications must be filed with the Department at least 2 months prior to the internship start date

Lecture: 0 hours – Lab: 4 hours

Prerequisite: Advisor approval required

Concurrent: LOGI 241

Lab fee: \$3.00

**LOGI 245 Transportation Rates & Pricing (AU) 2 credits**

Transportation rates and pricing, including carrier cost structures and industry economics. Emphasis will be on negotiation of favorable rates from carriers and proper preparation for same.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$3.00

**LOGI 246 Purchasing Negotiation (SP) 3 credits**

Skills required to prepare for and conduct purchasing negotiations

Lecture: 3 hours - Lab: 0 hours

Prerequisite: LOGI 151 or permission of instructor

Lab fee: \$3.00

**LOGI 256 Advanced Purchasing Seminar (SP) 3 credits**

A capstone course designed for the purchasing major. A comprehensive case study approach will be used to understand purchasing as the primary materials procurement activity while integrating purchasing with other materials management activities. Topics covered include: legal considerations, public purchasing, the planning process, and control functions such as inventory control, budgeting, and production.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 152

Lab fee: \$3.00

**LOGI 297 Special Topics in Logistics (On Demand) 1-3 credits**

Detailed examination of special topics of interest in logistics. Topics vary.

Lecture: 1 hours – Lab: 3 hours

Lab fee: \$3.00

**Marketing (MKTG)****MKTG 101 Introduction to Retailing (A,W,SP,SU) 5 credits**

Principles and methods of retail management, including organization policy making, and a survey of the functions of merchandising, sales promotion, finance and control, store operations and personnel.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$3.00

**MKTG 111 Marketing Principles (A,W,SP,SU - DL) 5 credits**

The fundamentals of product planning, pricing, promotion and distribution of goods and services with emphasis on the impact of a global economy and technology on marketing activities. Additional attention is given to consumer behavior, market research and market strategies.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$3.00

**MKTG 122 Business & the Internet (A,SP) 3 credits**

An overview of how to use the Internet to gather and evaluate primary and secondary sources of business information for product development, market research, sales, advertising and promotion, and customer service/retention.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$13.00

**MKTG 131 Market Research Principles (A,SU) 3 credits**

An introduction to the field of market research with particular emphasis on how to use research data to make better marketing decisions. Topics covered include the market research process, research design and data sources, data collection and the analysis of marketing research data.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: MKTG 111 and MATH 101 or instructor approval.

Lab fee: \$3.00

**MKTG 140 Advertising and Promotion (A,SP) 5 credits**

An introduction to the critical role that advertising and promotion play in marketing activities. Topics covered include promotional program development and analysis, the communications process and evaluating an integrated marketing communications program.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MKTG 111 or instructor approval

Lab fee: \$3.00

**MKTG 205 Quantitative Methods for Retailing (A) 5 credits**

This course provides the student with an overview of the impact of merchandising strategies on the fiscal management of store operations. Special emphasis is given to the mathematical tools that aid in merchandise planning, selection, and pricing. Students will use basic math formulas that are used by buyers, department managers and store owners in order to operate their businesses, stores or departments profitably.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MKTG 101

Lab fee: \$3.00

**MKTG 213 Retail Buying (SP) 3 credits**

An in-depth review of the many different duties of a buyer and the role the buyer plays in assuring profitability. Topics covered include the buyer's role in risk management, inventory shortage control, people management, promotion and the legal environment that impacts retailing. .

Lecture: 3 hours – Lab: 0 hours

Prerequisite: MKTG 101

Lab fee: \$3.00



**MKTG 214 Merchandising (W)** **4 credits**  
An overview of merchandising principles and practices. The focus is on merchandising strategies, target market identification, pricing, assortment, styling and timing in the apparel industry.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisites: MKTG 101, ACCT 106.  
Lab fee: \$3.00

**MKTG 221 Consumer Behavior (WI, SU)** **3 credits**  
Consumer behavior is designed to assist the student in developing a fuller understanding of the influences, both internal and external, that determine consumer behavior.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 111 or instructor approval.  
Lab fee: \$3.00

**MKTG 223 Sales (A,SP)** **3 credits**  
Practical application of selling theory in a variety of personal selling situations. All phases of the selling process (from initial contact to the close of the sale) are taught.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 111 or instructor approval  
Lab fee: \$3.00

**MKTG 224 Public Relations (A)** **3 credits**  
Public relations examines both the theoretical and practical factors that contribute to a firm's image among its many publics. The emphasis is on public relations as a function of management as well as an adjunct of promotion.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 111 or instructor approval  
Lab fee: \$3.00

**MKTG 226 Customer Service Principles (A,W,SP,SU)** **3 credits**  
A study of customer service principles used in business. Concepts and key elements will be explored. Techniques will be developed for small business applications. Topics include customer service overview, key elements of customer service, trends, industry examples, business impact and legal implications.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 111 or instructor approval.  
Lab fee: \$3.00

**MKTG 227 Customer Service Case Studies (SP)** **3 credits**  
A study of the process for achieving excellence in customer service. Key quality characteristics will be explored and techniques will be developed for measuring and delivering excellent service.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 226 or instructor approval.  
Lab fee: \$3.00

**MKTG 228 Advanced Sales (W)** **3 credits**  
This course is designed to help students understand the thought processes, motives and attitudes that impact the selling process. Topics covered include the 'system' used by sellers and buyers, the visual perception of behavior, the success triangle and self management. Case studies, role playing and team projects are an integral part of this course.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 223 or instructor approval  
Lab fee: \$3.00

**MKTG 229 Organizational Marketing (A,SP)** **3 credits**  
A comprehensive overview of the marketing principles and practices utilized in business-to-business marketing. An empirical approach is taken to analyzing marketing strategy in business to business environments. Additional emphasis is placed on organizational marketing, future trends and the impact of technology on business-to-business marketing.

Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 111 or instructor approval  
Lab fee: \$3.00

**MKTG 236 Direct Marketing (SP)** **3 credits**  
A survey of the direct marketing process including the theory and practice of direct marketing, its function and organization. Topics covered include direct response television/ radio, database marketing, list selection and evaluation, direct marketing media and planning. Special emphasis is placed on how to integrate direct marketing into the overall marketing mix.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MKTG 111 or instructor approval  
Lab fee: \$3.00

**MKTG 237 Database Marketing (W)** **3 credits**  
An overview of the use of databases in consumer and business-to-business marketing to both acquire and retain customers. Particular emphasis is placed on developing in-house databases, purchasing lists and managing a marketing database.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: instructor approval  
Lab fee: \$3.00

**MKTG 241 Marketing Practicum I (A,W,SP,SU)** **4 credits**  
Supervised on-the-job application of knowledge and skills acquired in the classroom.  
Internship applications must be filed with the Department at least 2 months prior to the internship start date.  
Lecture: 0 hours – Lab: 28 hours  
Prerequisite: 12 hours in technology or permission of instructor.  
Concurrent: MKTG 242  
Lab fee: \$3.00

**MKTG 242 Marketing Seminar I (A,W,SP,SU)** **2 credits**  
Application of marketing knowledge to specific areas of on-the-job internship.  
Internship applications must be filed with the Department at least 2 months prior to the internship start date.  
Lecture: 0 hours – Lab: 4 hours  
Prerequisite: Open to Marketing Technology students only, permission of instructor.  
Concurrent: MKTG 241  
Lab fee: \$3.00

**MKTG 251 Marketing Practicum II (A,W,SP,SU)** **4 credits**  
Continuation of MKTG 241. Open to Marketing Technology students only.  
Internship applications must be filed with the Department at least 2 months prior to the internship start date.  
Lecture: 0 hours – Lab: 28 hours  
Prerequisite: MKTG 241 and advisor approval required the quarter before the student actually begins the internship  
Concurrent: MKTG 252  
Lab fee: \$3.00

**MKTG 252 Marketing Seminar II (A,W,SP,SU)** **2 credits**  
Application of marketing knowledge to specific areas of on-the-job internship.  
Internship applications must be filed with the Department at least 2 months prior to the internship start date.  
Lecture: 0 hours – Lab: 4 hours  
Prerequisite: MKTG 242. Open to Marketing Technology students only.  
Concurrent: MKTG 251  
Lab fee: \$3.00

**MKTG 261 Financial Analysis of Direct Marketing****Results (SU) 2 credits**

Overview of the bases and uses of financial and decision-making methods in consumer and business-to-business direct marketing. Particular emphasis on list database acquisition and maintenance costs, costs of creative and production, and overall assessment of program using ROI.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: MKTG 236 or permission of instructor.

Lab fee: \$3.00

**MKTG 263 Direct Marketing Creative (A) 2 credits**

Overview of how to create and evaluate effective direct response materials. Topics covered include: establishing a “unique selling proposition,” copywriting guidelines, how to use graphic support, offer development, and the inclusion of token/stamps to increase audience interaction. Special attention is given to how to select appropriate formats including computerized letters, self-mailers, broadsides, and brochures.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: MKTG 236 or permission of instructor.

Lab fee: \$3.00

**MKTG 264 Call Center Operations (SP) 3 credits**

Introduction to the concepts and skills needed to be an effective telephone call service center supervisor. Topics covered include call center theory, impact of technology on operations, interpersonal communications, telecommunications techniques and supervisor techniques.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: MKTG 227 or permission of instructor.

Lab fee: \$3.00

**MKTG 270 Global Marketing/International Business Practice Firm (A,W,SP) 6 credits**

A capstone course designed to develop a broader understanding of the marketing function and its relationship to business strategy in the context of a global marketing environment. Students will participate in all business decisions related to running a simulated company. They will design new products, develop marketing plans and evaluate financial success. This company will operate within a network of other student-run “Simulated Companies.” and will transact business with students in the U.S. and in other countries.

Lecture: 4 hours – Lab 4 hours

Prerequisites: 12 hours of Marketing or Logistics courses, CPT 101, FMGT 201 or ACCT 106, and permission of instructor.

Lab Fee: \$32.00

**MKTG 285 Advertising & Promotion on the Web (AU, SP) 1 credit**

This course provides the student with an overview of how the Internet can be used as a part of an organization’s advertising and promotion strategy. The focus is on the Internet as another means of communicating with an organization’s various target markets.

Lecture: 1 hours – Lab: 0 hours

Lab fee: \$3.00

**MKTG 286 Customer Service on the Web (AU, SP) 1 credit**

This course provides the student an opportunity to see how the Internet can be used to improve the basic delivery of customer service and improve customer relations for business organizations.

Lecture: 1 hours – Lab: 0 hours

Lab fee: \$3.00

**MKTG 287 Public Relations on the Web (AU, SP) 1 credit**

The focus is on the real world use of the Internet in developing organizational objectives. Students will use the Internet to examine trends, basic concepts and current practices in public relations.

Lecture: 1 hours – Lab: 0 hours

Lab fee: \$3.00

**MKTG 288 Marketing Research on the Web (AU, SP) 1 credit**

Students will use the Internet to gather information on customers, business organizations, and non-profit institutions. Attention will be given to using the Internet as a tool to find the best sources of information to solve real-world marketing problems.

Lecture: 1 hours – Lab: 0 hours

Lab fee: \$3.00

**MKTG 289 Direct Marketing on the Web (AU, SP) 1 credit**

Students will use the Internet as a tool in the direct marketing process. The focus is on using the Internet as a vehicle to create databases and as a direct response mechanism for target markets.

Lecture: 1 hours – Lab: 0 hours

Lab fee: \$3.00

**MKTG 297-298 Special Topics in Marketing (On Demand) 1 - 3 credits**

Detailed examination of various topics in marketing. Prerequisites vary.

Lecture: 1 to 3 hours – Lab: 0 hours

**Massage Therapy (MASS)****MASS 236 Medical Ethics for Massage Therapists (A, SP) 3 credits**

An introduction to the professional practice of health care including the role of the practitioner, relationships with other health care providers, privacy and confidentiality, the concepts of liability, malpractice and negligence.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

**MASS 261 Massage Technique I (A,SP) 6 credits**

Introduction to the professional practice of massage therapy including hygiene, touch, stroking, friction, kneading, vibration, and percussion.

Lecture: 3 hours – Lab: 6 hours

Prerequisite: Acceptance into the program

Concurrent: MASS 271

Lab fee: \$50.00

**MASS 262 Massage Technique II (W, SU) 6 credits**

Introduction to the professional practice of massage therapy including the effects, indications, and contraindications of massage upon various body systems.

Lecture: 3 hours – Lab: 6 hours

Prerequisite: MASS 261

Concurrent: MASS 272

Lab fee: \$50.00

**MASS 271 Massage Anatomy & Physiology I (A, SP) 5 credits**

Investigation of the various human body systems, their structure and function as required by the Ohio State Medical Board for licensure as a Massage Therapist.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: Acceptance into the program

Concurrent: MASS 261

Lab fee: \$50.00

**MASS 272 Massage Anatomy & Physiology II (W, SU) 5 credits**

Investigation of the various human body systems, their structure and function as required by the Ohio State Medical Board for licensure as a Massage Therapist.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: MASS 271

Lab fee: \$50.00

**MASS 273 Massage Anatomy & Physiology III (AU, SP) 5 credits**  
Investigation of the various human body systems, their structure and function as required by the Ohio State Medical Board for licensure as a Massage Therapist.  
Lecture: 4 hours – Lab: 3 hours  
Prerequisite: MASS 272  
Lab fee: \$50.00

**MASS 298 Special Topics in Massage (SU) 3 credits**  
This course serves to bring together concepts discussed in previous program courses. Topics of discussion will revolve around massage therapy techniques other than Swedish Massage. Topics may include but are not limited to Trigger Point Therapy, Sports Massage, Positional Release Techniques and Orthopedic Assessment techniques. Development and modification of institutional programming based on individual and group needs.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MASS 262 and SFMT 292  
Lab fee: \$50.00

## Mathematics (MATH)

**MATH 100 Calculations and Dosages (A,W,SP,SU) 2 credits**  
A review of the fundamental operations of arithmetic with fractions and decimal fractions; ratio and proportion calculations; an introduction to the metric and apothecary systems of measures; metric-apothecary conversions; strengths of solutions; and calculating medication dosages; children's dosages; intravenous calculations. Meets degree requirement for the Veterinary and Medical Assisting Technologies.  
Lecture: 2 hours – Lab: 0 hours  
Prerequisite: DEV 030 with a grade of "C" or higher  
Lab fee: \$1.00

**MATH 101 Business Mathematics (A,W,SP,SU - DL) 5 credits**  
Percents and the percent formula; gross earning; FICA and withholding; trade discounts; mark-up and mark-down; simple and compound interest and present value; simple discount notes; annuities and loan amortization; depreciation schedules. An introduction to descriptive statistics: mean, median, mode, and graphs. Applications labs using Excel. Meets degree requirement for the AAS degree in Business Management and several other technologies.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: DEV 031 with a grade of "C" or higher, or by placement  
Lab fee: \$5.00

**MATH 102 Beginning Algebra I (A,W,SP,SU) 4 credits**  
This course is a remedial preparatory course designed to improve the student's algebra and problem solving abilities. The course includes: the real number system; order of operations; simplifying expressions; solving linear equations and inequalities in one variable; applications and modeling; overview of graphing in two variables; and relations and functions. These topics are taught using an approach that integrates algebraic, graphic and numeric methods whenever possible. Not open to students with credit for MATH 103 or above. A TI-83 graphing calculator is required. Computer-based learning: Some sections of MATH 102 will be taught each quarter providing a multimedia learning opportunity, with coursework offered on a computer.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: DEV 031 with a grade of "C" or higher, or by placement  
Lab fee: \$3.00

**MATH 103 Beginning Algebra II (A,W,SP,SU) 4 credits**  
This course is a continuation of MATH 102. This course is a remedial preparatory course designed to improve the student's algebra and problem solving abilities. The course includes: functions; systems of equations in two variables; applications and modeling; properties of expo-

ponents; scientific notation; polynomial arithmetic, factoring and equation solving; rational expression arithmetic and simplification; and complex fraction simplification. These topics are taught using an approach that integrates algebraic, graphic and numeric methods whenever possible. Not open to students with credit for MATH 104 or above. A TI-83 graphing calculator is required. Computer-based learning: Some sections of MATH 103 will be taught each quarter providing a multimedia learning opportunity, with coursework offered on a computer.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: MATH 102 with a grade of "C" or higher, or by placement  
Lab fee: \$3.00

**MATH 104 Intermediate Algebra (A,W,SP,SU) 5 credits**  
Interval notation; function notation and evaluation; absolute value, rational, radical and quadratic equations; analytical and graphical approaches to solving equations; linear inequalities and systems of inequalities in two variables; double and compound inequalities in one variable; operations with rational and irrational expressions; introduction to non-real numbers; applications using inequalities, rational models, and quadratic models. Not open to students with credit for MATH 110, 111, 112, 113, 125, 130, or 148 and above. A TI-83 graphing calculator is required. Computer-based learning: Some sections of MATH 104 will be taught each quarter providing a multimedia learning opportunity, with coursework offered on a computer.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: MATH 103 with a grade of "C" or higher, or by placement  
Lab fee: \$3.00

**MATH 105 Mathematics for Elementary Teachers I (A,SP) 5 credits**  
Development of basic concepts of arithmetic and algebra as appropriate for elementary school teachers. Instruction will focus on the development of these concepts through the use of hands on manipulatives, calculators, computers and computer software programs. The role of technology in the teaching and learning mathematics will be demonstrated.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: MATH 104 or MATH 110 with a grade of "C" or higher, or by placement  
Lab fee: \$2.00

**MATH 106 Mathematics for Elementary Teachers II (W,SU) 5 credits**  
A continuation of MATH 105. Development of basic concepts of geometry and statistics as appropriate for elementary school teachers. Instruction will focus on the development of these concepts through the use of hands on manipulatives, calculators, computers, and computer software programs. The role of technology in the teaching and learning of mathematics will be demonstrated.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: MATH 105 with a grade of "C" or higher  
Lab fee: \$2.00

**MATH 107 Condensed Algebra I (A,W,SP,SU) 5 credits**  
This course is intended for those students who need a quicker review of algebra than what is provided in MATH 102 and 103. A brief review of the Real Number System; interval notation; simplifying algebraic expressions; properties of integer exponent; the coordinate plane; function notation and evaluation; solving linear equations and inequalities; applications of linear equations and inequalities; compound inequalities; absolute value equations and inequalities and their applications; properties of linear functions: slope, x- and y-intercepts; equations of lines: slope-intercept and point-slope; special equations of horizontal and vertical lines. Not open to students with credit for MATH 110, 111, 112, 113, 125, 130 or 148 and above. A TI-83 graphing calculator is required.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: By COMPASS placement or department chairperson approval  
Lab fee: \$3.00

**MATH 110 Condensed Algebra II (A,W,SP,SU) 5 credits**  
 This course is intended for those students who need a quicker review of algebra than what is provided in MATH 103 and 104. Systems of linear equations and inequalities; operations on polynomials; factoring polynomials; solving quadratic equations using the zero-factor property, completing the square method, and the quadratic formula; solving rational and radical equations; simplifying rational and radical expressions; properties of radicals and rational exponents; applications of quadratic and rational equations; complex fractions; introduction to the Complex Number System; solving equations in quadratic form; quadratic functions. Not open to students with credit for MATH 111, 112, 113, 125, 130 or 148 or above. A TI-83 graphing calculator is required.  
 Lecture: 5 hours – Lab: 0 hours  
 Prerequisite: MATH 107 with a grade of “C” or higher, or by placement  
 Lab fee: \$3.00

**MATH 111 Technical Mathematics I (A,SP) 4 credits**  
 A brief review of scientific notation and other algebraic concepts; dimensional analysis; significant digits; solutions to quadratic equations; solving formulas; ratio-proportion; direct and inverse variation; algebraic functions and rectangular coordinates; solutions to 2 x 2 and 3 x 3 linear systems, including Cramer’s Rule; and right triangle solutions. A TI-86 graphing calculator is required. Not open to students with credit for MATH 148. Meets degree requirement for several technical programs.  
 Lecture: 3 hours – Lab: 2 hours  
 Prerequisite: MATH 103 with a grade of “C” or higher, or by placement  
 Lab fee: \$2.00

**MATH 112 Technical Mathematics II (W,SU) 4 credits**  
 Periodic functions with emphasis on graphing the Sine and Cosine curves; sequences, series, and summation notation; exponential and logarithm functions; complex numbers, including DeMoivre’s Theorem; vectors and oblique triangles using the Law of Sines and the Law of Cosines. A TI-86 graphing calculator is required. Not open to students with credit for MATH 150. Meets degree requirement for technical programs.  
 Lecture: 3 hours – Lab: 2 hours  
 Prerequisite: MATH 111 with a grade of “C” or higher  
 Lab fee: \$2.00

**MATH 113 Technical Mathematics III (A,SP) 4 credits**  
 Solving quadratic form equations; higher-degree equations, synthetic division, remainder and factor theorems; linear, quadratic, absolute value, and rational inequalities; trigonometric identities and equations; the straight line, circle, parabola, ellipse, hyperbola, and translation of axes; an introduction to descriptive statistics, including frequency distributions, measures of central tendency and dispersion, and the Normal Distribution. A TI-86 graphing calculator is required. Not open to students with credit for MATH 150. Meets degree requirement for Electronic Engineering Technology and Mechanical Engineering Technology.  
 Lecture: 3 hours – Lab: 2 hours  
 Prerequisite: MATH 112 with a grade of “C” or higher  
 Lab fee: \$2.00

**MATH 121 Mathematics for Computer Technology (A,W,SP,SU) 5 credits**  
 A study of fixed and floating-point real numbers, significant digits, scientific and normalized notations; a look at algorithm, flowchart, and pseudocode forms; a comparison of decimal, binary, octal, and hexadecimal numeration systems, conversions, and arithmetic in those systems; definitions, symbols, and operations in set theory; logical operators with truth tables and flowcharts and Boolean Algebra. Meets degree requirement for the Computer Programming Technology, the Computer Electronics major of the Electronic Engineering Technology, and the EDP Auditing major in Accounting.  
 Lecture: 5 hours – Lab: 0 hours  
 Prerequisite: MATH 103 with a grade of “C” or higher, or by placement  
 Lab fee: \$2.00

**MATH 125 Mathematics in a Modern World (A,W,SP,SU) 5 credits**  
 Mathematics will be used to examine real world data. Topics will include linear, quadratic, exponential, and logarithmic functions, and their inverses, systems of equations, matrices, and right triangle trigonometry. Problems from a variety of disciplines will be studied through mathematical modeling. A TI-83 graphing calculator is required. This course is designed for the student who does not intend to take additional courses in mathematics. Meets the general education requirement for the AA degree. Not open to students with credit for MATH 130 or 148 or above.  
 Lecture: 5 hours – Lab: 0 hours  
 Prerequisite: MATH 104, 110, or 111 with a grade of “C” or higher, or by placement  
 Lab fee: \$2.00

**MATH 130 Mathematical Analysis for Business I (A,W,SP,SU) 5 credits**  
 A review of algebra fundamentals including rational expressions, exponential rules, factoring, solving linear and quadratic equations, and solving linear inequalities. Function notation; symmetry, translations, and reflections of graphs of functions. An introduction to modeling of linear, quadratic, exponential, and logarithmic functions. The mathematics of finance including compound interest, annuities, amortization and sinking funds. Business applications throughout. A TI-83 graphing calculator is required. Not open to students with credit for MATH 148 or MATH 150. Meets general education requirement for the AA degree for a student planning to transfer to a business college at a four-year university.  
 Lecture: 5 hours – Lab: 0 hours  
 Prerequisite: MATH 104 or 110 with a grade of “C” or higher, or by placement  
 Lab fee: \$2.00

**MATH 131 Mathematical Analysis for Business II (A,W,SP,SU) 5 credits**  
 An introduction to finite mathematics; matrices; determinants; Cramer’s Rule; linear programming; simplex method; interpretation of graphs; applications. An introduction to sets, permutations, and combinations. An introduction to the fundamentals of calculus. A TI-83 graphing calculator is required. Meets general education requirement for the AA degree for a student planning to transfer to a business college at a four-year university.  
 Lecture: 5 hours – Lab: 0 hours  
 Prerequisite: MATH 130 or 148 with a grade of “C” or higher, or department chairperson approval  
 Lab fee: \$2.00

**MATH 132 Business Calculus (A,W,SP,SU) 5 credits**  
 An introduction to differential and integral calculus: Limits, continuity, derivatives, curve sketching, anti-differentiation, definite integrals, the Fundamental Theorem of Calculus, area, and calculus applications for business and economics. A TI-83 graphing calculator is required. Meets general education requirement for the AA degree for a student planning to transfer to a business college at a four-year university. Not open to students with credit for MATH 151 or 152.  
 Lecture: 5 hours – Lab: 0 hours  
 Prerequisite: MATH 131 with a grade of “C” or higher  
 Lab fee: \$2.00

**MATH 135 Elementary Statistics (A,W,SP,SU) 5 credits**  
 Descriptive statistics; percentiles and z-scores; probability; binomial and normal distributions; Central Limit Theorem; sampling statistics; statistical inference, estimation; testing hypothesis; linear correlation and regression. Microcomputers will be used. A TI-83 graphing calculator is required. Not open to students with credit for MATH 233. Meets basic related requirements for several AAS Degree technical programs. MATH

135 may be available as an honors class.

Lecture: 5 hours – Lab: 1 hour

Prerequisite: MATH 103 with a grade of “C” or higher, or by placement

Lab fee: \$6.00

**MATH 147 Trigonometry Module (On Demand) 1.2 credits**

Right triangle and unit circle trigonometry is studied along with related trigonometric applications. A TI-83 graphing calculator is required. Calculators that can do symbolic manipulations are not allowed. This module is intended to prepare students who have an adequate algebra background but lack the necessary trigonometry to succeed in Physics 117, Physics 181, or Physics 183.

Lecture: 1.2 hours – Lab: 0 hours

Prerequisite: Permission from the Mathematics Department Chairperson

Lab fee: \$0

**MATH 148 College Algebra (A,W,SP,SU) 5 credits**

The concept of function is used to analyze quadratic, higher degree polynomial, and rational functions. The function concept is applied to solving related equations and inequalities. Right triangle and unit circle trigonometry is included, along with related triangle applications. Conic sections are defined and analyzed. A TI-83 graphing calculator is required. Calculators that can do symbolic manipulations are not allowed. Meets general education requirement for AA degree. Not open to students with credit for MATH 150 and above. MATH 148 may be available as an honors class or as an honors contract.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 104, 110, or 111 with a grade of “C” or higher, or by placement

Lab fee: \$2.00

**MATH 150 PreCalculus (A,W,SP,SU) 5 credits**

A continuation of the study of functions, including the exponential, logarithmic, and trigonometric functions; triangle trigonometry, analytic trigonometry; applications of trigonometry; the trigonometric form of complex numbers; vectors; parametric equations; and polar coordinates. A TI-83 graphing calculator is required. Calculators that can do symbolic manipulations are not allowed. Meets general education requirement for AA degree. Not open to students with credit for MATH 151 or above.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 148 with a grade of “C” or higher

Lab fee: \$2.00

**MATH 151 Calculus and Analytic Geometry I (A,W,SP,SU) 5 credits**

An introduction to differential calculus: functions; limits, continuity, derivatives, differentiation rules, derivatives of the trigonometric and transcendental functions, related rates, extrema, curve sketching, optimization; applications to problems in science and engineering. Meets general education requirement for AS and AA degrees. MATH 151 may be available as an honors contract.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 113 or 150 with a grade of “C” or higher, or by placement

Lab fee: \$1.00

**MATH 152 Calculus and Analytic Geometry II (A,W,SP,SU) 5 credits**

An introduction to integral calculus: antiderivatives, definite integral, area under a curve, Fundamental Theorem of Calculus, integration of exponential, logarithmic, trigonometric, and inverse trigonometric functions; volume and surface area of solids of revolution, arc-length, and methods of integration. Applications to problems in science and engineering. Meets general education requirement for AS and AA degrees.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 151 with a grade of “C” or higher

Lab fee: \$1.00

**MATH 153 Calculus and Analytic Geometry III (A,W,SP,SU) 5 credits**

Continuation of differential and integral calculus: L’Hopital’s Rule and indeterminate limits, improper integrals, infinite sequences and series, conic sections, plane curves and polar coordinates, vectors in the plane and in space, and analytic geometry in space. Applications to problems in science and engineering. Meets general education requirement for AS and AA degrees.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 152 with a grade of “C” or higher

Lab fee: \$1.00

**MATH 233 Statistics for Business (A,W,SP,SU) 5 credits**

Numerical and graphical descriptions of sample data; measures of central tendency and dispersion; probability; Bayes’ Theorem; the binomial, Poisson, uniform, exponential, and normal distributions; sampling distributions, the Central Limit Theorem. Applications to the business sciences. Microcomputers will be used. A TI-83 graphing calculator is required. Meets general education requirement for AS and AA degrees.

Lecture: 5 hours – Lab: 1 hour

Prerequisite: MATH 132 or 152 with a grade of “C” or higher

Lab fee: \$6.00

**MATH 254 Multivariable Calculus (A,W,SP,SU) 5 credits**

Introduction to multivariable calculus; vector valued functions and motion in the plane and in space, functions of several variables, partial derivatives, directional derivatives, gradients, extrema, multiple integrals, line integrals and Green’s Theorem; applications to problems in science and engineering. Meets general education requirement for the AS and AA degrees.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 153 with a grade of “C” or higher

Lab fee: \$1.00

**MATH 255 Elementary Differential Equations (W,SP) 5 credits**

A study of the basic concepts and methods of solving ordinary differential equations, first and second order, higher order linear equations, Laplace transform methods, series solutions, and numerical solutions of differential equations. Applications to the physical sciences and engineering. Meets general education requirements for the AS and AA degrees.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 254 with a grade of “C” or higher

Lab fee: \$1.00

**MATH 266 Discrete Mathematical Structures (W,SP,SU) 5 credits**

Mathematical formalization and reasoning; logic; Boolean algebra; sets, relations, and functions; recursive definitions; mathematical induction; probability theory and counting principles. Meets general education requirements for the AS and AA degrees.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 152 with a grade of “C” or higher

Lab fee: \$1.00

**MATH 268 Elementary Linear Algebra (SP,SU) 5 credits**

Linear systems, matrices, and determinants; vector spaces,  $\mathbb{R}^N$  and its subspaces; Eigenvalues, Eigenvectors, and applications; orthogonal matrices; linear transformations; and complex scalars; with applications. Meets general education requirement for the AS and AA degrees.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 254 with a grade of “C” or higher, or department chairperson approval

Lab fee: \$1.00

**MATH 277 Probability and Statistics I (W)** **5 credits**  
Introduction to probability, discrete and continuous random variables, probability distributions, expected value, sampling distributions, and point estimation. Applications to problems in science, engineering, computer science, and related areas. The MATH 277-278 sequence is intended primarily for students majoring in science, engineering, mathematics, or computer science, or for any student needing a calculus-based sequence in probability and statistics.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: MATH 254 with a grade of “C” or higher  
Lab fee: \$1.00

**MATH 278 Probability and Statistics II (SP)** **5 credits**  
Continuation of MATH 277; One and two sample estimation; one and two sample hypothesis tests for proportions, means, variances; goodness-of-fit; simple linear regression and correlation; non-parametric statistics; statistical quality control. Applications to problems in science, engineering, computer science, and related areas. The MATH 277-278 is intended primarily for students majoring in science, engineering, mathematics, or computer science, or for any student needing a calculus-based sequence in probability and statistics.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: MATH 277 with a grade of “C” or higher  
Lab fee: \$1.00

**MATH 285 Ordinary and Partial Differential Equations (W,SP)** **6 credits**  
Ordinary and partial linear and nonlinear differential equations; Fourier series; boundary value problems. Applications to engineering and the physical sciences. Lab fee: \$1.00. Prerequisite: MATH 254 with a grade of “C” or higher, or permission of the Mathematics Department. Not open to students with credit for MATH 255. Meets general education requirement for the AS and AA degrees.  
Lecture: 6 hours – Lab: 0 hours  
Prerequisite: MATH 254 with a grade of “C” or higher, or department chairperson approval  
Lab fee: \$1.00

**MATH 290 Capstone in Mathematics (On Demand)** **3 credits**  
A capstone course focusing on mathematics. This course is intended to provide the student with an introduction to a baccalaureate major in the mathematical sciences. Topics include the historical and philosophical developments of mathematics and how they affect the advancements of mathematics; the interdependence of science, technology, and mathematics; mathematical methods and how they are used in modeling problems in science and engineering; majoring in mathematics and professional career opportunities. The laboratory utilizes a scholarly approach to reviewing research in mathematics or the history of mathematics, taking students through the process of identifying a research topic, conducting a literature review, writing a paper, and presenting the results. This course is required of all students in the AA or AS degree program preparing for a major in one of the mathematical sciences.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: MATH 152 with a grade of “C” or higher  
Lab fee: \$10.00

## **Mechanical Engineering Technology (MECH)**

**MECH 110 Introduction to Manufacturing Technology (A,SU)** **3 credits**  
This course is designed to introduce the beginning student to Engineering Technology and the Engineering Technology Department of Colum-

bus State. Topics such as blueprint reading, engineering procedures and calculations, and engineering terminology are covered. In addition, current manufacturing trends, manufacturing organizations, and professional societies are examined.  
Lecture: 2 hours – Lab: 3 hours

**MECH 111 Manufacturing Processes (A,SU)** **4 credits**  
This course is designed to be an introduction to primary processing and the six main secondary manufacturing processes—casting and molding, separating, hot and cold forming, conditioning, assembling, and finishing.  
Lecture: 3 hours – Lab: 2 hours  
Lab fee: \$5.00

**MECH 112 Computer Applications in Manufacturing (A,SP)** **3 credits**  
An introductory level computer course for Engineering Technology students. The course introduces computer technology critical to the subsequent success in studies of CAD, CAM, Numerical Control Machining and Computer Programming for Technicians. Students will complete assignments in Microsoft Office as well as cover DOS commands and applications, Windows, the web and the basic hardware of the computer.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$10.00

**MECH 120 Mechanical Drafting I (W,SU)** **3 credits**  
This course is designed to instruct students in the principles of orthographic and isometric projection and dimensioning. Additional topics covered include section views, auxiliary views, fasteners and assembly drawings. The course focus is on producing working detail drawings.  
Lecture: 1 hour – Lab: 5 hours  
Prerequisite: MECH 110  
Lab fee: \$10.00

**MECH 130 Statics (A,SP)** **3 credits**  
This course deals with the principles of trusses, frames, machines and machine components. The course will offer the student experience in dealing with coplanar load systems that are concurrent, parallel and noncoplanar.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: PHYS 181  
Lab fee: \$15.00

**MECH 131 Hydraulics (SP,SU)** **3 credits**  
This is a course designed to instruct students in the basics of fluid flow and power transmission in hydraulically controlled machines. The principles of system design and practical uses of hydraulic systems for industrial, agricultural, and off-road applications are emphasized. Hands-on laboratory experiences are used to demonstrate basic operating principles including piping, pumps, cylinders, and motors.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$10.00

**MECH 240 Machine Tools (A,SU)** **4 credits**  
This course features hands-on operation of mills, lathes, shapers, and grinders in addition to instruction on safety practices and related theory needed for operating these machines. Additional instruction will be given on cutting tool materials and geometry, feeds and speeds, and associated bench practices.  
Lecture: 2 hours – Lab: 6 hours  
Lab fee: \$30.00

**MECH 242 Strength of Materials (W,SU)** **3 credits**  
This course is a study of the application of external loads to rigid bodies and the analysis of the resulting stresses produced within those bodies. Study will be devoted to thermal expansion, bolted, and welded joints, thin walled pressure vessels, beam stresses and deflection, beam design,

column stresses, and column design.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: MECH 130

Lab fee: \$15.00

**MECH 243 Robotics (A) 3 credits**

This course presents robotic operations and system configurations. Students are required to flowchart, code, compile, and debug programs using the Fanuc Karel programming language. Hands on experience with robotic systems is gained through teaching and executing the programs on an articulated 6 axis Fanuc S-6 robot.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: MECH 112

Lab fee: \$10.00

**MECH 244 Statistical Process Control (W,SU) 3 credits**

This course provides a broad overview of statistical process control practices commonly found in business and industry. This course includes presentation of the philosophy and practices of modern quality control principles, basic probability, control chart applications, acceptance sampling, frequency distributions, and process capability studies.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: Placement into MATH 103 or higher

**MECH 250 Materials Science (SP,A) 3 credits**

This is a course that will acquaint the engineering technician with the nature, properties, performance, characteristics and practical uses of various engineering materials. Materials such as ferrous and nonferrous metals as well as plastics, and selected organic materials will be covered. Non-destructive and destructive testing practices commonly found in industry today will be presented.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$15.00

**MECH 251 Computer Aided Drafting I (A, SP) 3 credits**

Introduces students to the basic terminology and fundamental concepts of computer aided drafting. Commands and functions presented are applicable to other CAD systems. Students apply this knowledge to generate orthographic and other two-dimensional mechanical drawings using AutoCAD software.

Lecture: 1 hour – Lab: 5 hours

Prerequisites: MECH 112 and MECH 120

Lab fee: \$20.00

**MECH 252 Computer Programming for Technicians (W) 3 credits**

A course designed to instruct students in the use of QBasic in solving engineering problems. Students will design, flowchart, code, compile, and debug programs in this course. Hands-on experience is gained through interfacing digital I/O boards to QBASIC.

Lecture: 1 hour – Lab: 5 hours

Prerequisites: MECH 112 and placement into MATH 103 or higher

Lab fee: \$10.00

**MECH 253 Numerical Control (W) 3 credits**

This course is designed for the beginning student and covers manual computer numerical control programming. Each student will prepare numerical control programs in both absolute and incremental positioning systems using standard industrial G and M codes. Students will program for state-of-the-art computerized numerical control equipment including mills and lathes. Each student will prepare and debug programs and setup and operate computer numerical controlled equipment in the lab.

Lecture: 1 hour - Lab: 5 hours

Prerequisites: MATH 112 and MECH 240

Lab fee: \$25.00

**MECH 260 Basic Mechanisms (SP,SU) 4 credits**

A graphical and mathematical study of the displacement, velocity, and acceleration of typical industrial mechanisms such as linkages, cams, and gears. Additional topics such as bearings and lubrication are also discussed.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: MECH 120

Lab fee: \$6.00

**MECH 261 Machine Design (SP,SU) 4 credits**

This course is designed as a capstone experience for Mechanical Engineering Technology students. Students are required to demonstrate their ability to solve engineering problems using skills and knowledge gained through their course work. The class, as a team, will participate in designing and prototyping a machine or mechanism related to the field.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: MECH 131, 242 and EET 102

Lab fee: \$25.00

**MECH 262 Computer Aided Drafting II (W, SU) 3 credits**

This course is an extension of MECH 251. Course includes the study of practical applications of computer graphics with isometric and three dimensional drawings including wireframe and solid modeling techniques to produce mechanical and production type drawings using AutoCAD software

Lecture: 1 hour – Lab: 5 hours

Prerequisite: MECH 251

Lab fee: \$20.00

**MECH 263 Computer Aided Manufacturing (SP) 4 credits**

This course provides the manual numerical control programmer with an understanding of computer aided manufacturing including instruction in Feature-Cam computer aided manufacturing language

Lecture: 2 hours – Lab: 6 hours

Prerequisites: MECH 251 and 253

Lab fee: \$30.00

**MECH 264 Computer Aided Drafting III (AU, SP) 3 credits**

An advanced course in 3D design and production oriented information. Students will create production drawings and documentation required to take a product from concept to design, sales, prototyping, production, and final assembly. Students will be utilizing AutoCAD 2000 and Mechanical Desktop and additional software operating in conjunction with AutoCAD.

Lecture: 1 hour– Lab: 5 hours

Prerequisite: MECH 262

Lab fee: \$20.00

## Medical Assisting (MAT)

**MAT 100 Introduction to Medical Assisting (A,) 3 credits**

This course provides an overview of the medical assisting profession. Topics to be presented include the roles and responsibilities of a medical assistant in different environments, medical-legal issues, and professional organizations.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Acceptance into program

Concurrent: none

**MAT 110 Clinical Procedures (W)** **4 credits**  
This course introduces the student to common clinical procedures routinely performed in physician's offices.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: MAT 100  
Concurrent: MAT 112  
Lab fee: \$35.00

**MAT 112 Diseases of the Human Body (W)** **3 credits**  
This course focuses on human diseases that are frequently first diagnosed or treated in the medical office or clinical setting. Consideration as to what disease is, how the physician might diagnose and treat disease, and the likely consequences of the disease for the person experiencing it are included. Specific areas discussed are disease process, infectious diseases, neoplasms, and congenital diseases, the coverage of major conditions as organized by body system.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: BIO 101

**MAT 120 Office Procedures (SP)** **4 credits**  
This course introduces the student to the administrative aspects of the medical office through both theoretical and practical presentations. Topics to be covered include: communications, computer concepts, medical records management, screening and processing mail, scheduling and monitoring appointments, operating office equipment and managing practice finances.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: MAT 100  
Concurrent: None  
Lab fee: \$10.00

**MAT 135 Computer Applications in the Medical Office (A)** **4 credits**  
This course introduces the student to the medical office computer systems. The students will learn to produce day-to-day office simulations, create a physician's database, prepare patient demographics and daily appointment schedules, and prepare daily, monthly and yearly billing cycles through hands-on experiences with medical computer packages.  
Lecture: 1 hours – Lab: 6 hours  
Prerequisite: MAT 100  
Lab Fee: \$10.00

**MAT 230 Pharmacology (A)** **4 credits**  
This course is an introduction to the pharmacology of commonly-used drugs. Topics to be covered include procedures for administering drugs, components of a prescription and drug actions and uses. The laboratory section will include demonstration, technique and theory of administration of medications in the medical office setting; included will be intradermal, subcutaneous, and intramuscular routes as well as oral, topicality, sublingual, vaginal and rectal administration. The principles of recording medications in the medical record are also covered.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisites: MATH 100 and MAT 100

**MAT 240 Physician's Office Laboratory (SU)** **5 credits**  
This course is designed to provide the student with an overview of the procedures utilized to collect and process specimens in a physician's office setting. Emphasis is placed on methods of collections, processing of specimens and quality control. Additionally, the student is introduced to the microscope, the techniques of capillary puncture and venipuncture (vacutainer method), urinalysis, blood typing, microbiology procedures and understanding the normal ranges and the various laboratory reports.  
Lecture: 3 hours – Lab: 4 hours  
Prerequisites: MAT 110 and 112  
Lab fee: \$75.00

**MAT 250 Advanced Clinical Procedures (A)** **3 credits**  
This course will instruct the advanced medical assistant student in the skills beyond the basic entry-level. These advanced skills will include: electrocardiography, minor surgery in the medical office, rehabilitation and physical therapy care, radiology in the medical office, nutrition and diet therapy and the importance of accurate patient education. An overview of supervisory skills in the medical office will also be studied.  
Lecture: 3 hours – Lab: 4 hours  
Prerequisites: MAT 110 and 112  
Concurrent: MAT 230  
Lab Fee: \$35.00

**MAT 260 Ethical and Professional Principles in the Medical Office (W)** **2 credits**  
An examination of the medical ethical, legal and bioethical issues in today's medical office. The course will focus on legal/ethical aspects of medicine. Additional focus will be placed on current legislative statutes that affect the practicing medical assistant.  
Lecture: 2 hours – Lab: 0 hours  
Prerequisites: MAT 240 and 250  
Concurrents: MAT 290 and 295

**MAT 290 Practicum (W)** **3 credits**  
Practical experience in a physician's office combining the administrative and clinical aspects of patient care under the supervision of a licensed physician or certified medical assistant. Students will be placed into various health care facilities serving 210 unpaid externship hours.  
Lecture: 0 hours – Lab: 21 hours  
Prerequisite: MAT 250  
Concurrents: MAT 295 and 260  
Lab fee: \$25.00

**MAT 295 Seminar (W)** **2 credits**  
Group discussion of topics related to practicum experiences as well as current trends and topics in the medical assisting profession. Students will also be responsible for projects and simulations of daily medical office activities.  
Lecture: 2 hours – Lab: 0 hours  
Prerequisite: MAT 250  
Concurrents: MAT 290 and 260

## Medical Laboratory Technology (MLT)

**MLT 100 Introduction to Health Care (A,W,SP,SU)** **3 credits**  
This course is designed to provide students with an overview of the structure and organization of the current health care system and their role as a future health care practitioner in an integrated system. Students interested in health care as a profession and/or consumers will benefit from this course. Students will utilize numerous campus and community resources, including computer search systems and the Internet, to access a variety of information pertaining to health care issues as well as to investigate various health care professions. The history of Western medicine, legal and ethical issues, alternative medicine, professional standards of behavior, communication skills and OSHA regulations will also be addressed.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: Placement into ENGL 100  
Lab fee: \$15.00

**MLT 120 Role and Responsibility of the MLT (W)** **1 credit**  
This course provides an in-depth examination of the role and responsibilities of the MLT as an important professional in the delivery of quality health care. Discussions will include such topics as professionalism, the general organization and operational activities of a clinical laboratory,



and career opportunities for MLT graduates. Students will be exposed to actual clinical settings and meet with practicing laboratory personnel. In addition, students will be introduced to specimen collection and processing techniques, quality assurance, and the application of laboratory math and statistics.

Lecture: 1 hour - Lab: 0 hours  
Prerequisites: MLT 141 and 142  
Concurrent: MLT 121

**MLT 121 Role and Responsibility of the MLT Lab (W) 1 credit**

This course provides a lab component to complement MLT 120. Students will be introduced to basic laboratory equipment, specimen collection and transport procedures, and the principles and practices of phlebotomy.

Lecture: 0 - Lab: 2 hours  
Prerequisites: MLT 141 and 142  
Concurrent: MLT 120

**MLT 130 Immunology (W) 3 credits**

This course covers the immune system, the nature of immune responses, and the application of immunological reactions to a variety of laboratory procedures. Also included are discussions of the etiology and diagnosis of immunologically mediated diseases.

Lecture: 3 hours - Lab: 0 hours  
Concurrent: MLT 131

**MLT 131 Immunology Lab (W) 2 credits**

This course provides a lab component to complement MLT 130. Emphasis is placed on commonly performed serological tests. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

Lecture: 0 - Lab: 4 hours  
Concurrent: MLT 130  
Lab fee: \$80.00

**MLT 141 Hematology I (A) 3 credits**

This course focuses on the origins, morphology, and function of blood cells. The theory and technology used in analyzing blood cells as well as the laboratory evaluation of hematologic disorders will be discussed. Upon completion, students should be able to demonstrate theoretical comprehension of hematology.

Lecture: 3 hours - Lab: 0 hours  
Prerequisite: Admission to Program  
Concurrent: MLT 142

**MLT 142 Hematology Lab (A) 3 credits**

This course provides a lab component to complement MLT 141. Emphasis is placed on laboratory experiences that enhance materials presented in MLT 141. Upon completion, students should be able to perform routine hematology procedures and correlate laboratory findings with disorders.

Lecture: 0 hours - Lab: 9 hours  
Prerequisite: Admission to program  
Concurrent: MLT 141  
Lab fee: \$80.00

**MLT 180 Special Topics in Medical Laboratory (A,W,SP,SU) 1 credit**

Students work independently on a research project related to the field of clinical laboratory science and present their findings.

Lecture: 1 hour - Lab: 0 hours  
Prerequisite: Permission of Coordinator

**MLT 181 Special Topics in Medical Laboratory (A,W,SP,SU) 2 credits**

Students work independently on a research project related to the field of clinical laboratory science and present their findings.

Lecture: 2 hours - Lab: 0 hours  
Prerequisite: Permission of Coordinator

**MLT 182 Special Topics in Medical Laboratory (A,W,SP,SU) 3 credits**

Students work independently on a research project related to the field of clinical laboratory science and present their findings.

Lecture: 3 hours - Lab: 0 hours  
Prerequisite: Permission of Coordinator

**MLT 220 Immunohematology (A) 4 credits**

This course is designed to prepare students to perform, according to American Association of Blood Banks (AABB) standards, the routine serological procedures used in any transfusion service or blood bank. Stress is placed on the performance of pretransfusion testing and the recognition of the presence of serological incompatibilities in a patient's specimen. Students will be introduced to the techniques used in the resolution of the most commonly encountered serological difficulties. Class discussions will also include donor blood collection and processing for component therapy, blood transfusion practices, adverse affects of blood transfusion, investigation of transfusion reactions, and fetal -maternal blood incompatibilities.

Lecture: 4 hours - Lab: 0 hours  
Prerequisites: MLT 130 and 131  
Concurrent: MLT 223

**MLT 223 Immunohematology Lab (A) 3 credits**

This course provides a lab component to complement MLT 220. Emphasis is placed on laboratory experiences that enhance materials presented in MLT 220. Upon completion, students should be able to perform and interpret routine pretransfusion procedures and recognize common problems.

Lecture: 0 hours - Lab: 9 hours  
Prerequisites: MLT 130 and 131  
Concurrent: MLT 220  
Lab fee: \$80.00

**MLT 240 Hematology II (W) 3 credits**

This course builds on the routine Hematology procedures covered in Hematology I. Blood smears are prepared and studied for the identification of blood cells which aid in the diagnosis of anemias, leukemias, hemoglobinopathies, and other disease states. Also included is the study of coagulation and the routine procedures used to evaluate hemostasis. Upon completion of this course the student will be able to perform routine hematology procedures during clinical experience.

Lecture: 3 hours - Lab: 0 hours  
Prerequisites: MLT 141 and 142  
Concurrent: MLT 245

**MLT 245 Hematology II Lab (W) 3 hours**

This course provides a lab component to complement MLT 240. Emphasis is placed on laboratory experiences that enhance materials presented in MLT 240. Upon completion, students should be able to perform and interpret routine hematology procedures and recognize common problems and abnormal results.

Lecture: 0 hours - Lab: 6 hours  
Prerequisites: MLT 141 and 142  
Concurrent: MLT 240  
Lab fee: \$80.00

**MLT 242 Body Fluids (W)** **2 credits**  
The course introduces the physical, chemical, and microscopic examination and interpretation of urine and other body fluids in normal and abnormal states. examination and interpretation .  
Lecture: 2 hours - Lab: 0 hours  
Concurrent: MLT 243

**MLT 243 Body Fluids Lab (W)** **2 credits**  
This course provides a laboratory component to complement MLT 242. Emphasis is placed on laboratory experiences that enhance materials presented in MLT 242. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and other body fluid tests.  
Lecture: 0 hours - Lab: 4 hours  
Concurrent: MLT 242

**MLT 244 Medical Laboratory Case Studies (W)** **2 credits**  
This capstone course provides a cumulative review of clinical laboratory procedures and theoretical concepts from all phases of laboratory testing as a review of previous lab courses. Emphasis is placed on recall and application of theory, correlation, and evaluation of all areas of clinical laboratory science. Upon completion, students should be prepared for national certification examinations and their clinical practicum.  
Lecture: 1 hour – Lab: 3 hours  
Prerequisite: All technical courses.

**MLT 250 Clinical Microbiology (SU)** **4 credits**  
This course provides a comprehensive survey of clinical microbiology, including mycology and parasitology. Emphasis is placed on the identification of pathogenic organisms covering both routine and special areas of clinical microbiology. medical  
Lecture: 4 hours - Lab: 0 hours  
Prerequisite: BIO 115  
Concurrent: MLT 251

**MLT 251 Clinical Microbiology Lab (SU)** **4 credits**  
This course provides a laboratory component to complement MLT 250. Emphasis is placed on methods used to isolate and identify commonly encountered pathogens from clinical specimens. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine clinical microbiology procedures.  
Lecture: 0 hours - Lab: 12 hours  
Prerequisite: BIO 115  
Concurrent: MLT 250  
Lab fee: \$80.00

**MLT 260 Clinical Chemistry (SP)** **3 credits**  
This course introduces the application of biochemistry to laboratory medicine and the understanding of the human in health and disease. Analytical procedures utilized to determine chemical constituents in blood, urine and other body fluids will be presented. The chemical principles of the methods will be discussed as well as the correlation of test results as indicators of presence or absence of disease.  
Lecture: 3 hours - Lab: 0 hours  
Prerequisite: CHEM 113 or 111

**MLT 261 Clinical Chemistry Lab (SP)** **3 credits**  
This course provides a laboratory component to complement MLT 260. Emphasis is placed on laboratory experiences that enhance materials presented in MLT 260. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, evaluate quality control, and correlate laboratory findings with disorders.  
Lecture: 0 hours - Lab: 9 hours  
Prerequisite: CHEM 113 or 111  
Concurrent: MLT 260  
Lab fee: \$80.00

**MLT 270 Clinical Practicum (SP, SU, A, W)** **5 credits**  
This course provides students with entry-level clinical laboratory experience in a supervised laboratory setting. Students will be placed in one of several clinical affiliates within an approximate 60 mile radius of Columbus. Students will be required to provide their own transportation. Upon completion, students should be able to demonstrate competency in career entry-level areas.  
Lecture: 0 hours – Lab: 35 hours  
Prerequisite: all technical courses  
Concurrent: MLT 271  
Lab fee: \$45.00

**MLT 271 Clinical Seminar (SP)** **2 credits**  
This course surveys professional issues in preparation for career entry. Students share selected case studies and other problem solving experiences they have encountered during their practicum. In addition, guest speakers are provided to prepare students for credentialing examinations, postgraduate studies, employment opportunities, and to introduce the latest technological advances in the clinical laboratory science field.  
Lecture: 2 hours – Lab: 0 hours  
Concurrent: MLT 270.

## **Mental Health / Chemical Dependency / Mental Retardation (MHCR)**

**MHCR 111 Introduction to Mental Health (A,W,SP,SU)** **4 credits**  
This entry level course provides the student with a comprehensive overview of the mental health field as it relates to: historical and contemporary issues impacting the mental health field, mental health service delivery provisions, providing clinical base mental health skills, and assessing familial, environmental, and community adjustment needs for the mentally ill consumer.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: DEV 031  
Concurrents: ENGL 101 and PSY 100  
Lab fee: \$6.00

**MHCR 112 Introduction Mental Retardation (A,W,SP,SU)** **3 credits**  
This entry level course provides the student with a comprehensive overview of the mental retardation field as is relates to: sociocultural, psychosocial, political and economic variables that impact the field of mental retardation and its overall service delivery to the mentally retarded and/or individuals with disabilities and their families.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: DEV 031  
Concurrents: ENGL 101 and PSY 100  
Lab fee: \$6.00

**MHCR 114 Introduction to Chemical Dependency (A,W,SP,SU)** **4 credits**  
This entry level course provides the student with a comprehensive overview of the chemical dependency field as it relates to: historical and contemporary issues impacting the chemical dependency field, state and local, public and private service delivery systems, the impact of drugs of abuse on the individual, family, and society, models to define chemical dependency, signs and symptoms indicative of chemical dependency and resources available to persons with chemical dependency and their families  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: DEV 031  
Concurrents: ENGL 101 and PSY 100  
Lab fee: \$ 6.00

**MHCR 115 Introduction to Counseling (A,W,SP,SU) 3 credits**  
This introductory course focuses on the development of basic interviewing, rapport building and active listening skills for the beginning student. The student will gain a beginning understanding of the process and principles in establishing effective helping relationships using observation and behavioral writing.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: DEV 031  
Concurrents: ENGL 101 and PSY 100  
Lab fee: \$6.00

**MHCR 117 Introduction to Documentation Skills (A,W,SP,SU) 2 credits**  
This core course focuses on the use of behavioral observations and writing to document client interactions and behavior. Students will learn beginning skills needed to maintain records necessary for rendering professional services to clients.  
Lecture: 2 hours – Lab: 0 hours  
Prerequisites or concurrents: MHCR 111, 112, 114 and 115  
Lab fee: \$6.00

**MHCR 135 Intervention Strategies (A,W,SP,SU) 3 credits**  
This core course focuses on understanding client behavior. Students will learn to apply positive intervention skills with a varied client population.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisites: MHCR 111, 112, 114, 115 and 117  
Concurrent: MHCR 191  
Lab fee: \$6.00

**MHCR 191 Fundamentals in Human Service Practice 8 credits**  
This is a core course which focuses on the planning process used to deliver service to clients. The steps studied in the helping process are data collection, assessment, treatment planning, implementation, and evaluation. The student will become knowledgeable in specific methods to collect data, assess and prioritize client needs, develop treatment plans, implement the treatment plan, and evaluate the effectiveness of the plan. The student will observe and participate in the delivery of service to clients at any agency which provides a range of services. The students will also practice basic skills under close supervision.  
Lecture: 6 hours – Lab: 14 hours  
Prerequisites: MHCR 111, 112, 114, 115 and 117  
Lab fee: \$35.00

**MHCR 241 Counseling Skills (A and On Demand) 4 credits**  
This core course focuses on theoretical and practical aspects of effective helping through the counseling relationship. Skills which form the foundation of effective communication using a microtraining model are emphasized. Critical thought and creativity is stressed. Course emphasizes practicing skills in small study groups, and in role play/simulations.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisites: MHCR 191, ENGL 102 and PSY 240  
Lab fee: \$6.00

**MHCR 245 Chemical Dependency I (A) 4 credits**  
This course offered as part of the Chemical Dependency Track only. Course content includes historical/cultural overview and various philosophies and approaches to treatment of addictions. Physical, mental, emotional and social impact of drugs of abuse. Assessment procedures, developing a diagnostic impression, identifying levels of care and referral procedures, issues with families and special populations. Students will develop and demonstrate a didactic presentation. Legal and ethical issues in the field will be explored.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: MHCR 191  
Concurrents: MHCR 241 and 293  
Lab fee: \$6.00

**MHCR 247 Teaching and Supporting People with Disability (A) 4 credits**  
This advanced course provides the student a comprehensive overview of the principles and techniques for teaching and supporting people with disabilities. Skills related to job coaching and habilitation programming are practiced. Particular attention is paid to the concepts of person centered planning and inclusion  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: MHCR 191  
Concurrent: MHCR 291  
Lab fee: \$6.00

**MHCR 251 Social Policy and Programs 4 credits**  
Social policy and its relationship to the work of the human services professional. An overview of U.S. social welfare institutions: family, church, government, and economical institutions is presented. This second level course examines social welfare policies/programs at national, state, and local levels in areas of housing, health care, and income maintenance. Agency analysis and an ecological model for social change is emphasized.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisites: MHCR 191 and ENGL 102  
Lab fee: \$7.00

**MHCR 253 Therapeutic Group Work Skills (W,SP) 4 credits**  
This course offered as a part of all three tracks in the technology, is focused on knowledge and experiential learning using group as the unit of attention. Course content includes process, stages of development, leadership skills, therapeutic factors and problematic issues of groups for mentally ill, mentally retarded, chemically dependent and dually diagnosed clients. The student will participate as a member in a peer group to compliment classroom theoretical constructs.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisites: MHCR 241 and ENGL 102  
Concurrent: MHCR 295  
Lab fee: \$ 6.00

**MHCR 258 Service Coordination/Case Management (SP) 4 credits**  
This advanced course provides the human service student with a comprehensive overview as well as an in-depth investigation and assessment of newly defined skills, treatment approaches and contemporary issues impacting the service coordination/case management field.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: MHCR 191  
Concurrent: MHCR 298  
Lab fee: \$6.00

**MHCR 265 Chemical Dependency II (SP) 4 credits**  
This is an advanced course offered as part of the Chemical Dependency track only. Course content includes specialized settings and services and approaches to treatment of addictions. Motivation for recovery and service/recovery resistance issues. Developing a diagnostic summary from an assessment and developing a comprehensive treatment plan. Issues with dual diagnosis and relapse. Exploration of patterns of behavior in the workplace and prevention of burnout for helping professionals. Legal and ethical issues in the field will be explored as well as the credentialing process for chemical dependency counselors.  
Lecture: 4 hours – Lab: 0 hours  
Prerequisite: MHCR 241  
Concurrent: MHCR 296  
Lab fee: \$6.00

**MHCR 270 Special Topics in Chemical Dependency Counseling (W,SU) 2 credits**  
This course familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. The topics include: Native Americans, Domestic Violence Survi-

vors, Sexual Abuse Perpetrators, Pregnant Women, Siblings of Substance Abusing Adolescents, Latinos, Gangs, Older Adults and Parents and Families.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$ 4:00

**MHC1 270 Special Topics in Chemical Dependency Counseling – Native Americans (On Demand) 0.4 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Native American population.

Lecture: 4 hours/quarter – Lab 0 hours

Lab fee: \$2.00

**MHC2 270 Special Topics in Chemical Dependency Counseling – Domestic Violence Survivors (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Domestic Violence Survivors population.

Lecture: 2 hours/quarter – Lab: 0 hours

Lab fee: \$2.00

**MHC3 270 Special Topics in Chemical Dependency Counseling – Sexual Abuse Perpetrators (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Sexual Abuse Perpetrators population.

Lecture: 2 hours/quarter – Lab: 0 hours

Lab fee: \$2.00

**MHC4 270 Special Topics in Chemical Dependency Counseling – Pregnant Women (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Pregnant Women population.

Lecture: 2 hours/quarter – Lab: 0 hours

Lab fee: \$2.00

**MHC5 270 Special Topics in Chemical Dependency Counseling – Siblings of Substance Abusing Adolescents (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Siblings of Substance Abusing Adolescent population.

Lecture: 2 hours/quarter – Lab: 0 hours

Lab fee: \$2.00

**MHC6 270 Special Topics in Chemical Dependency Counseling – Latino Population (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Latino population.

Lecture: 2 hours/quarter – Lab: 0 hours

Lab fee: \$2.00

**MHC7 270 Special Topics in Chemical Dependency Counseling – Gangs (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Gang population.

Lecture: 2 hours/quarter – Lab 0 hours

Lab fee: \$2.00

**MHC8 270 Special Topics in Chemical Dependency Counseling – Older Adults (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Older Adult population.

Lecture: 2 hours/quarter – Lab: 0 hours

Lab fee: \$2.00

**MHC9 270 Special Topics in Chemical Dependency Counseling – Parents and Families (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations as well as treatment needs. This module topic addresses the Parents and Families population.

Lecture: 2 hours/quarter – Lab: 0 hours

Lab fee: \$2.00

**MHCR 272 CCDC Certification Preparation (A,W,SP,SU) 1 credit**

(Chemical Dependency Students)

This course will assist students (and community members) as a review for the National ICRC Written Examination.

This course reviews all content areas as well as describing preparation and studying strategies. This course is also open to all community members who are in the process of preparing for the CCDC Credential.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$4.00

**MCHR 275 Principles of Team Process (A,SP, On Demand) 3 credits**

An advanced course which provides the student with a theoretical and practical foundation for functioning as a team member in a human services agency.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$4.00

**MHCR 280 Special Topics in Chemical Dependency(On Demand) 2 credits**

This course familiarizes the student with the cultural perceptions and substance abuse issues of client populations, as well as treatment needs for each. The topics will include: African American Persons; The Appalachian Community;

People Living with HIV-AIDS; Adolescents; The Criminal Offenders Population; Gay, Lesbian, Bisexual and Transgendered Persons; Homeless Individuals; Persons with Dual Multi-Diagnosis.

Lecture 2 hours – Lab: 0 hours

Lab fee: \$10.00

**MHC1 280 Special Topics in Chemical Dependency – African Americans (On Demand) 0.4 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses the African American population.

Lecture 4 hours / quarter – Lab: 0 hours

Lab fee: \$5.00

**MHC2 280 Special Topics in Chemical Dependency – Appalachian Community (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses the Appalachian Community population.

Lecture 2 hours / quarter – Lab: 0 hours

Lab fee: \$5.00

**MHC3 280 Special Topics in Chemical Dependency –  
People Living with HIV/AIDS (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses the People Living with HIV/AIDS population.

Lecture 2 hours / quarter – Lab: 0 hours.  
Lab fee: \$5.00

**MHC4 280 Special Topics in Chemical Dependency –  
Adolescents (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses the Adolescent population.

Lecture 2 hours / quarter – Lab: 0 hours  
Lab fee: \$5.00

**MHC5 280 Special Topics in Chemical Dependency –  
Criminal Offenders (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses the Criminal Offender population.

Lecture 2 hours / quarter – Lab: 0 hours  
Lab fee: \$5.00

**MHC6 280 Special Topics in Chemical Dependency –  
Gay, Lesbian, Bisexual & Transgendered Persons  
(On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses the Gay, Lesbian, Bisexual and Transgendered population.

Lecture 2 hours / quarter – Lab: 0 hours  
Lab fee: \$5.00

**MHC7 280 Special Topics in Chemical Dependency –  
Homeless Individuals (On Demand) 0.2 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses Homeless Individuals.

Lecture 2 hours / quarter – Lab: 0 hours  
Lab fee: \$5.00

**MHC8 280 Special Topics in Chemical Dependency –  
Persons with Dual/ Mult-Diagnosis (On Demand) 0.4 credits**

This module familiarizes the student with the cultural perceptions and substance abuse issues of specific client populations, as well as treatment needs. This module topic addresses Dual/ Multi Diagnosed Individuals.

Lecture 4 hours / quarter – Lab: 0 hours  
Lab fee: \$5.00

**274 and 284 Special Studies in MH/CD/MR  
(On Demand) 4 credits**

This courses are designed to meet specific needs of students who wish to pursue in-depth training in the MH/CD/MR/DD field. Typical subject areas may include theory and skills in helping chemically dependent, severely mentally disabled, 'dual diagnosed', or persons with mental retardation/developmental disabilities. Instructional methods may include clinical experience, seminar format, field placement, lecture, research, video-tape and role play.

Lecture 4 hours – Lab: 0 hours  
Lab fee: \$11.00

**MHCR 285 Special Topics in MH/CD/MR: HIV/AIDS  
in Human Service Practice 4 credits**

This course covers HIV/AIDS as an epidemic, its origins, disease progression, medical information, drugs and treatment, psychosocial factors

affecting the patient, caregivers, drugs and treatment, psychosocial factors affecting the patient, caregivers and professionals, ethical and legal considerations impacting the patient and others, and the role of human service professionals in helping clients and families. Students will be exposed to cultural sensitivity issues of race, ethnicity and sexual orientation. Psychosocial stages of the disease will be explored with the focus on the role of the human service worker.

Lecture: 4 hours – Lab: 0 hours  
Lab fee: \$4.00

**MHCR 291 Field Practicum in Teaching and Supporting  
People w/Disabilities 4 credits**

A clinical experience for the student specializing in the Mental Health/Mental Retardation track which takes place in a community agency matching the students interest and training needs. The student will practice the skills needed to teach and support people in a variety of settings, vocational residential and community with an emphasis on inclusion. The student is expected to assume the role of service provider and is responsible for professional conduct and acceptable work habits.

Lecture: 2 hours – Lab: 14 hours

Prerequisite: MHCR 191

Concurrent: MHCR 247

Lab fee: \$35.00

**MHCR 293 Field Practicum in Chemical  
Dependency I (A) 4 credits**

This is a required clinical experience for the student majoring in Chemical Dependency. The training needs of the student are matched to the community agency. The student has had training in the fundamental skills requisite to being an effective helper. The student plans an extended placement of two consecutive quarters in a setting which provides chemical dependency treatment and becomes involved in assessments and on-going work with clients when applicable. The student is expected to assume the role of service provider and is responsible for professional conduct and regular work habits.

Lecture: 2 hours – Lab: 14 hours

Prerequisite: MHCR 191

Concurrent: MHCR 245

Lab fee: \$35.00

**MHCR 295 Field Practicum in Group Work (W,SP) 4 credits**

This is a clinical experience for the student in all three tracks in the MH/CD/MR department. The student will lead and/or co-lead a group using skills learned in the classroom. The student will assume the role of service provider and demonstrate professional conduct.

Lecture: 2 hours – Lab: 14 hours

Prerequisites: MHCR 241 and 293

Concurrent: MHCR 253

Lab fee: \$38.00

**MHCR 296 Field Practicum in Chemical  
Dependency II (SP) 4 credits**

This is an advanced clinical experience for the student who has chosen to work in the alcohol/drug dependency field. The student will be responsible for collecting data, making assessments and developing treatment plans, facilitating groups, and making referrals. Emphasis on dual-diagnosis and relapse prevention throughout the field experience.

Lecture: 2 hours – Lab: 14 hours

Prerequisite: MHCR 253

Concurrent: MHCR 265

Lab fee: \$35.00

**MHCR 298 Field Practicum in Service Coordination/  
Case Management (SP) 4 credits**

A clinical experience for the Mental Health/Mental student specializing in the field of Mental Health/Mental Retardation and Chemical Dependency tracks which takes place in a community matching the stu-

dents interest, skill level and training needs. The mental health student will practice case management skills in order to deliver effective services. The mental health student is expected to assume the role of service provider and is responsible for professional conduct and acceptable work habits.

Lecture: 2 hours – Lab: 14 hours

Prerequisite: MHCR 191

Concurrent: MHCR 258

Lab fee: \$35.00

### **MHCR 299 Portfolio Completion Capstone Course in MH/CD/MR (A,W,SP,SU) 1 credit**

This course will provide the student with the opportunity to assemble, edit, and ready for presentation in portfolio format the collected assignments from each course in the major. Feedback regarding each course will be solicited from the student. In addition, the content areas of ethical concerns in human services, effective team participation and avoiding “burnout” will be addressed.

Lecture: 1 hours – Lab: 0 hours

Prerequisite: Completion of / or concurrent with MHCR 191 and one set of the following:

#### CD TRACK

MHCR 245 and 293

MHCR 265 and 296

MHCR 253 and 296

#### MR TRACK

MHCR 247 and 291

MHCR 258 and 298

MHCR 253 and 295

#### MH TRACK

MHCR 247 and 291

MHCR 258 and 298

MHCR 253 and 295

Concurrent: fourth and last technical course paired with clinical practicum.

Lab fee: \$3.00

## **Microcomputing Technology (MCT)**

### **MCT 089 Introduction to FrontPage (A, W, SP, SU) 1 credit**

This course introduces the student to Microsoft FrontPage. The student will create a simple homepage.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: MCT 094

Lab fee: \$10.00

### **MCT 091 Computer Concepts (A, W, SP, SU) 1 credit**

This one-credit-hour course provides students with an introduction to computer technology, computer hardware and software, and relates how computers can be used to produce meaningful information.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10.00

### **MCT 092 Introduction to HTML (A, W, SP, SU) 1 credit**

Learn the most important topics of HTML, including creating an HTML document; viewing an HTML file in a WEB browser; working with tag text elements; inserting special characters, lines, and graphics; creating hypertext links; working with color and images; creating text and graphical tables; using tables to enhance page design; creating and working with frames; and controlling the behavior of hyperlinks on a page with frames.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: MCT 095 or CPT 101

Lab fee: \$10.00

### **MCT 093 Introduction to MS Project (A, W, SP, SU) 1 credit**

Learn to develop, plan, schedule, and chart project information, and balance workloads for people working on several projects at once, tracking all phases of the project to meet deadlines and stay on budget. Uses Microsoft approved text.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: MCT 095 or CPT 101

Lab fee: \$10.00

### **MCT 094 Internet Fundamentals (A, W, SP, SU) 1 credit**

This one-credit-hour course provides students with an introduction to the Internet. Students will learn how to find information and explore the World Wide Web using Netscape Navigator. An e-mail account is required. Not open to students who have taken MCT 231.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10.00

### **MCT 095 Introduction to Windows 98 (A, W, SP, SU) 1 credit**

This one-credit-hour course is an introductory course on the Windows 98 operating system. The objective of the course is to teach fundamental skills in working with the Desktop, Drives, Folders, Files, and Applications. Not open to students who have taken MCT 121.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10.00

### **MCT 096 Introduction to Information Presentation (A, W, SP, SU) 1 credit**

This one-credit-hour course is an introductory course teaching the fundamentals of creating and enhancing a presentation using PowerPoint. Uses Microsoft approved text.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10.00

### **MCT 097 Introduction to Database (A, W, SP, SU) 1 credit**

This one-credit-hour course introduces the student to creating, modifying, and enhancing a database using Access. Uses Microsoft approved text. Not open to students who have taken CPT 101.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10.00

### **MCT 098 Introduction to Spreadsheets (A, W, SP, SU) 1 credit**

This one-credit-hour course teaches the student how to create a worksheet, modify a worksheet and work with charts using Excel. Uses Microsoft approved text. Covers skill set for Microsoft Excel proficiency certification. Not open to students who have taken CPT 101.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10.00

### **MCT 099 Introduction of Word Processing (A, W, SP, SU) 1 credit**

This one-credit-hour course gets the student started with Word for Windows creating and editing a document, formatting a document, and arranging text and graphics. Uses Microsoft approved text. Covers skill set for Microsoft Word proficiency certification. Not open to students who have taken CPT 101.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10.00

### **MCT 106 PC Applications 2 (A,W, SP,SU - DL) 3 credits**

A course designed to be taken in sequence with CPT 101. This course covers advanced concepts and techniques used in word processing, spreadsheet, database, and presentation graphics software. Microsoft has approved the textbooks used in CPT 101 and MCT 106, when used in a two-quarter sequence, as courseware for the Microsoft Office User Specialist certification. Microcomputing majors must achieve a “C” or better. Distance Learning students are responsible for the required software.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: CPT 101

Lab fee: \$20.00

### **MCT 121 PC Operating Systems (A,W, SP,SU) 3 credits**

This course covers in depth DOS functions and Windows operating systems.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: CPT 101, MATH 102

Lab fee: \$25.00

**MCT 122 Workstation Operations (A, W, SP, SU) 3 credits**  
This course provides students with the necessary skills and knowledge to identify and perform the tasks involved in supporting networks. The course is designed to prepare students to perform essential network administration tasks in MS Windows 2000.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: MCT 121  
Lab fee: \$30:00

**MCT 131 Expert Excel (A,W, SP, SU - DL) 3 credits**  
Advanced features and formats in the spreadsheet application MS Excel with an emphasis placed on VB application. Uses Microsoft approved text. Covers skill set for Microsoft Expert certification. Distance Learning students are responsible for the required software.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisites: CPT 101, MCT 106 and MATH 103  
Lab fee: \$25.00

**MCT 141 Expert Access (A,W,SP,SU - DL) 3 credits**  
A continuation from MCT 106 presenting database software, including file creation, screen and report generators. Emphasis is placed on VB applications. Not open to students in Computer Programming Technology. Computer Programming Technology students should take CPT 221 and CPT 225 instead. Uses Microsoft approved text. Covers skill sets for Access Expert certification. Distance Learning students are responsible for the required software.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisites: CPT 101, MCT 106 and Math 103  
Lab fee: \$25.00

**MCT 205 E Publishing (A,W, SP, SU) 3 credits**  
Learn to create effective, high-impact publications and Web sites. Activities create awareness of professional layouts by developing brochures, newsletters, flyers, business forms, business cards, logos, and more using Microsoft Publisher and Adobe Photoshop.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CPT 101  
Lab fee: \$25.00

**MCT 211 Advanced Information Presentation (A, W, SP, SU) 3 credits**  
A continuation from MCT 106 presenting how computer graphics are used to communicate information effectively. Computer lab assignments include chart format and data content. Students will learn how to create effective business presentations complete with graphs, organization charts, graphics, sound, movies, and web links. Students will research a topic and develop presentations. The student will integrate these skills into a computerized slide show. Uses Microsoft approved text. Covers skill set for PowerPoint Expert certification.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CPT 101  
Lab fee: \$25.00

**MCT 215 PC Maintenance (A, W, SP, SU) 3 credits**  
This is the capstone course for the PC Hardware/Software Installation & Maintenance Certificate which focuses on maintaining, troubleshooting, and upgrading PCs. Discussion is focused on emphasizing the analysis and design of PC systems as well as installation of expansion cards, hard drives, video cards, memory upgrades, loading drivers, disk maintenance, and loading application and system software.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: MCT 121  
Lab fee: \$25.00

**MCT 221 Local Area Network (LAN) (A,W, SP, SU) 3 credits**  
An introductory course to Local Area Networks (LANs). This course will explore the current technology available for LANs including both hardware and software.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: MCT 121 for Microcomputing Technology students, CPT 101 for Computer Programming Technology students.  
Lab fee: \$25.00

**MCT 223 Server Administration I (A, W, SP, SU) 5 credits**  
Students will learn how to perform administration tasks using MS Windows 2000 networks. Elements include management of data storage, monitoring event logs, designing and administering Windows NT security model and designing and developing a security needs analysis. The student will also utilize the client and server technologies used in designing and implementing Web services such as network address translators, proxy servers, firewalls, and Internet Information Services.  
Lecture: 4 hours – Lab: 6 hours  
Prerequisite: CPT 264  
Lab fee: \$25.00

**MCT 224 Server Administration II (A, W, SP,SU) 5 credits**  
Course will provide students with the necessary skills to install, configure, manage, and support a network infrastructure using MS Windows 2000 server. The course will prepare students to take certain MS Certified Professional Exams.  
Lecture: 4 hours – Lab: 6 hours  
Prerequisite: MCT 223  
Lab fee: \$40.00

**MCT 231 Web Essentials (A, W, SP, SU - DL) 3 credits**  
Students will learn the dynamics of the Web environment, explore World Wide Web (WWW) sites, transfer files, and create a simple home page using basic HTML tags. Hands-on experience using the Internet will be emphasized. An Internet email account is required. The course is taken entirely on the Internet with the exception of the midterm and final examinations which will be taken in the Testing Center at Columbus State. This course does not fulfill any requirements for the MMPT program.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CPT 101 or understanding of Windows File Management  
Lab fee: \$10.00

**MCT 235 Web Publishing (A, W, SP, SU - DL) 3 credits**  
This course offers Web page layout, implementation, maintenance, and creation of a recognized presence on the Internet. Hands-on lab experience using the IBM PC and web development software is emphasized. Distance Learning students are responsible for the required software. This course does not fulfill any requirements for the MMPT program.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: MCT 231  
Lab fee: \$25.00

**MCT 236 HTML (A, W, SP, SU,-DL) 3 credits**  
This course provides an in-depth study of HTML and its use in Web pages. This course does not fulfill any requirements for the MMPT program.  
Lecture: 2 hours—Lab: 3 hours  
Prerequisite: MCT 235  
Lab fee: \$25.00

**MCT 241 Groupware (A, W, SP, SU) 3 credits**  
This course provides students with knowledge on the automation of office functions. The student will receive practical experience in document management (word processing and document filing/retrieving); electronic transfer of data (graphs & documents); and administrative support (time management, calendars, schedules, directory management and remind-

ers). An e-mail account is required.  
 Lecture: 2 hours – Lab: 3 hours  
 Prerequisites: MCT 121 and CPT 101  
 Lab fee: \$25.00

**MCT 251 Introduction to Systems Analysis (A, W, SP, SU) 3 credits**  
 Covers basic concepts of systems analysis and design with an emphasis on small business systems. Not open to students in the Computer Programming Technology. Computer Programming students should take CPT 211 and CPT 212 instead.  
 Lecture: 2 hours – Lab: 3 hours  
 Prerequisites: MCT 131 or 141  
 Lab fee: \$25.00

**MCT 254 Database Administration/SQL (A, SP) 3 credits**  
 This course provides the student with the necessary skills and knowledge to identify and perform the tasks involved in implementing and managing databases on MS SQL Server.  
 Lecture: 2 hours – Lab: 3 hours  
 Prerequisite: MCT 141  
 Lab fee: \$10.00

**MCT 256 Data Modeling and Relational Database Design (W, SU) 3 credits**  
 This course provides students with the necessary skills and knowledge to design and develop relational databases.  
 Lecture: 2 hours – Lab: 3 hours  
 Prerequisite: MCT 254  
 Lab fee: \$30.00

**MCT 261 Introduction to Visual BASIC (A, W, SP, SU,-DL) 3 credits**  
 Emphasizes building graphical user interfaces (GUI) from a microcomputing aspect. Students will use macros to call objects relating to business applications and integrate Excel and Access applications with Visual Basic.  
 Lecture: 2 hours – Lab: 3 hours  
 Prerequisites: MCT 121 and 141  
 Lab fee: \$25.00

**MCT 262 Java Script Fundamentals (A, W, SP, SU) 3 credits**  
 The course provides an in-depth study of JavaScript and other scripting languages that add interactivity to Web sites. JavaScript is an extension to HyperText Markup Language (HTML) that enables one to get data stored in Web Page forms. With JavaScript, one may make intelligent Web pages that verify input, calculate it, and make presentation decisions based on it. Students will be introduced to programming concepts, including flowcharting and pseudocode to provide planning logic for programs. This course does not fulfill any requirements for the MMPT program.  
 Lecture: 2 hours – Lab: 3 hours  
 Prerequisite MCT 236  
 Lab fee: \$40.00

**MCT 263 Advanced Web Programming (A, W, SP, SU) 5 credits**  
 This course focuses on using the Common Gateway Interface (CGI) and Active Server Pages (ASP) to create dynamic, interactive web content. Both Perl and VBScript are taught in this course. Although no prior experience with either programming language is required, students are expected to understand basic programming concepts. Practical, real-world lab exercises provide students with hands-on experience, including working with the Apache web server and Microsoft Personal Web Server. This course does not fulfill any requirements for the MMPT program.  
 Lecture: 2 hours – Lab: 8 hours  
 Prerequisite: MCT 262  
 Lab fee: \$40.00

**MCT 264 Advanced Web Programming 2 (A, W, SP, SU) 5 credits**  
 A continuation of MCT 263 with increased emphasis on CGI and ASP. Perl and VB Script are taught in this course.  
 Lecture: 2 hours – Lab: 8 hours  
 Prerequisite: MCT 263  
 Lab fee: \$40.00

**MCT 271 Introduction to Java Programming (A, W, SP, SU) 3 credits**  
 This course is an introduction to the art of computer programming in Java. Included are features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming.  
 Lecture: 2 hours – Lab: 3 hours  
 Prerequisite: MCT 262 or CPT 111 or 112 or 155 or 201 or 245  
 Lab fee: \$30.00

**MCT 281 Final Project (A, W, SP, SU) 5 credits**  
 This is the capstone course for the Microcomputing Technology. Students will work in small groups or individually to design and develop a typical business system. Not open to students in Computer Programming Technology. Computer Programming students should take CPT 281.  
 Lecture: 2 hours – Lab: 8hours  
 Prerequisites: See list below  
 Lab fee: \$40.00

<b>PC Tech.</b>	<b>Networking Tech.</b>	<b>Web Tech.</b>
MCT 205	MCT 122	MCT 093
MCT 211	MCT 224	MCT 223
MCT 221	MCT 256	MCT 235
MCT 231	CPT 267*	MCT 263
MCT 251	* Concurrent with ENGL 207	

## Multi-Competency Health (MULT)

**MULT 101 Medical Terminology (A,W,SP,SU-DL) 2 credits**  
 This course is offered in two instructional formats. The traditional classroom version includes the presentation of 350 medical terms using the Dean Vaughn system. Students are taught to spell, pronounce and define using an audionym technique. This version is available on main campus and most off campus sites. The distant learning (web) version of this course is not the Dean Vaugh System and is probably best suited for the highly motivation self-learner.  
 Lecture: 2 hours – Lab: 0 hours  
 Lab fee: \$10.00

**MULT 102 Cardiopulmonary Resuscitation (CPR) (A,W,SP,SU) 1 credit**  
 Cardiopulmonary resuscitation for adults, pediatrics and infants including early warning signs of heart attacks, airway blockage, and stroke are taught. Students completing the course will be eligible for American Heart Association Basic Life Support Certification. Offered as flexibly scheduled course in one weekend. This course is available on main, Dublin and Westerville campuses. This course meets the required CPR Certification for healthcare providers and includes the new 2000 guidelines from the American Heart Association.  
 Lecture: 1 hours – Lab: 0 hours  
 Lab fee: \$15.00

**MULT 103 Responding to Emergencies (A,W,SP,SU) 2 credits**  
 Requirements for Red Cross Certification including artificial respiration, bleeding control, treatment of shock, and care of fractures are presented. This course includes MULT 102, American Heart Association CPR-Basic Life Support.  
 Lecture: 1hours – Lab: 2 hours  
 Lab fee: \$23.00



**MULT 104 Adult and Pediatric CPR (for Non-Healthcare Providers) (A,W,SP,SU) 1 credit**

This course is based on the combined guidelines and standards set forth by the American Heart Association (AHA) in Basic Life Support-Heartsaver and Pediatric Cardiopulmonary Resuscitation and First Aid for Choking. Guidelines 2000 for CPR and Emergency Cardiovascular Care are presented and practiced by the student who is *not* a health care provider. *This course does not fulfill the required CPR certification for healthcare providers.* This is a flexibly scheduled course offered in one weekend. Available on main, Dublin and Westerville campuses.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$15.00

**MULT 110 Basic Electrocardiography (EKG) (A,SP) 6 credits**

This course is designed to provide basic entry-level skills in cardiovascular technology. The course covers an introduction to health care, anatomy and physiology of the heart, operation of the electrocardiograph and recording of EKG's, cardiac pathology and basic cardiac rhythm recognition skills. Completion of the course qualifies the student to function as an EKG technician, a skill ordinarily utilized in an acute health care setting or physician's office. This course includes 24 hours of clinical experience.

Lecture: 5 hours – Lab: 2 hours

Prerequisite: Placement into ENGL 101. Completion of a health record.  
Lab fee: \$38.00

**MULT 114 Phlebotomy Practicum II (A,W,SP) 1 credits**

This course is designed to be a continuation of MULT 115 by providing an additional 50 hours clinical phlebotomy experience and requiring an additional 50 successful collections. Phlebotomy Practicum II is designed for students who intend to be a professional phlebotomist and will be arranged individually during the first five weeks of the quarter. MULT 114 and MULT 115 completes the NAACLS approved program

Lecture: 0 hours – Lab: 5 hours

Prerequisite: Completed health record. Completion of MULT 115.  
Lab fee: \$10.00

**MULT 115 Phlebotomy (A,W,SU) 6 credits**

Blood collection by both venipuncture and capillary puncture techniques, using various equipment are performed in class and in the hospital. Professional ethics and liability, composition and appearance of blood, safety, anticoagulants and clinical relevance of laboratory tests are studied. Problems encountered in phlebotomy, in addition to special specimen collection for transfusion services, blood cultures, coagulation tests, timed tests and the nursery are also reviewed. This course includes a 60 hour clinical experience in a Central Ohio health care facility.

Lecture: 3 hours – Lab: 9 hours

Prerequisite: Completed health record.  
Lab fee: \$55.00

**MULT 116 Venipuncture for Health Care Providers 2 credits**

Basic blood collection techniques using vacuum tubes and syringes will be covered and practiced in a laboratory and clinical setting. Emphasis is on basic skills, safety and infection control. Not open to students who have credit for MULT 114 and MULT 115 This course includes a 30 hour clinical experience.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: Completed health record and be enrolled in Medical Laboratory Technology  
Lab fee: \$28.00

**MULT 120 Nurse Aide Training Program (A,W,SP,SU) 5 credits**

The Nurse Aide Training Program (NATP) is designed to instruct prospective long-term care nurse aides in preparation for State of Ohio testing. The 76 hour NATP course includes 60 hours of classroom and 16 hours of clinical preparation, which meets the requirements for nurse aide

training in Ohio.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: Completed health record

Lab fee: \$38.00

**MULT121 Nurse Aide to Home Health Aide (A,W,SP,SU) 2 credits**

This course will prepare students who have taken the nurse aide training program to transition into home care.

Lecture: 2 – Lab: 0

Prerequisite: State tested nurse aide or eligible

Lab fee: \$30.00

**MULT 126 Patient Care Skills I (A,W,SP,SU) 4 credits**

Presentation of skills commonly used by patient care technicians in an acute care setting, utilizing both lecture and laboratory. Major topics include: wound care, specimen collection, airway care, oxygen administration, enteral tubes and elimination assistance.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: MULT 120

Lab fee: \$35.00

**MULT 127 Patient Care Assistant (A,W,SP,SU) 5 credits**

This is a workforce training course for employees of health care systems who have entered into a partnership with CSCC. Students gain knowledge and skills to function as a patient care assistants

Lecture: 3 hours – Lab: 3 hours

Prerequisite: Employee of health care system who has partnership with CSCC

Lab fee: \$30.00

**MULT 128 Introduction to Patient Care Assistant (A,W,SP,SU) 5 credits**

This is a workforce training course for employees of health care systems who have entered into a partnership with CSCC. The student learns nurse aide training skills (basic patient care skills such as bathing, feeding, etc) in order to work with patients prior to taking the Basic PCA/MSP training.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: Employee of health care system who has a partnership with CSCC

Lab fee: \$30.00

**MULT 129 Patient Care Skill: Restorative Technique (A,SP) 4 credits**

This course provides information and skills using safe, effective techniques in the care of mobility-impaired patients. Discusses the role of the physical therapy and nursing staff use of therapeutic modalities, patient positioning, patient transfer techniques, exercise, ambulation, and utilization of assistive and adaptive equipment for patients with impaired mobility.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: MULT 120 or 122

Lab fee: \$11.00

**MULT 135 Basic PCA/MSP Training (A,W,SP,SU) 4 credits**

This is a workforce training course for employees of health care facilities who have entered into a partnership with CSCC. In classroom, laboratory and clinical settings, students learn sterile technique and patient care skills.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: NATP or MULT 128 and employee of health care facility who has a partnership with CSCC

**MULT 136 Advanced Patient Care Assistant (A,W,SP,SU) 2 credits**

This is a workforce training program for employees of health care facilities who have entered into a partnership with CSCC. In classroom, labo-

ratory, and clinical settings, students learn advanced patient care skills such as tracheostomy care

Lecture: 1 hour – Lab: 1 hour

Prerequisite: MULT 135 and employee of health care facility who has a partnership with CSCC

**MULT 137 Phlebotomy Training (A,W,SP,SU) 4 credits**

This is a workforce training program for employees of health care facilities who have entered into a partnership with CSCC. In classroom, laboratory and clinical settings, students learn the skills of drawing blood.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: MULT 135 or permission of instructor and employee of health care facility who has a partnership with CSCC

**MULT 138 EKG Training (A,W,SP,SU) 2 credits**

This is a workforce training program for employees of health care facilities who have entered into a partnership with CSCC. In classroom, laboratory and clinical settings, students learn the skill of performing electrocardiograms.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: MULT 135 or permission of instructor and employee of facility who has a partnership with CSCC

**MULT 139 Basic PCA Training (A,W,SP,SU) 4 credits**

This is a workforce training program for employees of health care facilities who have entered into a partnership with CSCC. In classroom and laboratory settings, students learn basic patient care skills.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: Employee of facility who has a partnership with CSCC

**MULT 140 Patient Care Technician Training (A,W,SP,SU) 3 credits**

This is a workforce training program for employees of health care facilities who have entered into a partnership with CSCC. In classroom and laboratory settings, students learn sterile technique and advanced patient care skills.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: MULT 139 or permission of instructor and employee of health care facility who has partnership with CSCC

**MULT 153 Point-of-Care Testing 1 credit**

Point-of-care testing or bedside testing, is intended to provide more rapid test results than is routinely possible with traditional laboratory settings. Application is particularly important in ICUs, emergency rooms, bedside in hospitals, home care, hospices and physician office laboratory where rapid treatment decisions must be made or for added convenience to the patients. This course provides performance of frequently ordered analyses and an overview of regulatory considerations, instrumentation and quality assurance requirements Flexibly scheduled in 2 days.. Prerequisite:

Lecture: 0 hours – Lab: 2 hours

Prerequisite: Permission of instructor

Lab fee: \$45.00

**MULT 160 Tissue Identification (S) 3 credits**

A modern day study of histology involves the study of cell and tissue structure in relation to function. Consequently the emphasis of this course will be twofold. The first emphasis will be on learning to recognize various cellular structures and arrangements and applying them to the identification of different tissue sources. The second emphasis will be correlating the tissue identification with function. Study will begin with the single cell then progress through the four basic tissue types, organ structure, and organ systems. Students will spend considerable time examining already prepared tissue sections. This examination will include macroscopic observation with emphasis on microscopic study using the light microscope. Prepared slide examination will be supplemented with other visual aides whenever possible.

Lecture: 1 hour – Lab: 6 hours

Prerequisite: MULT 169 or permission of program director.

Lab fee: \$8.00

**MULT 161 Chemistry of Stains I (A) 3 credits**

Fixation, processing and staining of tissue is discussed. The theory behind each process and the purpose of each process is defined with specific technical details related to the staining of each type of tissue

Lecture: 3 hours – Lab: 0 hours

Prerequisite: MULT 169 or permission of program director

Concurrent: MULT 163

Lab fee: \$8.00

**MULT 162 Chemistry of Stains II (W) 2 credits**

Continuation of MULT 161. First term.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: MULT 161 or permission of program director.

Concurrent: MULT 164

Lab fee: \$3.00

**MULT 163 Basic Histology Techniques I (A) 4 credits**

This course provides laboratory practice in all phases of the practice of histology.

Lecture: 0 hours – Lab: 12 hours

Prerequisite: MULT 169 or permission of program director

Concurrent: MULT 161

Lab fee: \$73.00

**MULT 164 Basic Histology Techniques II (W) 3 credits**

Continuation of MULT 163. First term

Lecture: 0 hours – Lab: 9 hours

Prerequisite: MULT 163 or permission of program director

Concurrent: MULT 162

Lab fee: \$48.00

**MULT 165-166 Case Study Review and Seminar (W,SP) 3 credits each**

These courses are concurrent with the clinical experience and includes instruction on preparation for employment, taking the registry and preparation of specimens for the registry exam. Case studies are presented and prepared by the student to demonstrate the total histological process.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: MULT 161 and 163

Concurrents: MULT 167 and 168

Lab fee: \$3.00

**MULT 167 Histology Clinical Experience I (W) 4 credits**

The student will attend three (3) different clinical facilities 32 hours per week for 17 weeks including two weeks at Battelle Research Institute. During this time, the student will perform all functions in the clinical site as a histology technician.

Lecture: 0 hours – Lab: 16 hours

Prerequisite: MULT 162 or permission of program director

Concurrent: MULT 165

Lab fee: \$8.00

**MULT 168 Histology Clinical Experience II (SP) 8 credits**

Continuation of MULT 167.

Lecture: 0 hours – Lab: 32 hours

Prerequisite: MULT 167 or permission of program director

Concurrent: MULT 166

Lab fee: \$18.00

**MULT 169 Introduction to Histology (SU) 2 credits**

The student will be introduced into the laboratory environment and histology profession. The major areas of study will include instrumentation,

laboratory safety (including state and federal regulations), and laboratory mathematics as they apply to reagent preparation in the histology laboratory.

Lecture: 0 hours – Lab: 6 hours

Prerequisite: Completed health record. Acceptance into the program.

Lab fee: \$65.00

**MULT 170 Cancer Prevention, Diagnosis & Treatment (W) (2nd term) 1 credit**

The course will present an overview of the prevention, diagnosis and treatment of a variety of cancers. These will include breast cancer, cancers associated with smoking (cancer of the mouth, throat, voice region, lung and bladder), skin cancer (including skin carcinoma and melanoma), cancers affecting men (including prostate and testicular malignancies), and cancers affecting women (including uterine, cervical, endometrial and ovarian cancers). Presentation will be provided through photomicrographs of cancer biopsies, photographs of x-rays, and clinical and histological laboratory results and will emphasize the role of various health care professionals. This course is open to everyone in the community.

Lecture: 1 hour – Lab: 1 hour

**MULT 171 Current Issues: HIV Infection (A,W,SP,SU) 1 credit**

Introductory course covering the psycho social, legal, epidemiologic issues surrounding HIV infection. Offered as a term course.

Lecture: 1 hour – Lab: 0 hours

Lab fee: : \$9.00

**MULT 174 Personal Health 3 credits**

The study of health issues which affect Americans today and in the future; to establish a basis for positive health and efficiency through consideration of various factors which affect health.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00.

**MULT 175 Principles of Homeopathy (A,W,SP,SU) 4 credits**

This course is designed to introduce students to the principles and theories behind the use of homeopathic preparations to treat most disease and disorders.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$5.00

**MULT 176 Fundamentals of Herbology (A,W,SP,SU) 4 credits**

This course outlines the uses of herbs in the healing process from ancient history to present day. Herbs will be discussed in relation to both flowers and in cooking. Emphasis will be on therapeutic self-care first aide.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$5.00

**MULT 177 Holistic Healing Methods (A,W,SP,SU) 4 credits**

This course offers an introduction to the fundamentals of holistic healing, which includes philosophical and theoretical foundations, alternative methods and their uses for health maintenance and development of personal healing capacities.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$5.00

**MULT 178 Animals and Nature - Therapeutic Programs (SP) 3 credits**

The Animal-Assisted Therapy and Education Certificate Program is designed to meet the Delta Society's standards for accreditation. The Delta Society is an international organization devoted to research and service in the area of human-animal relationships and is the leading resource center on the interactions of people, animals and the environment. The program will include the Delta Society's Pet Partners home-study course and its two-day course on temperament testing.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: MULT 179. Admission to a Health and Human Services Technology

**MULT 179 Companion Animals and Health (W) 2 credits**

This course will review the recent scientific evidence which confirms the ancient wisdom that our living environment - our pets, gardens, parks, rural landscapes and wild and domestic animals - have important, positive effects on health and well-being of humans. Topics to be covered include the cognitive, emotional, behavioral, and physiological effects of contact with animals and nature; Biophilia, our natural affinity for life that binds us to all living species; the psychobiology of nurturing; the ecology of pets, gardens and natural places.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: MULT 181

**MULT 180 Professionalism for Health Care Providers 2 credits**

The Code of Ethics for each of the technologies is reviewed. Concepts of death and dying, patient as consumer, professional standards of behavior and team work are addressed.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Admission to a Health and Human Services Technology Placement into ENGL 101.

Lab fee: \$7.00

**MULT 181 Introduction to the Human-Animal Interaction (A) 2 credits**

This course will investigate the origins, nature and application of the human-animal bond. The course content is designed to promote understanding of the mutually nurturing relationship between people and animals and to explore services by animals to aid people with health difficulties and physical and emotional challenges

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$8.00

**MULT 183 Introduction to Inpatient Coding (A,W,SP,SU) 1 credit**

Students will be introduced to the application of ICD-9-CM coding as it relates to payment of health services. This course is flexibly scheduled in 2 days

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$3.00

**MULT 184 Introduction to Ambulatory Coding (A,W,SP,SU) 1 credit**

Students will be introduced to the application of CPT coding as it relates to payment of health services. This course is flexibly scheduled in 2 days

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$3.00

**MULT 185 Introduction to Third-Party Reimbursement (A,W,SP,SU) 1 credit**

Students will receive an overview of how coding systems are used in outpatient and inpatient health care settings for the purpose of reimbursement to the providers of health care services. This course is flexibly scheduled in 2 days.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$3.00

**MULT 190 Radiation Protection for General Machine Operator (A,W,SP,SU) 2 credits**

This course is designed to prepare non-radiographers with a specific background in radiation protection and radiation biology necessary to be eligible to apply for the State of Ohio, Radiologic Technology Division, General Machine Operator examination. Areas of instruction include radiation physics, radiographic technique, darkroom processing and film handling, radiation health, safety and protection, and radiation biology. Basic radiographic positioning skills and terminology are also presented.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Admission to College

Lab fee: \$3.00

**MULT 191 Radiographic Positioning for General Machine Operators (A,W,SP,SU)**

**2 credits**

This course is a continuation of MULT 190. It provides an environment to apply the concepts of technique selection, radiographic accessories, exposure and processing, and radiation protection in an energized laboratory setting. Radiographic anatomy, patient care skills, body mechanics, and radiographic positioning skills will be emphasized. This competency based course will include positioning of the chest, abdomen, extremities and spine.

Lecture: 1hour – Lab: 3 hours

Prerequisite: MULT 190 or permission of the instructor.

Lab fee: \$30.00

**MULT 245 RN First Assistant Program (A,SP)**

**5 credits**

This is an intensive training program which is designed to provide the experienced perioperative nurse with the advanced preparation and study necessary to assume the role of first assistant. The course is based on AORN's official statement of the RNFA role.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Current RN Licensure; two years current perioperative experience; CNOR certified or eligible; current ACLS or CPR; liability insurance; two letters of recommendation

Lab fee: \$8.00

**MULT 246 RNFA Experiences in the Operating Room (W, SU)**

**4 credits**

This course provides the student with continued practicum for completion of the RN First Assistant Program.

Lecture: 2 hours – Lab: 14 hours

Prerequisite: MULT 245

Lab fee: \$8.00

**MULT 250 N.A.T.P. Train the Trainer (A,W,SP,SU)**

**3 credits**

This course prepares qualified nurses to teach, coordinate, and supervise a Nurse Aid Training Program. Federal and State of Ohio requirements are met.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Current RN/LPN licensed in Ohio; minimum of two years experience in caring for elderly or chronically ill.

Lab fee: \$25.00

**MULT 270 Human Resource Management for Health Services**

**4 credits**

The focus of this course is the application, analysis, synthesis, and evaluation of human resource management principles and practices for health care managers. Practical application to past and current life/work experience is provided and emphasized. Case studies are used as simulations to provide future application in the real work setting.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: ENGL 101, and BMGT 218 or permission of the coordinator

Lab fee: \$5.00

**MULT 272 Health Care Resource Management**

**4 credits**

This course is designed to provide management approaches to health care resources (budget, equipment, supplies, etc.). It is intended for health care managers with limited financial skills

Lecture: 4 hours – Lab: 0 hours

Prerequisites: ENGL 101, and BMGT 218 or permission of the coordinator

Lab fee: \$5.00

**MULT 274 TQM/UM/Accreditation**

**4 credits**

This course prepares health care professionals to apply, analyze, synthesize, and evaluate principles and practices of Total Quality Management (TQM), Utilization Management (UM), and Accreditation. TQM focuses on methods and systems to identify and resolve problems that interfere

with optimal care and explore continuous quality improvement processes. UM enlightens the health care manager to their essential involvement in the review process and examines the meaning of utilization review to institutional performance. Accreditation process is presented in a practical manner to approach a very complex concern of health care managers. Health care managers will be more knowledgeable of and compliant with external accreditation processes.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: ENGL 101, and BMGT 218 or permission of the coordinator

Lab fee: \$5.00

**MULT 275 Advanced Homeopathic Theories (A,W,SP,S) 4 credits**

This course will discuss homotoxicology and details of homeopathic care in acute and chronic conditions as they relate to self-care. Referral protocols will also be addressed.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: MULT 175 or permission of instructor

Lab fee: \$5.00

**MULT 276 Legal Aspects and Risk Management**

**3 credits**

This course is designed to provide the student with an overview of the legal aspects and risk management of the health care system. It is intended for health care practitioners preparing to enter supervisory positions

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ENGL 101, and BMGT 218 or permission of the coordinator

Lab fee: \$5.00

**MULT 290 Special Topics in Health Care**

**(A,W,SP,SU)**

**1 –5 credits**

This is a workforce training course for employees of health care facilities who have entered into a partnership with CSCC. Various current and timely topics will be offered to give students an opportunity to expand their knowledge and/or skill level in a special area of interest.

Lecture: 1-5 hours (maximum of 10)– Lab: 0 hours

Prerequisite: Permission of instructor and employee of facility who has partnership with CSCC

**MULT 291 Special Topics in Health Care**

**Facilities (A, W, SP, SU)**

**1-5 credits**

This is a workforce training program for employees of health care facilities who have entered into a partnership with CSCC. Students will discuss various current and timely topics related to patient care.

Lecture: 1-5hours maximum of 10)– Lab: 0 hours

Prerequisite: Permission of instructor and employee of facility who has partnership with CSCC

## Music (MUS)

**MUS 101 History of Western Music (A,W,SP,SU)**

**5 credits**

A survey of Western music from earliest times to the present including the development of notation in music, the development and limitations of standard instruments, the role of patronage in musical developments, the relationship of changes in music to changes in society, and a consideration of the attributes of "great" music in any time or age. Meets elective requirements in the Associate of Arts and Associate of Science Degree programs and distributive transfer requirements in History, Humanities and the Arts.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**MUS 102 Introduction to Vocal Technique (A,W,SP,SU) 1 credit**  
An introduction to vocal technique intended for non-music majors. This class will develop basic skills for both solo and group singing through the use of traditional song materials. Repeatable for 2 total credits.  
Lecture: hours – Lab: 2 hours  
Lab fee: \$5.00

**MUS 103 Vocal Technique II (A,W,SP,SU) 1 credit**  
Continuation of MUS 102: continued development of skills for solo and group singing through traditional song material. Repeatable for 2 total credits.  
Lecture: hours – Lab: 2 hours  
Prerequisite: Admission by Audition  
Lab fee: \$5.00

**MUS 110 Basic Keyboard and Music Fundamentals I 2 credits**  
Basic applied keyboard combined with the development of music reading and basic aural skills. This course is for those without prior musical experience.  
Lecture: 1 hours – Lab: 2 hours  
Lab fee: \$6.00

**MUS 111 Basic Keyboard and Music Fundamentals II 2 credits**  
Continued development of keyboard technique and basic musical theory.  
Lecture: 1 hour – Lab: 2 hours  
Prerequisite: MUS 110 or permission of instructor  
Lab fee: \$6.00

**MUS 120 Introduction to Electronic Music (On Demand) 3 credits**  
This course will introduce students to the fundamentals of synthesized music. The origin, development, and present day applications of computerized sound manipulations will be studied. Prototypical synthesizing, MIDI sequencing, and digital sampling will be discussed, demonstrated, and used in class. Instruction is through a combination of lecture and hands-on experience.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: MUS 110 or permission of instructor  
Lab fee: \$3.00

**MUS 121 Fundamentals of Music Theory (On Demand) 5 credits**  
An introduction to the elements of music for non-music majors, including notation, composition, and the basic skills necessary for listening and performance. The class is designed to introduce the students to the elements and procedures necessary for the composition and performance of music.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$5.00

**MUS 130 Electronic Music Lab (On Demand) 3 credits**  
A continuation of MUS 120. The emphasis in this course is more on hands-on studio experience.  
Lecture: 1 hour – Lab: 2 hours  
Prerequisite: MUS 120 or permission of instructor.  
Lab fee: \$3.00

**MUS 135 Electronic Music Ensemble (On Demand) 1 credit**  
Admission by audition/instructor permission. A select group of musicians rehearsing, arranging, and performing music on electronic instruments. Repeatable for a total of 6 credits.  
Lab: 2 hours  
Lab fee: \$3.00

**MUS 140 World Music (On Demand) 5 credits**  
A survey of nonwestern musical traditions, including forms of music, instrumental development and function, and the role of music and the musician in society. Meets elective requirements in the Associate of Arts and Associate of Science Degree programs and distributive transfer requirements in History, Humanities and the Arts.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$6.00

**MUS 160 Concert Band (A,W,SP) 1 credit**  
Admission by audition. Preparation of a variety of wind literature for performance. Prior experience in instrumental music expected. Elective credit for AA/AS degrees. Repeatable for a total of 6 credits.  
Lecture: 0 hours – Lab: 2 hours  
Lab fee: \$5.00

**MUS 165 Small Instrumental Ensemble (A,W,SP) 1 credit**  
Placement by audition. Specialized ensemble to concentrate on specific instrumental techniques or to explore specialized musical literature. Prior experience in instrumental music expected. Elective credit for AA/AS degree. Repeatable for a total of 6 credits.  
Lecture: 0 hours – Lab: 2 hours  
Lab fee: \$5.00

**MUS 170 Gospel Vocal Ensemble (A,W,SP) 1 credit**  
Admission by audition. Preparation for concert performance of music primarily from the gospel and African-American vocal/choral traditions. Music reading ability not required. Repeatable for a total of 6 credits.  
Lab: 2 hours  
Lab fee: \$3.00

**MUS 180 Vocal Ensemble (A,W,SP) 1 credit**  
Admission by audition. Preparation for performance in concert of a variety of music. Music reading ability helpful but not required. It is suggested that a new Ensemble member take MUS 102 concurrently. Repeatable for a total of 6 credits.  
Lecture: 0 hours – Lab: 2 hours  
Lab fee: \$5.00

**MUS 221 Musicianship I (A) 5 credits**  
Elements of music and musical notation; analytical concepts and terminology; major and minor scales; fundamentals of harmony and melody as well as development of basic aural skills: sight singing and dictation. For students intending to major in music or those with strong interest in music.  
Lecture: 3 hours – Lab: 4 hours  
Prerequisite: MUS 121 or permission of instructor  
Lab fee: \$6.00

**MUS 222 Musicianship II (W) 5 credits**  
Principles of diatonic harmony and non-chordal melodic technique; introduction to chord structures; continued development of aural skills.  
Lecture: 3 hours – Lab: 4 hours  
Prerequisite: MUS 221 or permission of instructor  
Lab fee: \$6.00

**MUS 223 Musicianship III (SP) 5 credits**  
Continued study of diatonic modulation and secondary dominants, modal and pentatonic harmonic patterns and pentatonic and blues scales. Continued development of aural skills.  
Lecture: 3 hours – Lab: 4 hours  
Prerequisite: MUS 222 or permission of instructor  
Lab fee: \$6.00

**MUS 224 Contemporary and Jazz Theory (On Demand)**

**5 credits**

Chord structures, form, and chord-scale relationships of the jazz idiom will be studied, as will jazz (musical) vocabulary, lead sheets, chord symbols, and the practice of improvisation. For those intending to major in music or having strong personal interest. Music reading ability assumed.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: Entry into ENGL 101 and either MUS 221 or permission of instructor

Lab fee: \$6.00

**MUS 241 Music History I (A)**

**3 credits**

A survey of the development of music from earliest times to the 18th Century. Student ability to read music is assumed.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$10.00

**MUS 242 Music History II (W)**

**3 credits**

A survey of music from the rococo through the early romantic (1850) periods. Student ability to read music is assumed.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$10.00

**MUS 243 Music History III (SP)**

**3 credits**

A survey of music from the late romantic period to the present. Student ability to read music is assumed.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$10.00

**MUS 244 History of Jazz and Popular Music**

**3 credits**

A survey of the origins and development of jazz, the uniquely American musical idiom. 19<sup>th</sup> century origins of jazz, Dixieland, Chicago sound and evolution of the 1920s and 1930s big bands, cool jazz and the influence of jazz on other popular music of the 20<sup>th</sup> century will be explored through listening to recordings by major innovators and studying the written forms. Music reading ability assumed.

Lecture: 3 hours

Prerequisite: Entry into ENGL 101

Lab fee: \$10.00

**MUS 251 Audio Production I**

**4 credits**

Examination of recording techniques in the studio and for live performance. Analog and digital formats will be explored, as will elements of post-production.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: Successful completion of MUS 130 (Electronic Music Lab)

Lab fees: \$3.00

**MUS 252 Audio Production II**

**4 credits**

Continuation of MUS 251. Further exploration of recording and sound reinforcement techniques and principles, in addition to post-production issues.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: Successful completion of MUS 251 (Audio Production I)

Lab fees: \$3.00

**MUS 253 Audio Production III**

**4 credits**

Continuation of MUS 252. Further exploration of recording and editing techniques and principles, in addition to maintenance and repair.

Lecture: 3 hours- Lab: 2 hours

Prerequisite: Successful completion of MUS 252 (Audio Production II)

Lab fees: \$3.00

**MUS 290 Capstone Experience in Music (On Demand) 3 credits**

A capstone course focusing on Music. Students will work on developing techniques and methodologies in the field of music. Students will apply these techniques to a project of their own design, and participate in summative testing of their academic skills.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Open only to AA and AS students preparing to graduate within 2 academic quarters.

Lab fee: \$10.00

**MUS 299 Special Topics in Music (On Demand)**

**1 to 5 credits**

Detailed examination of selected topics in music.

Lecture: variable hours – Lab: hours

Prerequisite: Permission of instructor

Lab fee: \$2.00

## Natural Science (NSCI)

**A mandatory safety lesson (normally given in the laboratory) must be completed before the student is admitted to certain natural science laboratory sessions. Approved safety goggles are required for some laboratory sessions and may be purchased through the Bookstore. Attendance during the first week of class is mandatory and may affect a student's continued enrollment in these classes. Students must complete 60% of the laboratories in the course to receive credit.**

**NSCI 101 Natural Science I (A,W,SP,SU - DL)**

**5 credits**

This course covers the evolution of the physical and biological sciences from antiquity to the modern era. Topics include early ideas of the physical world, the principles of mechanics and optics, microscopy and its role in the development of cell and germ theory, germ theory, the atomic nature of matter, and the classification and bonding of the elements. Related laboratory and demonstrations. Safety training and goggles are required for the laboratory. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: Placement into ENGL 101 and placement into MATH 102 or higher or completion of DEV 031.

Lab fee: \$19.00

**NSCI 102 Natural Science II (A,W,SP,SU -DL)**

**5 credits**

A continuation of NSCI 101. Topics include the laws of chemical combination, chemical reactions, evolution and natural selection, the diversity of life and ecology, the concept of energy, heat and thermodynamics, kinetic theory, electricity and magnetism, the nature of light, and quantum mechanics. Related laboratory and demonstrations. Safety training and goggles are required for the laboratory. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: NSCI 101 or equivalent

Lab fee: \$ 19.00

**NSCI 103 Natural Science III (A,W,SP,SU -DL)**

**5 credits**

This course integrates the study of chemistry and biology with an emphasis on topics which have had an impact on the development of science in the twentieth century. Topics include the ways scientists communicate information, the modern advances of organic chemistry and biochemistry, protein synthesis, the processes of mitosis and meiosis, and genetics. Discussions cover scientific information as well as any ethical and moral implications of scientific advances. Related laboratory and demonstra-

tions. Safety training and goggles are required for the laboratory. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: NSCI 102, equivalent, or permission of instructor

Lab fee: \$19.00

## Nursing (NURS)

### **NURS 109 Student Transition (A,W,SP,SU) 1 credit**

This course is designed to assist the student who has life experience credit for one or more designated nursing courses with transition into the nursing sequence. The components of the course include socialization into the Associate Degree Nursing student role at Columbus State, nursing process, communications skills, and selected psychomotor skills.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: acceptance into Nursing via LPN route or transfer student route.

Lab fee: \$39.00

### **NURS 110 Introduction to Nursing (A,SP) 3 credits**

The student will examine the historic and current role of the nurse in the health care delivery system. The nursing process is introduced as a method for planning care and self-care activities that promote, maintain, and restore health in adult and geriatric clients. Communication techniques, teaching/learning principles, and computer skills used by the nurse in delivery of care will be discussed. The student will examine the economics and services available within the health care delivery system. Ethical and legal issues as they relate to the practice of nursing are introduced. Safe implementation of technical skills with a holistic approach and attention to cultural consideration is stressed. Beginning principles of critical thinking are discussed. Clinical experiences are provided in a variety of community settings 4 hours each week. Lab hours include the total number of hours for clinical and seminar.

Lecture: 1 hour – Lab: 6 hours

Prerequisite: Admission to nursing

Concurrents: BIO 161, PSY, 100, ENGL 101, and NURS 120

Lab fee: \$44.00

### **NURS 111 Health Promotion of Women and Families (W,SU) 4 credits**

The student will focus on the role of the nurse as a provider of care in the promotion of health for women and families. The influence of cultural diversity and health care economics on women and families will be included. The student will use the nursing process in providing care and promoting self-care activities. Emphasis will be placed on the teaching / learning process. Concepts of mental and spiritual health will be introduced. Community resources available to women and families will be examined. Clinical experiences will be provided in a variety of community settings 7 hours each week. The student will begin application of critical thinking principles. Lab hours include the total number of hours for clinical and seminar.

Lecture: 1 hour – Lab: 9 hours

Prerequisites: NURS 110, NURS 120, BIO 161, PSY 100 and ENGL 101

Concurrents: BIO 169, PSY 240, NURS 121, and NURS 130

Lab fee: \$34.00

### **NURS 112 Introduction to Nursing Concepts of Health Maintenance and Restoration (A,SP) 6 credits**

The student will focus on the role of the nurse as a provider of care for persons in need of maintenance and/or restoration of health. The student

will study the impact of developmental levels and the effect of acute, chronic or terminal conditions as they relate to the ability of the person and family to care for themselves. The physical, psychological, and spiritual well being of the person and family during the dying and death process will be emphasized. The concepts studied include perioperative nursing, pain management, infectious processes, cancer, fluid and electrolyte imbalances, and altered nutrition. A variety of community settings for adults and children will be utilized for the clinical experience scheduled 10 hours each week, Lab hours include the total number of hours for clinical and seminar.

Lecture: 2 hours – Lab: 12 hours

Prerequisites: NURS 111, 121, 130, BIO 169, and PSY 240

Concurrents: BIO 170, NURS 131, and NURS 113

Lab fee: \$49.00

### **NURS 113 Nursing Skills (A, W, SP, SU, DL) 2 credits**

Principles and concepts underlying the performance of select nursing skills as well as the technical aspects necessary in performing those skills will be discussed. Critical thinking and communication techniques, which are integral components of the application of these skills in nursing practice, are included. As a provider of care the nurse implements nursing skills with consideration to the developmental level of the person and to the venue in which they practice. In each unit of instruction the legal, ethical and economic issues related to the skills will be presented.

Lecture: 1 hour – Lab: 3 hours

Prerequisites: NURS 110, 130, or permission of instructor

Lab fee: \$60.00

### **NURS 120 Health Assessment in Nursing I (A,SP) 2 credits**

Nursing assessment of the person is presented in two courses. In the first course the student is introduced to techniques of physical assessment. The student will be involved in holistic assessments of adults with consideration to ethnic variations. Developmental considerations in the geriatric client will be discussed. Legal ramifications of nursing assessment will be presented.

Lecture: 1 hour – Lab: 3 hours

Prerequisite: Admission to Nursing or permission of instructor

Concurrent: BIO 161

Lab fee: \$45.00

### **NURS 121 Health Assessment in Nursing II (W,SU) 2 credits**

This is the second of two nursing assessment courses. The focus will be on holistic assessments of the childbearing, newborn, and pediatric client. Assessment of mental health status and family relations will also be included. Consideration will be given to ethnic and developmental variations. The assessment of community resources available to promote, maintain, and restore health will be explored.

Lecture: 1 hour – Lab: 3 hours

Prerequisite: NURS 120

Concurrent: BIO 169 and PSY 240

Lab fee: \$45.00

### **NURS 130 Concepts of Pharmacology I (W,SU) 3 credits**

The student is introduced to the general principles of pharmacology. This is the first of two courses where the focus will be on the nurse's role in drug administration to person's of all ages. Drug classifications and their relationship to promotion, maintenance and restoration of health will be presented. Safe administration and documentation of oral, topical, and injected medication is presented in the laboratory component. Calculations of medications for each administration form will be taught.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: NURS 120 or permission of instructor

Concurrent: BIO 169

Lab fee: \$39.00

**NURS 131 Concepts of Pharmacology II (A,SP) 3 credits**

This is the second of two courses where the focus will be on the nurse's role in drug administration to persons of all ages. Drug classifications and their relationship in promotion, maintenance and restoration of health will be presented. Safe administration of enteric, intravenous and inhalation medications is presented in the laboratory component.

Calculations of medications for each administration form will be taught.  
Lecture: 2 hours – Lab: 3 hours

Prerequisite: NURS 130

Concurrent: NURS 113

Lab fee: \$41.00

**NURS 190 Holistic Interventions for Health Care Practitioners(A,SP,) 2 credits**

The student will be introduced to various healing modalities and complementary therapies that are used by health care practitioners to provide holistic care to a patient. Included will be an overview of the body/mind paradigm and a survey of commonly used techniques such as guided imagery, meditation and therapeutic touch. This course may be used to fulfill the elective requirement for nursing.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Admission to a health technology or permission of instructor

Lab fee \$5.00

**NURS 191 Basics of Gerontological Nursing (A,W,SP,SU,DL) 2 credits**

The student is introduced to the basic concepts of gerontological nursing. The focus is on meeting the needs of the elderly. Assessment, maintenance and restoration of health is presented for those over the age of 65. The nursing process is used as the framework for the development of thinking skills. Content will reflect on the influence of the legal, ethical, cultural and economic issues related to the health care needs of the elderly. This course may be used to fulfill the elective requirement for nursing.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Admission to a health technology or permission of instructor

Lab fee: \$5.00

**NURS 192 Introduction to Community Nursing (W,SU) 3 credits**

The course is designed to introduce students to the basic concepts of Community Health Nursing. The focus of this course is exploration of the major concepts and conceptual issues underlying the specialty of Community Health Nursing. The course is intended to assist students to clarify conceptual issues in the specialty and to begin to develop positions on critical issues related to access to care and analysis of existing delivery systems. The course will also provide the tools of practice necessary for the Registered Nurse already working in a community setting. Assessment, promotion, maintenance and restoration of health are presented for families, communities and common community health problems. The nursing process is used as the framework for critical thinking skills. This course may be used to fulfill the elective requirement for nursing.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: NURS 112 or permission of instructor

Lab fee: \$5.00

**NURS 193 End of Life Care (A,W,SP,SU) 2 credits**

The student will be introduced to various nursing interventions appropriate at the end of life. Included will be an overview of commonly experienced problems. Nine critical areas including palliative care, quality of life, pain symptom management, communication needs of caregivers, the dying process, ethics and bereavement will be explored. This course may be used to fulfill the elective requirement for nursing.

Lecture: 2 hours—Lab: 0 hours

Prerequisite: Admission to a Health Technology or permission of the instructor.

Lab fee: \$5.00

**NURS 194 Using Advanced Nursing Skills to Manage the Care of Critically Ill Adult Patients (A,W,SP,SU) 3 credits**

The student will be exposed to the advanced theory and skills needed to manage the care of individuals in a variety of critical care areas. The focus will be on identifying critical situations and potential problems and selecting and implementing the appropriate interventions. Students will apply theory and skills to case studies and clinical situations. Students will be exposed to such advanced skills as cardiac monitoring, hemodynamic monitoring, ventilator support, critical care drugs, emergent and code situations using case studies and simulated patient care situations. This course may be used to fulfill the elective requirement for nursing.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: NURS 210, graduate of an RN program or permission of instructor

Lab fee: \$25.00

**NURS 195 Nursing Concepts Enhancement I (W, SU) 1 credit**

The course is designed to assist the student to meet the outcomes of the nursing curriculum through enhanced test-taking skills. Students will apply nursing concepts to formulating responses in testing situations. This course may NOT be used to fulfill the elective requirement for nursing.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: NURS 112 and Nursing Outcome Exam I completed

Lab fee: \$34.00

**NURS 196 Nursing Concepts Enhancement II (A, SP) 1 credit**

The course is designed to assist the student to meet the outcomes of the nursing curriculum through enhanced test-taking skills. Students will apply nursing concepts to formulating responses in testing situations. This course may NOT be used to fulfill the elective requirement for nursing.

Lecture: 0 - Lab: 3 hours

Prerequisite: NURS 212 and exit Nursing Outcome exam completed

Lab fee: \$28.00

**NURS 197 Current Trends in Pediatric Nursing (W, SU) 3 credits**

The course is designed to build on the foundation of nursing from previous nursing courses. The focus of the course is to explore the health care needs of pediatric patients and their families. The nursing process will be the framework to study the physical, psychological and social aspects of pediatric nursing care. The course will provide students with the opportunity to apply knowledge and skills by using simulated pediatric care situations. This course may be used to fulfill the elective requirement for nursing.

Lecture: 3 hours-Lab: 0 hours

Prerequisite: NURS 111

Lab fee: \$20.00

**NURS 198 Information Technology in Healthcare (A,W,SP,SU,DL) 3 credits**

This introductory course in computer applications will help to stimulate the attainment of knowledge and skills needed to function in today's computerized environment. Emphasis is placed on the application of information technology used in health care. The impact of information technology on society will be considered. Legal, ethical and social issues as they relate to technology will be covered. Learning activities will include using standard software applications such as: word processing, graphics and presentation software. This course may be used to fulfill the elective requirement for nursing.

Lecture: 3 hours-Lab: 0 hours

Prerequisite: None

Lab fee: \$5.00



**NURS 199 Healthcare Mission (W,SU)****1 credit**

This course will provide students with an opportunity to travel to Mexico and gain exposure to Mexican culture. Students will work with primary health care providers in an ambulatory care clinic. Students will use nursing skills to deliver outpatient health care to Mexican clients of all ages. Travel expenses will be paid by the student and will be approximately \$450.00. Students will be in Texas and Mexico for 3 nights and 4 days. This course may be used to fulfill the elective requirement for nursing.

Lecture: 0 hours - Lab: 2 hours

Prerequisite: NURS 112 and permission of the instructor following an interview, review of applicant's essay and recommendations from prior clinical instructors

Lab fee: \$5.00

**NURS 210 Nursing Concepts of Health Maintenance and Restoration (W,SU)****6 credits**

The student is introduced to the concepts of care management while continuing to function as a provider of care and promoter of health for pediatric and adult clients. The focus is on meeting the holistic needs of the client. Maintenance and restoration of health are presented in relation to the integumentary, gastrointestinal, urinary, sensory, and endocrine systems. The nursing process is the framework for continued development of critical thinking skills. Each unit of instruction will contain content on the influence of legal, ethical, cultural, and economic issues related to health care. In the clinical component of the course, which meets 10 hours each week and is conducted in a variety of community settings, the student is accountable for his nursing practice. The nursing outcome exam covering the first three quarters of nursing will be given during the initial weeks of the quarter. Lab hours include the total number of hours for clinical and seminar.

Lecture: 2 hours – Lab: 12 hours

Prerequisites: NURS 112, 113, 131, and BIO 170

Concurrents: BIO 115 and ENGL 102

Lab fee: \$34.00

**NURS 211 Nursing Concepts of Health Maintenance and Restoration II (A,SP)****6 credits**

The student continues to develop the role of manager of care while providing care and promoting health of pediatric and adult clients. The focus is on meeting the holistic needs of clients. Maintenance and restoration of health are presented in relation to the respiratory, cardiovascular, hematological, and reproductive systems. The nursing process is the framework for continued development of critical thinking skills. Each unit of instruction will contain content on the influence of legal, ethical, cultural, and economic issues related to health care. In the clinical component of the course, which meets 10 hours each week and is conducted in a variety of community settings, the student is accountable for his nursing practice. Lab hours include the total number of hours for clinical and seminar.

Lecture: 2 hours – Lab: 12 hours

Prerequisites: NURS 210, a passing score on Nursing Outcome Exam I, and BIO 115

Lab fee: \$34.00

**NURS 212 Nursing Concepts of Health Maintenance and Restoration III (W,SU)****6 credits**

The student continues to develop the role of manager of care while providing care and promoting health of pediatric and adult clients. The focus is on meeting the holistic needs of clients. Maintenance and restoration of health are presented in relation to mental health, and the neurological, musculoskeletal, and immune systems. The nursing process is the framework for continued development of critical thinking skills. Each unit of instruction will contain content on the influence of legal, ethical, cultural, and economic issues related to health care. In the clinical component of the course, which meets 10 hours each week and is conducted in a variety of community settings, the student is accountable for his nursing practice.

Lab hours include the total number of hours for clinical and seminar.

Lecture: 2 hours – Lab: 12 hours

Prerequisite: NURS 211

Concurrent: MATH 135

Lab fee: \$34.00

**NURS 213 Concepts of Nursing Management (A,SP) 8 credits**

The student will synthesize concepts of care management to develop leadership skills inherent in the profession of nursing. The student will assume the roles of provider of care, manager of care, and member within the discipline of nursing. Ethical, legal, political, and economic issues as they relate to professional nursing will be presented. Current trends in nursing practice are analyzed. The student will focus on holistic care of groups of clients and their families in the promotion of self-care activities. The clinical experience will be conducted in a variety of community settings 16 hours each week. The nursing outcome exam covering the previous six quarters in nursing will be given the beginning of the quarter. Students must achieve a minimum percentile score on this outcome exam in order to graduate. Lab hours include the total number of hours for clinical and seminar.

Lecture: 2 hours – Lab: 18 hours

Prerequisites: NURS 212 and MATH 135

Lab fee: \$34.00

**Office Administration (OADM)****OADM 101 Business Grammar (A,W,SP,SU - DL) 3 credits**

This course is a structured program reviewing all eight parts of speech in detail. In addition, it is designed to assist the student to become skillful in sentence analysis, word choice, punctuation, vocabulary, capitalization, number expression, and spelling.

Lecture: 2 hours – Lab: 3 hours

**OADM 102 Editing Business Documents (W,SP) 3 credits**

Editing Business Documents is a course that has application for anyone who writes, edits, or prepares final copy for distribution or publication. Includes basic rules regarding grammar usage and aspects of style, as well as techniques and procedures for producing many different kinds of written communications. In addition to editing and proofreading at the computer, letters, memos, and reports will be formatted.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: OADM 101 with "C" grade or higher and OADM 132, or permission of instructor

Lab fee: \$3.00

**OADM 111 Accounting Basics (A,W,SP,SU) 4 credits**

This course is designed to provide students with a basic understanding of accounting principles and procedures including analysis of business transactions, journalizing, posting, adjusting and closing entries, and financial statement preparation. Also included are transactions involving payroll accounting, bank accounts, and cash funds.

Lecture: 3 hours – Lab: 2 hours

**OADM 115 Desktop Management (A,W,SP,SU) 3 credits**

This course is a desktop information management application using the Microsoft Outlook software. The student will learn problem-solving techniques to organize and manage a variety of tasks, such as File Management, Calendar, E-mail, Contacts, Tasks, and Journals. The goal of this course is to promote independent problem-solving proficiency while working simultaneously as a member of an office team.

Lecture: 2 hours -Lab: 3 hours

Lab fee: \$5.00

**OADM 121 Records Management (A,W,SP) 3 credits**

This course is designed to provide knowledge of efficient handling of business records, ARMA filing methods and systems, and principles for the selection of records systems and supplies.

Lecture: 2 hours – Lab: 3 hours

**OADM1-131 Keyboarding Module 1 (A,W,SP,SU, - DL) 1 credit**

This beginning keyboarding module contains approximately one third of the lessons covered in OADM 131 Keyboarding I. The student will learn only the alphabetic keys and essential punctuation marks. Touch typing at the rate of 20 words a minute (B grade) or better will grant the student one-third credit toward OADM 131 Keyboarding I.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$3.00

**OADM2-131 Keyboarding Module 2 (A,W,SP,SU – DL) 1 credit**

The student will learn the top row numbers and symbol keys in this second keyboarding module. Successful completion of the timing in Lesson 25 at 15 words a minute (B grade) or better will grant the student one-third credit toward OADM 131 Keyboarding I.

Prerequisite: OAD1- 130

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$3.00

**OADM3-131 Keyboarding Module 3 (A,W,SP,SU – DL) 1 credit**

In this third module, the student will learn the number keypad located at the right of every keyboard. Employees with a high rate of speed with this one-handed skill can demand much higher compensation from employers. Passing a one-minute timing at a rate of 200 strokes per minute (B grade) or better with no more than a 10 percent error rate will grant the student one-third credit toward OADM 131 Keyboarding I.

Lecture: 0 hours — Lab: 2 hours

Lab fee: \$3.00

**OADM 131 Keyboarding I (A,W,SP,SU - DL) 3 credits**

An introductory interactive system of keyboarding by touch and applications using microcomputers and software; development of basic keyboarding skills measured in words per minute and accuracy of one error per minute. To receive credit for this course, students must (a) complete all keyboarding lessons in assigned text, and (b) be able to type at least two different two-minute timings, each demonstrating a minimum speed of 25 words a minute (D grade) with accuracy of two errors or less.

Lecture: 0 hours – Lab: 6 hours

Lab fee: \$3.00

**OADM 132 Keyboarding II (A,W,SP,SU - DL) 3 credits**

An intermediate interactive system of reinforcing keyboarding skills by touch and applications using microcomputers and Microsoft Word designed to teach formats for business correspondence, tabulations, and manuscripts with emphasis on correct techniques, proofreading, decision-making skills, and accuracy; further development of keyboarding speed measured in words per minute and accuracy of one error per minute on three-minute timings. To receive credit for this course, students must demonstrate assigned formatting skills and be able to type at least two different three-minute timings, each demonstrating a minimum speed of 35 words a minute (D grade) with accuracy of three errors or less.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: OADM 131 or proficiency test.

Lab fee: \$3.00

**OADM 133 Keyboarding III (SP,SU - DL) 3 credits**

An advanced interactive system of reinforcing keyboarding skills by touch and applications using microcomputers and Microsoft Word software designed to teach business correspondence, tabulations, manuscripts, reports, and various business forms with emphasis on correct techniques, proof-

reading, decision-making skills, and accuracy; further development of keyboarding speed measured in words per minute and accuracy of one error per minute on five-minute timings. To receive credit for this course, students must demonstrate assigned formatting skills and be able to type at least two different five-minute timings, each demonstrating a minimum speed of 40 words per minute (D grade) with accuracy of five errors or less.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: OADM 132 or proficiency test.

Lab fee: \$5.00

**OADM 134 Keyboarding IV (A) 3 credits**

The focus in this course is in three areas of learning: developing keyboarding speed and accuracy, building production-level mastery on a wide variety of business documents, and using word processing functions and features to streamline the creation of professional-looking documents. To receive credit for this course, students must demonstrate assigned formatting skills and be able to type at least two different five-minute timings, each demonstrating a minimum speed of 50 words per minute (C grade; no D grade for timings) with accuracy of five errors or less.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: OADM 133

Lab fee: \$5.00

**OADM 139 Keyboarding Improvement (A,W,SP,SU - DL)3 credits**

This elective course is designed to provide students with increased skills in the operation of the keyboard. Greater speed and accuracy are the goals. The emphasis is on speed and accuracy using straight-copy material.

Lecture: 1 hour – Lab: 4 hours

Lab fee: \$3.00

**OADM 144 Notetaking Using SuperWrite (W,SP) 3 credits**

This course introduces the basics of SuperWrite, an abbreviated writing system based on the longhand alphabet and secondarily on phonetics. Practice is stressed for speed and accuracy.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$5.00

**OADM 151 Machine Transcription (SP,SU) 4 credits**

This course is designed to develop skill in the use of machine transcription equipment. Mailable copy is the goal in transcribing machine dictation of business correspondence, technical reports, drafts, and other business communications in a broad range of business formats. Emphasis on the fundamentals of English in grammar, spelling, and vocabulary will reinforce transcription skills.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: OADM 132

Concurrent: OADM 133

Lab fee: \$3.00

**OADM 164 WordPerfect (A,W,SP,SU) 3 credits**

Provides a solid foundation for this word processing software. Covers basic to advanced features including the use of icons, the ruler bar, line and page formatting, tabs, headers, footers, footnotes, endnotes, merging, tools, and file management. A keyboarding skill of 35 wpm is recommended.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$5.00

**OADM 167 Desktop Publishing Using PageMaker (A,W,SP,SU) 3 credits**

Principles of design and hands-on experience with PageMaker. . Requirements: 35 wpm typing skill and knowledge of a personal computer in general, Windows, and word processing.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$5.00

**OADM 172 Excel (A,W,SP,SU) 3 credits**  
This is a foundation course in spreadsheets for office workers. Covers major spreadsheet features of the program including spreadsheet design, formulas, functions, and charts. Applications investigate Excel's powerful features in business situations.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: CPT 101 or permission of instructor.  
Lab fee: \$5.00

**OADM 191 Word I (A,W,SP,SU - DL) 3 credits**  
Provides a solid foundation for this word processing software. Covers basic to intermediate features including creating, editing, printing documents, using icons, rulers, and the file manager. A keyboarding skill of 35 wpm is recommended.  
Lecture: 2 hours – Lab: 3 hours  
Lab fee: \$5.00

**OADM 192 Word II (A,W,SP,SU) 3 credits**  
Advanced features of Microsoft Word are presented including creating charts, formatting text into columns, formatting with styles, merging documents, sorting, creating tables and indexes.  
Lecture: 2 hours – Lab: 3 hours  
Prerequisite: OADM 191 or MCT 106  
Lab fee: \$5.00

**OADM 224 Office Field Experience I (W, SP) 2 credits**  
The student is employed for approximately 24 hours a week in an office position that will provide application of as many of the theories taught in the office administration program as is practical for each individual. The on-the-job field experience is supervised by a field experience coordinator to aid in the student's growth and development.  
Lecture: 0 hours – Lab: 24 hours  
Prerequisite: OADM 134 and OADM 261

**OADM 261 Electronic Office Procedures (A) 4 credits**  
This upper-level course is designed for second-year students who are preparing to enter an Office Administration position or who are currently working in an office. The student will prepare for a job search, consider topics such as incoming and outgoing communications, reprographics, travel arrangements, meetings and conferences, preparing presentations and meeting minutes, as well as other advanced topics.  
Lecture: 3 hours – Lab: 2 hours  
Prerequisite: OADM 134 and OADM 192 or permission of instructor.  
Lab fee: \$5.00

**OADM 297 Special Topics in Office Administration (On Demand) 3 credits**  
Detailed examination of selected topics of interest in office administration.  
Lecture: 0 hours – Lab: 1 hour  
Prerequisite: vary.  
Lab fee: \$20.00

## Philosophy (PHIL)

**PHIL 101 Introduction to Philosophy (A,W,SP,SU - DL) 5 credits**  
An introduction to the problems, methods, and terminology of philosophy, the types of questions addressed by philosophers, and the pivotal thinkers and systems of Western civilization from the Greeks to the 20th century. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and distributive transfer requirements in philosophy and humanities.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$3.00

**PHIL 130 Ethics (A,W,SP,SU) 5 credits**  
An introduction to moral reasoning, examining theories of right and wrong, good and bad, justice and injustice as they have been viewed in the past and as they shed light on contemporary ethical issues. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and distributive transfer requirements in philosophy and humanities.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$3.00

**PHIL 150 Introduction to Logic (A,W,SP,SU - DL) 5 credits**  
An introduction to critical thinking and the methods of inductive, deductive and symbolic logic. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and distributive transfer requirements in philosophy, humanities, and, in some instances, mathematics and science. Check with your academic advisor.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$3.00

**PHIL 250 Symbolic Logic (On Demand) 5 credits**  
A presentation of deductive logic focused on propositional logic, natural deduction and predicate logic. This course develops in greater detail principles of deductive logic covered in PHIL 150. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and distributive transfer requirements in philosophy, humanities, and in some cases, mathematics and sciences. Check with your academic advisor.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$2.00

**PHIL 270 Philosophy of Religion (On Demand) 5 credits**  
An introduction to the major issues in the philosophy of religion including the existence of God, faith and reason, the problem of evil, miracles, death and immortality, and God and morality. Meets elective requirements in the Associate of Arts and Associate of Science programs.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: Placement into ENGL 101  
Lab fee: \$2.00

**PHIL 290 Capstone Experience in Philosophy (On Demand) 3 credits**  
A capstone course focusing on philosophy. Paradigms and their underlying assumptions will be explored. Students will work on developing research techniques and methodologies. Students will apply these techniques to a project of their own design, and participate in summative testing of their academic skills.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: Open only to AA and AS students preparing to graduate within 2 academic quarters.  
Lab fee: \$10.00

**PHIL 299 Special Topics in Philosophy 1 to 5 credits**  
Detailed examination of selected topics in philosophy.  
Lecture: variable hours – Lab: 0 hours  
Prerequisite: Permission of instructor  
Lab fee: \$2.00

## Physics (PHYS)

**Students must complete 60% of the laboratories to receive course credit. Courses in this area may require additional hours outside of the scheduled class time.**

**PHYS 100 Introduction to Physics (A,W,SP,SU -DL) 4 credits**

A survey of the basic concepts of physics with emphasis on energy and its various forms. Topics include mechanics, heat, electricity, and waves. Related laboratory and demonstrations. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: MATH 102 or equivalent, and placement into ENGL 100. Not open to students with credit for PHYS 117, PHYS 118, PHYS 177, PHYS 178, PHYS 181, PHYS 182, PHYS 183, or PHYS 185

Lab fee: \$10.00

**PHYS 117 College Physics (Mechanics and Heat) (A,W,SP,SU) 5 credits**

A study of classical mechanics, including statics and kinematics, Newton's laws of motion, linear and angular momentum, work and energy, and properties of solids and fluids. Elementary concepts of heat are introduced, including temperature and thermal expansion, the ideal gas law, calorimetry, and heat transfer. Related laboratory and demonstrations. This course and PHYS 118 provide a two-quarter sequence in physical science that will fulfill the elective requirement for the Associate of Science Degree.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: MATH 148 or 111 or equivalent, placement into ENGL 101. Not open to students with credit for PHYS 177 or PHYS 178

Lab fee: \$11.00

**PHYS 118 College Physics (Electricity, Magnetism, and Light) (A,W,SP,SU) 5 credits**

A continuation of PHYS 117. Topics in classical electricity and magnetism include electric potential, current and resistance, dc circuits, magnetic forces and fields, and electromagnetic induction. The nature of light is introduced and the principles of geometrical and physical optics, including optical instruments, are treated. Related laboratory and demonstrations.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: PHYS 117, and MATH 150 or MATH 112 or equivalent. Not open to students with credit for PHYS 177, PHYS 178 or PHYS 179

Lab fee: \$10.00

**PHYS 119 College Physics (Modern Physics) (A,W,SP) 5 credits**

A continuation of PHYS 118. Topics include alternating current, electromagnetic waves, kinetic theory of gases, thermodynamics, and modern physics. The major emphasis of the course is on topics in modern physics, including special relativity, quantum mechanics, atomic and nuclear physics, nuclear radiation, and nuclear energy. Related laboratory and demonstrations.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: PHYS 118. Not open to students with credit for PHYS 177, PHYS 178 or PHYS 179

Lab fee: \$10.00

**PHYS 177 General Physics I (A,W,SP,SU -DL) 5 credits**

A course in the fundamental principles of mechanics for physics majors and engineers. Topics treated include vectors, equilibrium, kinematics and dynamics of a particle, energy, momentum, rotation, elasticity, simple harmonic motion, and the behavior of fluids. Related laboratory and demonstrations. This course and PHYS 178 provide a two-quarter sequence in physical science that will fulfill the elective requirement for the Associate of Science Degree. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: MATH 151, high school physics or PHYS 100 recommended and placement into ENGL 101

Lab fee: \$ 11.00

**PHYS 178 General Physics II (A,W,SP,SU - DL) 5 credits**

A continuation of PHYS 177, topics covered include Coulomb's law, electric fields and potentials, capacitors and dielectrics, current and resistance, dc circuits. Magnetic fields and forces, electromagnetic properties of matter, ac circuits. Related laboratory and demonstrations. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: PHYS 177 and MATH 152.

Lab fee: \$10.00

**PHYS 179 General Physics III (A,W,SP,SU -DL) 5 credits**

A continuation of PHYS 178. Topics include mechanical waves, sound, electromagnetic waves, light, mirrors, lenses, interference, diffraction, polarization, relativity, photons, structure of atoms, nuclei, and solids. Related laboratory and demonstrations. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting, completion of certain exams and laboratories. Laboratories are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: PHYS 178 and MATH 153

Lab fee: \$10.00

**PHYS 181 Technical Physics (Mechanics) (A,W,SP,SU) 4 credits**

A course in the basic principles of mechanics. Major topics include equilibrium or rigid bodies, particle motion, Newton's laws of motion, work and energy, conservation principles, and rotational motion. Related laboratory and demonstrations.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: MATH 111 or 148 or equivalent, and placement into ENGL 100. Not open to students with credit for PHYS 117 or PHYS 177

Lab fee: \$10.00

**PHYS 183 Technical Physics (Properties of Matter) (W,SU) 4 credits**

A course in the basic principles associated with the mechanical and thermal properties of matter. Major topics include elasticity, fluid mechanics, heat and temperature, energy transformations, heat transfer, ideal and real gases, thermodynamics, vibrations and wave motion. Related laboratory and demonstrations.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: MATH 111 or 148 or equivalent, and placement into ENGL 100. Not open to students with credit for PHYS 117 or PHYS 177

Lab fee: \$ 10.00

**PHYS 185 Technical Physics (Heat, Light, Sound) (A,W,SP,SU) 4 credits**

A course in the basic principles associated with heat, light, and acoustic phenomena. Major topics include temperature and heat, heat transfer, wave and particle nature of light, atomic theory, solid-state theory, electronics, and acoustics. Related laboratory and demonstrations.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: MATH 112 or equivalent, and placement into ENGL 100. Not open to students with credit for PHYS 117 or PHYS 177

Lab fee: \$12.00

**PHYS 290 Capstone Experience in Physics (On Demand) 3 credits**

An integrated science course blending elements of chemistry, physics and biology. Topics include the historical development of the sciences, ethical issues in science and how they affect the advancement of scientific thought, and the scientific method as it relates to experimental design and interpretation of scientific results. The laboratory utilizes an investigative approach taking students through the process of identifying a research problem, conducting a literature review, writing a research pro-

posal, collecting and analyzing data, writing a scientific paper and presenting results. This course is required for all physics majors seeking either the Associate of Arts or Associate of Science degree.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: 75 hours or more of course work completed with a minimum of 20 credit hours within the sciences.

Lab fee: \$18.00

**PHYS 293 Independent Study in Physics  
(On Demand)**

**1 to 5 credits**

Detailed examination of selected topics of interest in physics.

Lecture: 1 to 5 hours – Lab: 0 to 6 hours

Prerequisite: Permission of instructor

Lab fee: varies

**PHYS 299 Special Topics in Physics (On Demand)**

**1 to 5 credits**

Detailed examination of selected topics of interest in physics.

Lecture: 1 to 5 hours – Lab: 0 to 6 hours

Prerequisite: Permission of the instructor

Lab fee: varies

## Political Science (POLS)

**POLS 101 Introduction to American Government  
(A,W,SP,SU - DL)**

**5 credits**

This course introduces students to the nature, purpose and structure of the American political system. Attention is given to the institutions and processes that create public policy. The strengths and weaknesses of the American political system are discussed, along with the role of citizens in a democracy.

A distance-learning version of Introduction to American Government is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**POLS 165 Introduction to Politics (A,W,SP,SU)**

**5 credits**

This course introduces students to the basic concepts and issues in the study of politics. The course compares various political institutions, ideologies, and economic systems; examines political socialization and culture; explores methods of resolving international conflict, and explains the impact of modern bureaucracies on policy-making.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**POLS 290 Capstone Experience in Political  
Science (On Demand)**

**3 credits**

This course is for students completing the two-year Associate of Arts or Associate of Science degree who have special interest in continuing a baccalaureate degree program in political science. Course requirements include the completion and presentation of a research project that relates to the students' academic interests after reviewing research methodologies and findings in political science; assembly of a portfolio that covers their academic career at Columbus State Community College; and participation in summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Completion of AA/AS core requirements and at least 75 hours toward the degree with five credit hours in political science

Lab fee: \$10.00

**POLS 293 Independent Study in Political Science  
(On Demand)**

**1 - 5 credits**

An individual, student-structured course that examines a selected topic in political science through intensive reading or research. The independent study elective permits a student to pursue his/her interest within the context of a faculty-guided program.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Permission of the Instructor, the Chairperson, and one course in Political Science

Lab fee: \$6.00

**POLS 299 Special Topics in Political Science  
(On Demand)**

**1 - 5 credits**

A detailed examination of selected topics of interest in political science.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Vary

Lab fee: \$6.00

## Psychology (PSY)

**PSY 100 Introduction to Psychology  
(A,W,SP,SU - DL)**

**5 credits**

This introductory course provides an overview of the origins, growth, content and applications of psychology, including the application of the scientific method to the following topics: research methodology; beginning statistics; theories of physical, cognitive, moral and emotional development; sensation; perception; learning; motivation; intelligence; memory; personality; coping processes; abnormality; adjustment; and the individual in small groups and a pluralistic society.

Two distance-learning versions of Introduction to Psychology are available. Students have the option of taking a web-based version or a video-based version (telecourse) of the course in addition to traditional classes. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Students who elect to take the video-based version (telecourse) may view the one-half hour video segments of the course on PBS or rent copies of the videotapes from the College library. Course content in distance learning courses is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

Telecourse lab fee: \$25.00

**PSY 200 Educational Psychology (A,W,SP,SU - DL)**

**5 credits**

This course offers students interested in becoming teachers an opportunity to consider practical, education related applications of basic introductory psychology concepts. Teaching and learning topics include: effective teaching skills; classroom management; the cognitive, social, and emotional development of learners; learner diversity; teacher- and student-centered instructional approaches; assessment of student learning; learning theories; creating optimal learning environments; student motivation; and the technology revolution in education. Methods may include: interactive small group work, team presentations, educator communication skill building exercises, and computer lab experiences including beginning training to use educational databases and Microsoft PowerPoint software.

A distance-learning version of Educational Psychology is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Stu-

dent Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: PSY 100 and placement into ENGL 101

Lab fee: \$7.00

**PSY 201 Field Based Experience in Educational Psychology (On Demand) 1 to 5 credits**

A field-based experience designed to teach the relationship between psychological principles and the education process. The supervised field experience emphasizes appropriate teaching strategies for different age groups and settings. Practical experiences are related to classroom organization, management, and learning activities. The field-based course consists of 12 hours per academic credit hour in an educational or community setting.

Lecture: 0 hours – Lab: 0 hours - Field experience: 12 hours per credit hour

Prerequisite: PSY 100 and placement into ENGL 101

Concurrent: PSY 200

Lab fee: \$7.00

**PSY 230 Abnormal Psychology (A,W,SP,SU - DL) 3 credits**

Abnormal Psychology presents the basic concepts of abnormalities as defined by the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). The course focuses on classification schemes of diagnoses and looks at descriptive terms and symptoms. Research, major perspectives, and myths in the field of mental health are examined.

A distance-learning version of Abnormal Psychology is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: PSY 100 and placement into ENGL 101

Lab fee: \$7.00

**PSY 235 Psychology of Adjustment (A,W,SP,SU) 3 credits**

This course examines psychological factors that influence individual growth, development, and behavior. Current theoretical approaches to understanding and achieving self-awareness, application of conditioning and motivation techniques to behavior modification, group dynamics, methods of self-help, and methods of improving interpersonal communications and relationships are investigated.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: PSY 100 and placement into ENGL 101

Lab fee: \$7.00

**PSY 240 Human Growth and Development Through the Life Span (A,W,SP,SU) 4 credits**

This course surveys developmental change from conception to death. The following stages of human growth and development are covered: conception and prenatal growth, infancy, childhood, adolescence, young adulthood, middle age, old age, and death. This course focuses on physical, social, emotional and cognitive development.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: PSY 100 and placement into ENGL 101

Lab fee: \$7.00

**PSY 251 ADOLESCENT PSYCHOLOGY (A,W,SP,SU) 5 credits**

This course examines human development from puberty to young adulthood from a variety of perspectives. The course emphasizes the physical, cognitive, moral, identity, and career development of adolescents in contemporary society. Although the emphasis is on major theories of development and the normal development sequence, problems arising at this stage and means of dealing with these problems will be addressed. Topics to be covered include education, academic performance, and cognitive

development; variations in physical and sexual maturation; social emotional, and moral development; parent-child relationships; identity and self-image; work and leisure behavior; and transition to adulthood and independence.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: PSY 100 and placement into ENGL 101

Lab fee: \$7.00

**PSY 261 Introduction to Child Development (A,W,SP,SU) 5 credits**

This course examines the nature, nurture, and development of children from conception through middle childhood. The traditional child development approach is used with emphasis upon physical, cognitive, social, emotional, and language development. Observation of children is an integral part of the course.

A distance-learning version of Introduction to Child Development is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: PSY 100 and placement into ENGL 101

Lab fee: \$7.00

**PSY 267 Social Psychology (A,W,SP,SU) 5 credits**

This course provides an overview of the origins, growth, content, and interaction of individuals in social settings, including the application of the scientific method and cultural influence to the following topics: attitudes and attitude change, attribution, social identity (self and gender), social perception (understanding others), social cognition (thinking about others and their social environment), prejudice and discrimination, non-verbal communication, obedience to authority, conformity, aggression, prosocial behavior, interpersonal attraction, and behavior in groups.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: PSY 100 and placement into ENGL 101

Lab fee: \$7.00

**PSY 290 Capstone Experience in Psychology (On Demand) 3 credits**

This course is for students completing the two-year Associate of Arts or Associate of Science degree who have a special interest in continuing a baccalaureate degree program in psychology. Course requirements include the completion and presentation of a research project that relates to the students' academic interests after reviewing research methodologies and findings in psychology; assembly of a portfolio that covers their academic career at Columbus State Community College; and participation in summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Completion of AA/AS core requirements and at least 75 hours toward the degree with five credit hours in psychology

Lab fee: \$10.00

**PSY 293 Independent Study in Psychology (On Demand) 1 - 5 credits**

An individual, student-structured course that examines a selected topic in psychology through intensive reading or research. The independent study elective permits a student to pursue his/her interests within the context of a faculty-guided program.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Permission of the Instructor, the Chairperson, and one course in Psychology

Lab fee: \$6.00

**PSY 299 Special Topics in Psychology  
(On Demand)**

**1 – 5 credits**

A detailed examination of selected topics of interest in psychology.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Vary

Lab fee: \$6.00

## Quality Assurance Technology (QUAL)

**For Statistical Process Control, see MECH 244 in the Mechanical Engineering Technology course descriptions. For other related course descriptions, see Electronic Engineering Technology and Mechanical Engineering Technology.**

**QUAL 150 Quality Transformation (A,SU) 4 credits**

This course focuses on teamwork and the applications of Total Quality Transformation tools. Teams of students and employees from business and industry solve existing quality problems in their organization with careful direction.

Lecture: 3 hours – Lab: 2 hours

**QUAL 240 Total Quality Management (A,W) 3 credits**

This course is a study and practice of the major elements and concepts of total quality management, including principles and styles of quality management, systems thinking, continuous improvement, management by data, and historic influences of leaders in quality management.

Lecture: 2 hours – Lab: 2 hours

**QUAL 250 Metrology (SP) 3 credits**

Making precise measurements is an important part of producing quality products for the customer. This introductory course covers the correct procedures for the linear and angular measures of features or attributes on machine components. Traceability to standards is also presented and instrument capability discussed. Students use a variety of instruments and systems to make precision measurements.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$10.00

**QUAL 251 Value Engineering (W) 3 credits**

Value engineering is the systematic application of recognized techniques which identify the function of a product or service, establish a monetary value for that function, and provide the necessary function reliably at the lower overall cost. Students will be introduced to value engineering concepts and applications for the practitioner.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: MECH 244

**QUAL 260 Reliability and Systems Maintainability (SP) 3 credits**

This course is an examination of the basic methods that companies use to ensure the reliability of their products. Students learn statistical methods used to determine reliability, the effectiveness of data analysis, use of simulations, and ways to improve system performance. Prerequisites: MECH 244.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: MECH 244

**QUAL 261 Technical Project Management (SP) 3 credits**

Course provides an integration of the elements involved in planning, developing, and managing a successful and efficient technical project. Several methods are used including current software and Gantt charts.

Lecture: 2 hours – Lab: 2 hours

## Radiography (RAD)

**RAD 111 Introduction to Radiologic Technology (SU) 3 credits**

Basic introduction to radiologic principles and clinical radiography. Areas of emphasis include fundamentals of radiobiologic concepts, medical ethics, body mechanics, patient care skills, and clinical observation. This course is a prerequisite for all other radiologic technology courses.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Completed health record, acceptance into program.

**RAD 113 Radiologic Science (W) 5 credits**

The course begins with a review of basic concepts of electricity, electromagnetism, and electrical circuits. The student is then introduced to the theory of x-ray production, x-ray emissions, and x-ray interactions. Applications of equipment are discussed to include special x-ray equipment such as tomography, stereoradiography, mammography, and fluoroscopy.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: RAD 111

**RAD 118 Radiographic Exposure and Processing (SP) 5 credits**

This course consists of a study of film processing through analysis of radiographic film characteristics, film processing, film storage and handling, and silver recovery methods. Photographic and geometric properties necessary to the production of a quality radiograph are discussed, as well as technical conversions necessary to maintain film density.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: RAD 113

Lab fee: \$44.00

**RAD 123 Advanced Exposure and Processing (W) 4 credits**

This advanced course analyzes factors which affect the diagnostic quality of the radiograph. Technique charts are developed. The importance of a quality assurance program is emphasized and quality control testing is presented. Students are required to conduct quality control testing and troubleshooting of radiographic equipment.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: RAD 118

Lab fee: \$49.00

**RAD 126 Radiation Biology and Protection (A) 3 credits**

This advanced science course examines human responses to ionizing radiation. Early and late effects of radiation exposure are discussed, as well as an in-depth analysis of radiation protection standards and practices.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: RAD 113

Lab fee: \$30.00

**RAD 141 Radiographic Procedures I (SU) 4 credits**

The student is introduced to radiologic terms specific to imaging, equipment operation, and patient positioning. Specific areas of study include physician assisting, and radiographic anatomy to include gastrointestinal system, upper and lower extremities, chest, abdomen, and basic urography. Lab provides the opportunity for practice and demonstration of proficiency.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: Acceptance into the program

Lab fee: \$81.00

**RAD 142 Radiographic Procedures II (A) 4 credits**

This course serves as a continuation of RAD 141, with progression through the positioning categories and radiographic anatomy. Course topics include basic fluoroscopic procedures, the vertebral column, bony thorax, specialized biliary and urographic studies, and tomography.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: RAD 141

Lab fee: \$81.00

**RAD 143 Radiographic Procedures III (SP)** **4 credits**  
This course serves as the final of a series of three, with progression through the remaining categories of positioning and radiographic anatomy. Course topics include specialized fluoroscopic and radiographic studies, skull and facial bones, operative radiography, and trauma radiography.  
Lecture: 3 hours – Lab: 3 hours  
Prerequisite: RAD 142  
Lab fee: \$81.00

**RAD 148 Special Radiographic Procedures (SP)** **3 credits**  
This course provides a detailed examination of cardiovascular, neurologic, interventional radiologic studies and common specialized procedures. The course begins with discussion of specialized equipment and materials. Emphasis is placed on pertinent anatomy, diagnostic value and/or therapeutic value of each examination.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: RAD 143  
Lab fee: \$5.00

**RAD 203 Anatomy and Physiology (AU, DL)** **2 credits**  
This is a web-based distance learning course. This one-hour course discusses in detail the human breast anatomy, physiology and pathology, in preparation for identifying anatomical landmarks, physiological processes and pathological processes in mammogram films.  
Lecture: 2 hour – Lab: 0 hours  
Prerequisite: Graduate of a JRCRTE-approved Radiography program OR current student in the Radiography program.

**RAD 204 Mammographic Positioning (A, DL)** **2.5 credits**  
This is a web-based distance learning course. This one-hour course discusses in detail the elements required in a patient medical history, the various positioning views required for both a routine screening mammogram and a diagnostic mammogram, and the introductory elements of positioning.  
Lecture: 2 hour – Lab: 1 hours  
Prerequisite: Graduate of a JRCRTE-approved Radiography program OR current student in the Radiography program.

**RAD 205 Mammographic Physics and Quality Assessment (W, DL)** **2 credits**  
This is a web-based distance learning course. This three-hour course discusses in detail the various elements of quality assurance in the mammography laboratory, including daily, weekly, monthly, quarterly, semi-annual, and yearly procedures.  
Lecture: 2 hours – Lab: 0 hours  
Prerequisite: Graduate of a JRCRTE-approved Radiography program OR current student in the Radiography program.

**RAD 206 Mammography Special Procedures and Pathology (AU, DL)** **2.5 credits**  
This is a web-based distance learning course. This two-hour course discusses in detail the various diagnostic positioning views required for a diagnostic mammogram.  
Lecture: 2 hour – Lab: 1 hours  
Prerequisite: Graduate of a JRCRTE-approved Radiography program OR current student in the Radiography program.

**RAD 207 Clinical Experience in Mammography (W, SP, DL)** **1.5 credits**  
This is a web-based distance learning course. This one-credit hour course provides the capstone experience of the mammography program and is the clinical unit. The student will complete screening and diagnostic mammograms on patients in the clinical setting, under the supervision of a certified mammographer. This course is repeatable to a total of 4 CR.  
Lecture: 0 hours – Lab: 3 hours  
Prerequisite: RAD 203, RAD 204, RAD 205, RAD 206 and RAD 208

**RAD 208 Mammographic Physics and Quality Assessment Laboratory (W, DL)** **1 credit**  
This is a web-based distance learning course. This one credit-hour course is the laboratory practice section of mammography quality assurance.  
Lecture: 0 hours – Lab: 2 hours  
Prerequisite: RAD 205 (or concurrently enrolled in RAD 205)  
Lab fee: \$31.00

**RAD 211 Sectional Anatomy (A)** **1 credit**  
Sectional anatomy is introduced. Emphasis on head, chest, abdomen and pelvis. Students will be required to give a presentation demonstrating correlations between different sectional imaging modalities.  
Lecture: 1 hour – Lab: 0 hours  
Prerequisite: RAD 143  
Lab fee: \$3.00

**RAD 222 Computerized Imaging (A)** **1 credit**  
This course presents a survey of computerized modalities related to radiography to include an introduction to computers in medical imaging, digital radiography, computed tomography, magnetic resonance imaging, positron emission tomography and Picture Archival and Communication Systems (PACS).  
Lecture: 1 hour – Lab: 0 hours  
Prerequisite: RAD 113  
Lab fee: \$3.00

**RAD 231 Radiographic Pathology (W)** **3 credits**  
The course begins with a review of common terms relating to pathology. Using a survey approach, this course continues with a study of various disease processes and their effect on body systems as they relate to radiography and allied imaging modalities. Students are required to write a term paper on a specific pathologic process.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: RAD 148  
Lab fee: \$3.00

**RAD 254 Seminar I (SU)** **1 credit**  
Evaluation and review of radiography cases and discussion of current issues in the radiologic sciences.  
Lecture: 1 hour – Lab: 0 hours  
Concurrent: RAD 264

**RAD 255 Seminar II (A)** **1 credit**  
Evaluation and review of radiography cases and discussion of current issues in the radiologic sciences.  
Lecture: 1 hour – Lab: 0 hours  
Concurrent: RAD 265

**RAD 256 Seminar III (W)** **1 credit**  
Evaluation and review of radiography cases and discussion of current issues in the radiologic sciences.  
Lecture: 1 hour – Lab: 0 hours  
Concurrent: RAD 266

**RAD 257 Seminar IV (SP)** **1 credit**  
Evaluation and review of radiography cases and discussion of current issues in the radiologic sciences. This summative course also reviews all program requirements. (Elective course.)  
Lecture: 1 hour – Lab: 0 hours

**RAD 261 Clinical I (A)** **2 credits**  
This directed practice in the clinical area provides the opportunity for the student to become familiar with the care and positioning of the patient. Proficiency requirements are completed using a competency-based educational format over the course material presented in Radiologic Procedures I. Film Critique is incorporated to provide a correlation of all fac-



tors that comprise a finished radiograph to include an analysis of anatomic structures, patient positioning, radiation protection, and fundamental exposure techniques.

Lecture: 0 hours - Lab: 16 hours

Prerequisite: RAD 111

Lab fee: \$18.00

**RAD 262 Clinical II (W) 2 credits**

This directed practice in the clinical area provides the practical experience necessary to function as a radiographer and is designed to enhance and compliment didactic studies. Experience is gained in the general diagnostic and fluoroscopic areas, the emergency department, and on portable radiography rotations. Film critique is continued to provide a correlation of all factors that comprise a finished radiograph. Case presentations are introduced.

Lecture: 1 hour – Lab: 16 hours

Prerequisite: RAD 261

Lab fee: \$18.00

**RAD 263 Clinical III (SP) 2 credits**

This directed practice in the clinical area is a continuation of Clinical II. Clinical III provides the practical experience necessary to function as a radiographer and is designed to complement and enhance the didactic studies. Experience is gained in the general diagnostic and fluoroscopic areas, the emergency department, the operating room, tomography, portable radiography, and digital imaging. Film critique and case presentations are continued.

Lecture: 0 hours - Lab: 16 hours

Prerequisite: RAD 262

Lab fee: \$18.00

**RAD 264 Clinical IV (SU) 3 credits**

This directed practice in the clinical area is a continuation of Clinical III. Clinical IV provides the practical experience necessary to function as a radiographer and is designed to enhance and compliment the didactic studies. Experience is gained in the general diagnostic and fluoroscopic areas, the emergency department, the operating room, tomography, portable radiography, the computed tomographic area, to include an evening rotation. In addition, each student is required to observe a radiologist during film reading and dictation. Film critique and case presentations are continued.

Lecture: 0 hours - Lab: 24 hours

Prerequisite: RAD 263

Concurrent: RAD 254

Lab fee: \$18.00

**RAD 265 Clinical V (A) 3 credits**

This directed practice in the clinical area is a continuation of Clinical IV. Clinical V provides the practical experience necessary to function as a radiographer and is designed to enhance and compliment didactic studies. Experience is gained in the general radiographic and fluoroscopic areas, emergency department, operating room, portable radiography, tomography, computed tomography, cardiovascular and interventional radiology, digital imaging and special area (one day) rotations in nuclear medicine, radiation oncology, diagnostic medical sonography, cardiac catheterization laboratory, and extra-corporeal shock wave lithotripsy. Film critique and case presentations are continued.

Lecture: 0 hours - Lab: 24 hours

Prerequisite: RAD 264

Concurrent: RAD 255

Lab fee: \$18.00

**RAD 266 Clinical VI (W) 3 credits**

This directed practice in the clinical area is a continuation of Clinical V. Clinical VI provides the practical experience necessary to function as a radiographer. Experience is obtained in general radiographic and fluoroscopic areas, the emergency room, the operating room, tomography, mam-

mography, portable radiography, digital imaging, computed tomography, and magnetic resonance imaging. Film critique and case presentations are continued.

Lecture: 0 hours - Lab: 24 hours

Prerequisite: RAD 265

Concurrent: RAD 256

Lab fee: \$18.00

**RAD 267 Clinical VII (SP) 3 credits**

This directed practice in the clinical area is a continuation of Clinical VI. Students are required to complete the Final Competency Examination during this quarter. Clinical rotations are scheduled in the general radiographic and fluoroscopic areas, the operating room, the emergency room, mammography, and computed tomography. Once the Final Competency Examination has been satisfactorily completed, the student may custom design their own specific clinical rotations. Critique and case presentations are continued.

Lecture: 0 hours - Lab: 24 hours

Prerequisite: RAD 266

Concurrent: RAD 257

Lab fee: \$18.00

## Real Estate (REAL)

**REAL 101 Real Estate Principles and Practices**

(A,W,SP,SU) 4 credits

An introduction to the language of real estate, the economics of the real estate business and the general practices performed in the listing and selling of real estate. Provides a basic knowledge of the real estate business. Course covers the physical, legal, locational and economic characteristics of real estate, real estate markets, regional and local economic influences on real estate values, evaluation, financing, licensing and professional ethics. Meets all state requirements for licensing.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 102 Real Estate Law (A,W,SP,SU) 4 credits**

Real estate law includes all of the areas of law of common concern to the typical real estate practitioner and investor-consumer. Among topics covered are the law of agency as applied to real estate brokers and salespersons, law of fixtures, freehold and leasehold, estates, conveyance of real estate, real estate managers, licensure laws of Ohio, zoning, cooperatives and condominiums. Meets state requirements for licensing.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 111 Real Estate Finance (A,W,SP,SU) 2 credits**

Covers four major concerns of real estate financing: 1) financing instruments and creative financing techniques; 2) in-depth mortgage payment patterns and concepts, economic characteristics and standards, and financing of single and income-producing properties; 3) sources and availability of mortgage money and credit and the impact of various factors on the mortgage market; and 4) special government activities having an impact on real estate financing. Meets requirements for licensing.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 112 Real Estate Appraisal (A,W,SP,SU) 2 credits**

Stresses the methodology of appraising the single-family residential property and the theory underlying appraisal techniques. The three basic techniques of appraising; market comparison; penalized cost of replacement; and income approach (GMRM) are covered. A term appraisal project is assigned to give the student practical experience in applying these tech-

niques. Meets state requirements for licensing.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 121 Residential Sales Practices (SP) 3 credits**

A “how to” course providing a step-by-step approach for success as a real estate professional based on sound principles and acceptable techniques. Course sets forth basic fundamentals which must be mastered by real estate practitioners regardless of their specialization or type of property involved. Underlying theme is communication. Course may meet continuing education requirement (see advisor).

Lecture: 3 hours – Lab: 0 hours

Prerequisites: REAL 101 and 102 or Real Estate License.

Lab fee: \$3.00

**REAL 202 Real Estate Commercial Investment (A) 5 credits**

The practical application of real estate investment concepts used in daily real estate practice. A step-by-step approach through a typical case study involving a typical client beginning with investment in general, yield analysis, taxation, then continuing through property analysis, tax deferred exchange, the installment sale and alternative investments. Course may meet continuing education requirement (see advisor).

Lecture: 5 hours – Lab: 0 hours

Prerequisite: REAL 101

Lab fee: \$3.00

**REAL 212 Income Property Appraisal (W) 3 credits**

A selective research into specific income-producing property for applying appropriate analytical techniques. Studies the principles of anticipation and use of the capitalization process, and translates income projection into a present capital value indication. A term appraisal project is required. Course may meet continuing education requirement (see advisor).

Lecture: 3 hours – Lab: 0 hours

Prerequisite: REAL 112 or Real Estate License

Lab fee: \$3.00

**REAL 213 Advanced Real Estate Investment Analysis (W) 3 credits**

An overview of the scope and nature of real estate investments. Discusses advantages and disadvantages, individual versus group forms of realty ownership, financing investments, tax ramifications and mathematical analysis. Different types of opportunities are discussed from vacant lots to land, houses, apartments, shopping centers, industrial developments and government sponsored projects. Course may meet continuing education requirement (see advisor).

Lecture: 3 hours – Lab: 0 hours

Prerequisite: REAL 212 or instructor permission

Lab fee: \$3.00

**REAL 214 Marketing Investment Analysis for Real Estate (SP) 3 credits**

An analysis and guide for investigating real estate opportunities, covering the problems of residential, office and retail properties. Details of conducting market and feasibility studies, analyzing materials and data collected and evaluating the relevancy of the studies are studied. A term project is to prepare a detailed market investment analysis for a user-client. Course may meet continuing education requirement (see advisor).

Lecture: 3 hours – Lab: 0 hours

Prerequisite: REAL 213

Lab fee: \$3.00

**REAL 221 Professional Property Management (SP) 3 credits**

A course studying decision-making as it affects management of residential, commercial and industrial property. The emphasis shall be on the practical application of theory to actual management problems. Specific topics include Ohio Tenant Landlord Act, forcible entry and detainer, typi-

cal leases, office management, hiring, merchandising, advertising, collection problems, taxes, insurance and maintenance. Course may meet continuing education requirement (see advisor).

Lecture: 3 hours – Lab: 0 hours

Prerequisite: REAL 101

Lab fee: \$3.00

**REAL 233 Practical Financial Analysis (On Demand) 3 credits**

Emphasis is on hand-held calculators as a tool to analyze the many financial problems that realtors encounter in the conduct of their practice. Deals with financial calculators such as the HP-12c and TI financial I and II calculators. Course may meet continuing education requirement (see advisor).

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 236 Real Estate Development (A) 3 credits**

An overview of the entire field of real estate development including its methodology, history, marketing, and specific operations of planning, analysis, feasibility studies, negotiation techniques, and property management.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: REAL 101, 102, 111 and 112 or permission of instructor.

Lab fee: \$3.00

**REAL 238 Technical Professional Applications (W) 3 credits**

A course designed to meet the challenges of technology in the practice of real estate. Covers traditional technology such as the fax machine, cell phone, and computer. Additional areas of concentration include digital photography, web page design, and multimedia presentation. Student will have hands-on experience using the technology necessary to be successful in the real estate profession.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 240 Introduction to Entrepreneurship (A,W,SP,SU) (DL) 3 credits**

This course represents the state-of-the-art in next-generation education using national business experts and timely documentary footage to create a course rich in content and compelling presentation. Its documentary case studies range from international franchising operations and high-technology companies to smaller, niche-oriented ventures and fledgling businesses still trying to raise start-up capital.

Lecture: 3 hours – Lab: 0 hours.

Lab fee: \$3.00

**REAL 281 Real Estate Today Seminar I (On Demand) 1 credit**

A specially designed course which offers to meet the needs of the constantly changing real estate community, industry and the student population. Creative seminar topics are relative to today’s market, and will provide flexibility in meeting a variety of needs.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$3.00

**REAL 282 Real Estate Today Seminar II (On Demand) 2 credits**

Continuation of REAL 281.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 283 Real Estate Today Seminar III (On Demand) 3 credits**

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

**REAL 284 Uniform Standards of Professional Appraisal Practice (On Demand) 2 credits**

Capstone course for the Ohio appraisal certification. Course user to apply the standards of the industry to the instruments of appraisal process.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: REAL 112, 212, equivalent experience, or permission of instructor

Lab fee: \$3.00

### **REAL 290 Post Licensure Sales Course**

(once each quarter)

**1 credit**

Mandatory 10-hour Post Licensure course for Real Estate Salespersons. Course covers the following topics: the housing market today; future trends impacting real estate markets; license law matters; legal matters; environmental concerns; real estate specialties; the image of real estate licensees; and finance, taxes, and legislation.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$3.00

### **REAL 291 Post Licensure Brokers Course**

(offered twice per year)

**1 credit**

Mandatory 10-hour Post Licensure course for Real Estate Brokers. Course covers the following topics: the housing market today; future trends impacting real estate markets; license law matters; legal matters; environmental concerns; real estate specialties; the image of real estate licensees; and finance, taxes, and legislation.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$3.00

## **Respiratory Care (RESP)**

### **RESP 100 Introduction to Respiratory Care (A) 5 credits**

This course presents an integrated introduction to the care of pulmonary patients. Course content will focus on the skills required and the methods used to manage cardiopulmonary problems.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: Acceptance into the program

Lab fee: \$35.00

### **RESP 114 Introduction to Pulmonary Disease (W) 4 credits**

This course provides an integrated approach to the anatomy, physiology and pathology of the cardiopulmonary system. Normal and abnormal function will be compared. Emphasis will be placed on cardiopulmonary functions that are frequently measured to monitor patient status.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: RESP 100 or permission of instructor

Concurrent: RESP 150

### **RESP 130 Patient Assessment I (SP) 2 credits**

This course presents a holistic approach to assessment of adult and pediatric patient in the subacute/homecare setting. Special emphasis will be placed on assessment of the cardiopulmonary function.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: RESP 114, 150, or permission of instructor

Concurrents: RESP 152 AND 196

### **RESP 132 Patient Assessment II (SU) 2 credits**

This course presents a holistic approach to assessment of adult and pediatric patients in the acute care setting. Special emphasis will be placed on assessment of the cardiopulmonary system.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: RESP 130

Concurrents: RESP 154 AND 198

### **RESP 150 Introduction to Pharmacology (W) 2 credits**

This course provides an introduction to the basic principles of therapeutic drug administration. Classification of drugs will be included. Special

emphasis will be directed to safety issues, sources of drug information, and application to respiratory care practice.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: RESP 100 or permission of instructor

Concurrent: RESP 114

### **RESP 152 Case Management I (SP) 2 credits**

This course presents a holistic approach to the management of adult and pediatric patients in the subacute settings. Special emphasis will be placed on the management of the cardiopulmonary problems.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: RESP 114, 150 or permission of instructor

Concurrents: RESP 130 AND 196

### **RESP 154 Case Management II (SU) 2 credits**

This course presents a holistic approach to the management of adult and pediatric patients in the acute care setting. Special emphasis will be placed on the management of the cardiopulmonary problems.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: RESP 152 or permission of instructor

Concurrents: RESP 132 and 198

### **RESP 170 Mechanical Ventilators (W) 1 credit**

Students will learn operational characteristics of critical care, home care, transport, and neonatal ventilators.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: or permission of instructor

### **RESP 196 Clinical Practice/Therapeutic Procedures I (SP) 8 credits**

This course is focused on conducting respiratory care procedures in the subacute setting.

Lecture: 2 hours – Lab: 12 hours

Prerequisite: RESP 150 or permission of instructor

Concurrents: RESP 150 and 152

Lab fee: \$35.00

### **RESP 198 Clinical Practice/Therapeutic Procedures II (SU) 8 credits**

This course is focused on conducting respiratory care procedures in the acute care setting.

Lecture: 2 hours – Lab: 12 hours

Prerequisite: RESP 196 or permission of instructor

Concurrents: RESP 132 and 154

Lab fee: \$35.00

### **RESP 221 Introduction to Sleep Problems (A) 2 credits**

This introductory course will provide an overview of the physiology and architecture of sleep, common sleep disorders, their prevalence in the population, causes and treatment, the factors related to risk and risk management for shift workers, and the role of the polysomnography laboratory in monitoring and recording physiologic data during sleep.

Prerequisite: This course is open to any interested student

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$3.00

### **RESP 223 Level I Polysomnography Technician (W) 2 credits**

This course will prepare the student for performing Level I polysomnographic technician responsibilities in the clinical area, and will provide an introduction to polysomnography.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: RESP 221 or permission of RESP program coordinator

Lab fee: \$3.00

**RESP 224 Level I Polysomnography Technician****Clinical (W) 2 credits**

This course will prepare the student for performing Level I polysomnographic technician responsibilities in the clinical area. The student will complete a supervised clinical experience in a sleep lab under the guidance of a clinical preceptor. The course focuses on preparing the equipment and instrumentation used in the sleep lab, as well as patient preparation.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: RESP 221 or permission of RESP program coordinator

Lab fee: \$3.00

**RESP 225 Level II Polysomnography Technician (SP) 2 credits**

The Level II Technician course is designed for nurses, respiratory therapists, paramedics and other health care practitioners who are interested in polysomnography. This course focuses on scoring of polysomnography tracings, applying and titrating CPAP/BiLevel therapy, and patient education.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: RESP 223, 224 or permission of RESP program coordinator

Lab fee: \$3.00

**RESP 226 Level II Polysomnography Technician-Clinical (SP) 2 credits**

The Level II Technician clinical course is designed to provide clinical practice for skills covered in the RESP 225.

Lecture: 0 hours – Lab: 4 hours

Prerequisites: RESP 223, 224 or permission of RESP program coordinator.

Lab fee: \$3.00

**RESP 228 Polysomnography Current Topics (On Demand) 2 credits**

This course will examine current changes in the field of polysomnography. Changes may include new techniques in instrumentation or diagnosis, and new approaches to sleep disorders or assessment.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: RESP 225, 226 or permission of RESP program coordinator

Lab fee: \$3.00

**RESP 230 Patient Assessment III (A) 2 credits**

This course presents a holistic approach to the assessment of adult and pediatric patient in the critical care setting. Special emphasis will be placed on assessment of the cardiopulmonary system.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: RESP 132 or permission of instructor

Concurrents: RESP 256 and 290

**RESP 232 Neonatal and Pediatric Respiratory Care (W) 3 credits**

A study of the management and treatment of neonatal and respiratory diseases. Special emphasis is placed on the therapeutic procedures of respiratory care which are associated with pediatric and neonatal patients.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Permission of instructor

Lab fee: \$20.00

**RESP 238 Pulmonary Function (On Demand) 3 credits**

A study of the equipment and the techniques utilized in pulmonary function testing and blood gas analysis. This course examines the types of analyzers used in performing lung volume tests, lung flow tests, and gas analysis test with a discussion of the advantages and disadvantages of such systems. Procedures used in each test are discussed including patient instruction and calculation of the data.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Permission of instructor

**RESP 251 Respiratory Rehabilitation Home Care Techniques ( On demand) 3 credits**

This course provides the student with the appropriate adaptations of skills and concepts traditionally used in the hospital to alternate care settings in order to educate the patient and caregiver to maintain the highest possible functional capacity. Included are: medication regimens, smoking cessation, breathing retraining, bronchial hygiene, and other self-care techniques. Other topics include monitoring the patient's disease and servicing the equipment needs of the patient.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Permission of instructor

Lab fee: \$15.00

**RESP 252 Patient Management in Respiratory Rehabilitation (On Demand) 3 credits**

The study of the patient's adaptation to chronic pulmonary disease. Emphasis will be placed on problem identification, appropriate interventions, and referral to community resources using a multidisciplinary approach in coordinating the various systems of care.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: RN, LPN, RRT, CRTT, or permission of instructor

**RESP 253 Respiratory Rehabilitation Home Care Administration (On Demand) 4 credits**

This course concentrates on the management of a respiratory rehabilitation or home care organization. Topics include the development of policies and procedures for respiratory rehab home care services, the preparation of the certificate of medical necessity, and the documentation necessary for reimbursement, accreditation, regulatory requirements, and quality assurance. Other topics include marketing strategies and community health promotion.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: RN, LPN, RRT, CRTT, or permission of instructor

**RESP 256 Case Management III (A) 2 credits**

This course presents a holistic approach to the management of adult and pediatric patients in the critical care setting. Special emphasis will be placed on the management of the cardiopulmonary problems.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: RESP 154 or permission of instructor

Concurrents: RESP 230 and 290

**RESP 260 Respiratory Care Seminar 2 (SP) 2 credits**

This course deals with special topics in respiratory care.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$60.00

**RESP 270 Current Issues in Respiratory Care (A,W,SP,SU) 2 credits**

This course is intended to be focused on current trends in the care of patient's with cardiopulmonary problems. Course content will change as current issues change.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: RESP 256

Concurrent: RESP 292

**RESP 290 Clinical Practice/Therapeutic Procedures III (A) 8 credits**

This course focuses on conducting respiratory care procedures in the critical care setting.

Lecture: 2 hours – Lab: 12 hours

Prerequisite: RESP 198 or permission of instructor

Concurrents: RESP 232 or 256

Lab fee: \$35.00

**RESP 292 Clinical Practice/Therapeutic****Procedures IV (W)****8 credits**

This course allows students to select a specialty area for additional clinical practice.

Lecture: 2 hours – Lab: 12 hours

Prerequisite: RESP 290 or permission of instructor

Concurrent: RESP 270

Lab fee: \$55.00

**RESP 295 Clinical Experience (SP)****4 credits**

In the Clinical Practicum students apply skills that they have learned in the previous four quarters. Students spend 24 hours per week practicing respiratory care with a clinical affiliate.

Lecture: 1 hour – Lab: 24 hours

Prerequisite: RESP 292 or permission of instructor

Lab fee: \$30.00

**Retail Management (See Marketing)****Social Sciences (SSCI)****SSCI 101 Cultural Diversity (A,W,SP,SU - DL)****5 credits**

An interdisciplinary course that focuses on the cultural, psychological, sociological, political, geographic, and economic diversity among various groups. Topics include the ways individual beliefs, social values, political, and economic systems affect our perspectives and life-styles. Students explore the effects of social inequity on groups within society and, through the use of team projects, participate in interactive group work. The course emphasizes the development of critical thinking skills as applied to social science research and diversity issues that students may encounter in their lives. A general education core course.

A distance-learning version of Cultural Diversity is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Group projects are maintained via virtual meetings and distance-learning students are required to take a proctored two part final examination at a computer lab and the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SSCI 102 America in Transition (A,W,SP,SU - DL)****5 credits**

An interdisciplinary course that focuses on the major changes (or transitions) in the social, economic, political, and global arenas and their impact on the United States. Students identify the causes and consequences of these changes, through selected readings, written assignments, and group projects. Possible ways to respond to and meet the challenges posed by this transitional era are addressed. A general education core course.

A distance-learning version of America in Transition is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SSCI 103 Social Problems (A,W,SP,SU - DL)****5 credits**

An interdisciplinary course that examines how various conditions within society come to be defined as social problems. Individual, social, cultural, economic, and political causes and consequences of such problems are analyzed with contemporary social science research (i.e., studies in the fields of anthropology, economics, political science, psychology, and sociology). Possible intervention strategies are also assessed. Problems covered include: health and well being; social and interpersonal violence; conformity and deviance; social and economic inequality associated with poverty, minority status, aging, and sex roles; institutional change; and future issues and trends. A general education core course.

A distance-learning version of Social Problems is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SSCI 104 World Economic Geography****(A,W,SP,SU - DL)****5 credits**

An interdisciplinary course that provides a geographical examination of the world economy. Students research the factors affecting a country's socioeconomic development and present findings from a policy maker's perspective. Factors to be covered include: location; demographic trends; resource availability and use patterns; industrialization; political and cultural forces; and global interdependence. A general education core course. A distance-learning version of World Economic Geography is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SSCI 290 Capstone Experience in Social Sciences****(On Demand)****3 credits**

This course is for students completing the two-year Associate of Arts or Associate of Science degree who have a special interest in continuing in a baccalaureate degree program in the social sciences. Course requirements include the completion and presentation of a research project that relates to the students' academic interest after reviewing research methodologies and findings in social science; assembly of a portfolio that covers their academic career at Columbus State Community College; and participation in summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Completion of AA/AS core requirements and at least 75 hours toward the degree

Lab fee: \$10.00

**SSCI 293 Independent Study in the Social Sciences****(On Demand)****1 - 5 credits**

An individual, student-structured course that examines a selected topic in the social sciences through intensive reading or research. The independent study elective permits a student to pursue his/her interests within the context of a faculty-guided program.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Permission of the Instructor, the Chairperson, and one course in the Social Sciences

Lab fee: \$6.00

**SSCI 299 Special Topics in the Social Sciences  
(On Demand)**

**1 - 5 credits**

A detailed examination of selected topics of interest in the social sciences.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Vary

Lab fee: \$6.00

## **Sociology (SOC)**

**SOC 101 Introduction to Sociology (A,W,SP,SU - DL) 5 credits**

This course introduces the basic concepts, methods, and findings of sociology as a scientific discipline. The sociological perspective, emphasizing social interaction and structure, is used to explore the following topics: culture; socialization; social groups, including organizations; deviance; various types of social inequality; major social institutions; collective behavior, social movement and social change.

A distance-learning version of Introduction to Sociology is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SOC 210 Sociology of Deviance (A,W,SP,SU) 5 credits**

This course explores the major sociological perspectives and theories of deviance. This introductory course includes the study of the definition, identification, treatment, and management of types of deviance, such as crime, mental illness, alcoholism, and other pathologies.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SOC 230 Marriage and Family Relations (A,W,SP,SU) 5 credits**

This course examines the impact of modern society upon the family as it relates to courtship, size of family, member relationships, economic problems, and marital stability. This course compares alternative life styles and marriage and family relations throughout the life span.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SOC 280 American Race and Ethnic Relations  
(A,W,SP,SU - DL) 5 credits**

This course explores racial and ethnic relations in the United States. The current and past experiences of selected American racial and ethnic groups are examined with respect to theories and patterns of intergroup relations and issues of prejudice and discrimination (both individual and institutional). Possible future trends in American intergroup relationships are addressed.

A distance-learning version of American Race and Ethnic Relations is available. Students taking the web-based version of the course must be familiar with computers, have an e-mail address, and access to the Internet. Course content is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Student Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$7.00

**SOC 290 Capstone Experience in Sociology  
(On Demand)**

**3 credits**

This course is for students completing the two-year Associate of Arts or Associate of Science degree who have a special interest in continuing in a baccalaureate degree program in sociology. Course requirements include the completion and presentation of a research project that relates to the students' academic interest after reviewing research methodologies and findings in sociology; assembly of a portfolio that covers their academic career at Columbus State Community College; and participation in summative testing of their academic skills. Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Completion of AA/AS core requirements and at least 75 hours toward the degree with five credit hours in sociology

Lab fee: \$10.00

**SOC 293 Independent Study in Sociology  
(On Demand)**

**1 - 5 credits**

An individual, student-structured course that examines a selected topic in sociology through intensive reading or research. The independent study elective permits a student to pursue his/her interests within the context of a faculty-guided program.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Permission of the Instructor, the Chairperson, and one course in Sociology

Lab fee: \$6.00

**SOC 299 Special Topics in Sociology (On Demand) 1 - 5 credits**

A detailed examination of selected topics of interest in sociology.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Vary

Lab fee: \$6.00

## **Spanish (SPAN)**

**SPAN 100 Survival Spanish for the Workplace  
(A,W,SP,SU) 3 credits**

In this course, students learn basic Spanish phrases and questions necessary to carry out specific law enforcement protocols. Discussions also cover cross-cultural issues pertinent to relationships between non-Hispanic officers and members of the Hispanic community. This course is also useful for students interested in pursuing a career in law enforcement, current law enforcement personnel, and paralegal students.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$3.00

**SPAN 101 Elementary Spanish I (A,W,SP,SU - DL) 5 credits**

Introduction to the fundamentals of the Spanish language with practice in listening, reading, speaking, and writing. Includes selected studies in Hispanic culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$6.00. [Video-based (Telecourse) fee: \$29.00]

**SPAN 102 Elementary Spanish II (A,W,SP,SU - DL) 5 credits**

Continuation of SPAN 101 with further development of listening, reading, speaking, and writing skills and further study of Hispanic culture. Meets elective requirements in the Associate of Arts and Associate of

Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: SPAN 101 with a grade of “C” or better or by placement exam

Lab fee: \$6.00. [Video-based (Telecourse) fee: \$29.00]

**SPAN 103 Intermediate Spanish I (A,W,SP,SU - DL) 5 credits**

Continued study of the Spanish language and development of listening, reading, speaking, and writing skills. Readings from contemporary Hispanic culture and literature. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: SPAN 102 with a grade of “C” or better or by placement exam

Lab fee: \$6.00. [Video-based (Telecourse) fee: \$29.00]

**SPAN 104 Intermediate Spanish II (A,W,SP,SU - DL) 5 credits**

Reading and discussion of Spanish and Latin American short stories, novels, plays, newspapers, and magazines, emphasizing literary appreciation and the development of Hispanic culture. Meets elective requirements in the Associate of Arts and Associate of Science degree programs and transfer requirements in foreign languages and literature.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: SPAN 103 with a grade of “C” or better or by placement exam

Lab fee: \$6.00.[Video-based (Telecourse) fee: \$29.00]

**SPAN 290 Capstone Experience in Spanish (On Demand) 3 credits**

A capstone course focusing on Spanish. Paradigms and their underlying assumptions will be explored. Students will work on developing research techniques and methodologies. Students will apply these techniques to a project of their own design, complete a personal portfolio covering their studies at Columbus State, and participate in summative testing of their academic skills.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Open only to Associate of Arts or Associate of Science students preparing to graduate within two academic quarters

Lab fee: \$5.00

**SPAN 299 Special Topics in Spanish (On Demand) 1-5 credits**

Detailed examination of special topics in Spanish.

Prerequisite: vary

Lab fee: \$2.00

## Sports & Fitness Management (SFMT)

**SFMT 100 Personal Fitness Concepts (A, W, SP, SU) 3 credits**

This course of study focuses on fitness issues which affect Americans today and in the future. Emphasis is placed on establishing a basis for positive fitness through consideration of the various factors which influence fitness. Personal fitness concepts will focus attention on the need for each person to arrive at informed conclusions about how to take responsibility for his or her personal fitness.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$10.00

**SFMT 101 Introduction to Sport & Fitness Management (W, SU) 3 credits**

A survey of the health and fitness arena both private and public, to include the study of facilities, recreational options for the client, client pro-

files, daily operations, legal aspects, personnel issues, and program administration.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Acceptance into the program

Lab fee: \$2.00

**SFMT 102 Women’s Total Body Conditioning (A, W, SP, SU) 1 credit**

Participation in a resistance/aerobic fitness program to include cardio-respiratory fitness, strength training, and flexibility activities.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$10:00

**SFMT-105 Introduction to Resistance Training (A, W, SP, SU) 2 credits**

An introduction to weight room use for the individual exerciser. Investigation of various types of resistance exercise devices, proper techniques and programs, and weight room safety. An introduction to basic anatomical and exercise concepts and their application in the use of resistance exercise modalities as a part of a total conditioning and exercise program.

Lecture: 1 hour – Lab: 2 hours

Lab fee: \$10.00

**SFMT 106 Beginning Golf (A,SP,SU) 1 credit**

An introductory exposure to playing the game of golf. Laboratory experiences to include: introduction to the golf swing, club selection, driving range experience and game/course experience.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$ 75.00

**SFMT 113 Aquatics Management (SP, SU, AU) 2 credits**

A survey of the recreational aquatics environment. Hands on training in the filtration systems and their general operation, an understanding of Federal and State guidelines for licensure for pool operation and maintenance. Legal aspects of the aquatics area. Staffing requirements and training of aquatics personnel for indoor and outdoor facilities. Students also will complete the American Red Cross Life-guarding Certification as a part of this course.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: SFMT 101 or permission of instructor.

Lab fee: \$15.00

**SFMT 114 Aerobic & Group Fitness (A,W,SP,SU) 2 credits**

Introduction into the methods of teaching participation in a fitness program, to include a thorough understanding of the fundamental techniques of the sport. The history and the value of dance for the client, the basic movements of dance, and the interpretation of music and language for dance and aerobic conditioning. Students will demonstrate fundamental techniques of a fitness program including safety, motivation, goal setting, and variations of aerobic and group fitness.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: SFMT 100

Lab fee: \$10.00

**SFMT 115 Intermediate Resistance Training (AU,W,SP, SU) 2 credits**

Analysis of the resistance training field to include types of resistance equipment used, resistance-training methods for the client, proper lifting and spotting techniques for the various equipment, assessment of clients. Goal setting for clients based on assessment findings, and the use of periodization techniques in planning resistance training activities. Risk management aspects of the weight area and proper care and maintenance of equipment.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: SFMT 105 or permission of instructor

Lab fee: \$20.00

**SFMT 116 Golf Management (A,SP,SU) 2 credits**

An in-depth analysis of the game of golf. To include the historical study of the game, the rules which apply to the playing of the game, and a perspective of the growth and increasing significance of the game inside and out of our industry. A study of the management of the golf facility, turf and environmental issues, employment options and the instruction of the game.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: SFMT 101 or permission of instructor

Lab fee: \$50.00

**SFMT 117 Introduction to Tae Kwon Do (A,W,SP,SU) 2 credits**

Introduction in the coaching and participating in the activity, to include a thorough understanding of the rules and sport strategy. History of the art form, self defense strategies, and concepts of tournament sparring and tournament implementation.

Lecture: 1 hours – Lab: 2 hours

Prerequisite: SFMT 100 or permission of instructor

Lab fee: \$20.00

**SFMT 213 Aquatic Programming for Individuals with Disabilities (On Demand) 3 credits**

The adaptive aquatic course content will provide utilization of specialized instructional technology to maximize learning and participation of individuals with disabilities in aquatic activities. The inclusive or community setting will be emphasized since acquisition of skills and water safety knowledge should occur in as normalized a manner as possible. Practicum opportunities with diverse populations will highlight the learning experiences.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$20.00

**SFMT 214 Advanced Dance Exercise (On Demand) 2 credits**

Instruction in the methods of teaching and participation in group fitness activities to include a thorough understanding of the skills and the fundamental techniques of fitness instruction. The value of dance exercise and variations for the client, the movements and techniques of dance exercise, and the principles and legalities that guide fitness instructors.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: SFMT 114

Lab fee: \$10.00

**SFMT 215 Advanced Resistance Training (SP) 3 credits**

This class will be a continued study of systems of physical conditioning. Including discussion of progressive resistance exercise through super sets, pyramiding, split routines, plyometrics and isokinetics. Program development including interval, continuous, and circuit training. Nontraditional training including partner resistance training. Other topics will include discussion of advantages and disadvantages of commercial exercise equipment in developing cardiorespiratory fitness and muscular strength. Musculoskeletal risk factor identification and programming for post injury rehabilitate fitness will also be included.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: SFMT 115

Lab fee: \$20.00

**SFMT 222 Court Sports I (Tennis) (SU) 2 credits**

Instruction in the coaching and participation in the activity, to include a thorough understanding of the rules and sport strategy. History of the sport and coaching techniques for the client, tournament set up and implementation for the facility.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: SFMT 101 or permission of instructor

Lab fee: \$20.00

**SFMT 224 Sport Management Foundations (W,SU) 5 credits**

An advanced study of the facilities required for the recreational environment. An analysis of indoor and outdoor designs and utilization. An overview of the personnel process, staffing requirements, and staff development procedures. A study of activity programming for the club environment, to include class structure, tournament procedures, proper selection of activities, and equipment needed as well as proper care and storage.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: SFMT 101

Lab fee: \$10.00

**SFMT 225 Athlete Intervention (On Demand) 3 credits**

This course will be a video based instructional program facilitated by a faculty member. It is designed to train sport managers to help athletes avoid or deal with the challenges of alcohol, drugs, and illegal drug use. The program allows sport managers to develop rules and expectations about drug and alcohol use, communication with parents and guardians, and behavior monitoring skills. Lessons on development of policies related to athlete usage and consequence and/or infraction guidelines.

Lecture: 3 hour – Lab: 0 hours

Prerequisite: SFMT 100 or permission of instruction

Lab fee: \$5.00

**SFMT 226 Care and Prevention of Athletic Injuries (W,SU) 3 credits**

Recognition, treatment, management, and prevention of basic injuries sustained while participating in athletic activities. Basic taping and treatment procedures to be introduced and applied in the athletic environment.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: SFMT 231 or permission of instruction

Lab fee: \$10.00

**SFMT 230 Fitness Concepts for Special Populations (A,SP) 3 credits**

A survey of the response of children, seniors, and physically challenged persons to exercise. Emphasis to be placed on choosing appropriate and challenging activities that will result in a positive physiological response while accommodating the social, developmental and physical needs of the potential clients.

Lecture: 3 hour – Lab: 0 hours

Prerequisite: SFMT 101

Concurrent: SFMT 231

Lab fee: \$3.00

**SFMT 231 Exercise Physiology (A,SP) 5 credits**

Instruction in the testing processes used for the individual evaluation to include proper techniques used for body fat, analysis, aerobic and anaerobic capabilities, muscle mass, flexibility, and program development for the athlete.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: BIO 121 and SFMT 115

Concurrent: SFMT 230

Lab fee: \$15.00

**SFMT 232 Court Sports II (Racquetball) (W) 2 credits**

Instruction in the coaching and participation in the three activities, to include a thorough understanding of the rules and sport strategy, history of the sport and coaching techniques for the clients, tournament set up and implementation for the facility.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: SFMT 101 or instructor's permission

Lab fee: \$20.00



**SFMT 233 Outdoor Community Recreation (A,W,SP,SU) 3 credits**  
A survey of the outdoor recreational market and its application through corporate America. Review outdoor recreational opportunities, basic activities, skills, and necessary equipment. Present safety, liability, and associated programming issues. Examine the business, career, and recreational applications.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisite: SFMT 101  
Lab fee: \$50.00

**SFMT 234 Sport Marketing (A,SP) 5 credits**  
An advanced study of sports marketing strategies for the club both internal and external. Promotional guidelines and discussion of concepts of promotional activity. Study of the budgetary process, differentiation of budget styles, and implementation of the budgetary process in both the private or public sector. Lab fee: \$3.00. Prerequisite: SFMT 224.  
Lecture: 5 hours – Lab: 0 hours  
Prerequisite: SFMT 224 or permission of instructor  
Lab fee: \$3.00

**SFMT 235 Sport Law (A,W,SP,SU) 3 credits**  
Survey of the legal framework of the athletic environment. The nature of the legal system and the law pertaining to sports, to include tort law, contractual agreements, and civil law.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: SFMT 101  
Lab fee: \$2.00

**SFMT 237 Corporate Health (On Demand) 3 credits**  
An assessment and analysis of current health and wellness issues related to the worksite environment. Course work will emphasize the major wellness components of fitness, nutrition, safety, and behavior modification and how these components can be introduced into the worksite. This course will also focus on the financial and administrative issues associated with worksite health promotion.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: SFMT 101 or permission of instructor  
Lab fee: \$3.00

**SFMT 238 Aging Fitness and Exercise (On Demand) 3 credits**  
Physical activity can significantly improve the quality of one's life at all ages, although the type and intensity of activity may change. This course will present the essential information needed to provide older adults with safe and effective fitness programming. The physiology of aging, and the techniques and tools for motivating older adults, personal fitness, pre-exercise screening, and fitness assessment are presented.  
Lecture: 2 hours – Lab: 2 hours  
Prerequisites: SFMT 100 and 105 or permission of instructor  
Lab fee: \$10.00

**SFMT 241 Kinesiology (On Demand) 5 credits**  
Introduction to the fundamentals of kinesiology and biomechanics with discussion of both anatomical and mechanical principles. These concepts will be applied in the analysis of a wide variety of basic motor skills, exercise, and sport activities.  
Lecture: 3 hours – Lab: 4 hours  
Prerequisite: SFMT 231 or instructor's permission  
Lab fee: \$15.00

**SFMT 280 History of Sport in the United States: 1840-Present (On Demand) 3 credits**  
An in-depth analysis of the history of sport, athletics, and recreation in the United States of America. Lecture and related activities will explore the role of sport in the lives of Americans since 1840 and assess the economic, political, social, and psychological impact sport has played as a part of the larger historical framework of the nation.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: SFMT 101 or instructor's permission  
Lab fee: \$3.00

**SFMT 292 Practicum I (A, SP) 3 credits**  
Practical training in general operation of a fitness club to include activity preparation, personnel evaluation, and budget analysis. This course also includes an on campus Seminar to discuss issues relating to the profession. Summative assessment will include a combination of objective tests, performance checklists, and evaluation by the on-site supervisor.  
Lecture: 1 hour – Lab: 14 hours  
Prerequisite: SFMT 224 or permission of instructor.  
Lab fee: \$3.00

**SFMT 294 Practicum II (W,SU) 3 credits**  
Continuation of SFMT 292. Working in conjunction with a current fitness manager to gain insight on program and facility operation, budgetary implementation, and assist in the daily operation of a fitness facility. This course also includes an on campus seminar to discuss issues relating to the profession. Summative assessment will include a combination of objective tests, performance checklists, and evaluations by the on-site supervisor.  
Lecture: 1 hour – Lab: 14 hours  
Prerequisite: SFMT 292 or permission of instructor  
Lab fee: \$3.00

**SFMT 298 Special Topics in Sport (On Demand) 3 credits**  
This course serves to bring together concepts discussed in previous program courses. Topics of discussion will revolve around exercise prescription for special populations including some disease states. Development and modification of institutional programming based on individual and group needs. Resources, content and delivery of health promotion programs will also be discussed.  
Lecture: 3 hours – Lab: 0 hours  
Prerequisite: Permission of instructor  
Lab fee: \$3.00

## Surgical Technology (SURG)

**SURG 102 Surgical Technology I (A) 7 credits**  
This course will provide an in-depth introduction of the role and responsibilities of the Surgical Technologist and Surgical Nurse as an important professional in the delivery of surgical services. Introduction to the Surgical Environment will include professional responsibilities, legal and ethical considerations, interpersonal relationships, communication skills, and basic surgical workplace safety. Introduction to the Principles of Aseptic Technique to include surgical asepsis, scrubbing, gowning, gloving, sterilization, disinfection, and operating room sanitation are explored. Patient Care Operative interventions to include positioning, prepping, draping techniques, and related procedures. Introduction to Diagnostic procedures and Anesthesia and Pharmacological considerations for patient surgical care are investigated. The surgical use of instrumentation, sutures, needles, sponges, syringes, and hypodermic needles are investigated. Students will be exposed to lecture, discussion, seminar, and recitation educational experiences all in support of direct patient care laboratory, practicum, and clinical applications in a variety of hospital-based surgery units.  
Lecture: 3 hours – Lab: 12 hours  
Prerequisite: Completion of all Admission Criteria for the Surgical Technology Program.  
Lab fee: \$50.00

**SURG 104 Surgical Technology II (W) 7 credits**  
Principles of Asepsis and the Patient Care concepts of positioning, prepping, draping, and procedural techniques are directly applied to the investigation of General (GEN), Gastrointestinal (GI), Obstetrics (OB), Gynecological (GYN), and Genitourinary (GU) surgical services. The role and responsibilities of the Surgical Technologist as the "scrub" member

and the Surgical Nurse as the “circulator” member of the surgical team will focus on maintaining the integrity, safety, and efficiency of the sterile and non-sterile areas throughout various surgical procedures. Investigation of instrumentation, sutures, needles, dressings, packings, and drainage tubes/ systems will continue with a focus on endoscopy use and selected auto stapling devices for use in GEN, GI, OB, GYN, and GU surgical services. Students will be exposed to lecture, discussion, seminar, and recitation educational experiences all in support of direct patient care laboratory, practicum, and clinical applications in a variety of hospital-based surgery units.

Lecture: 3 hours – Lab: 12 hours

Prerequisite: SURG 102

Lab fee: \$50.00

### **SURG 202 Surgical Technology III (SP) 9 credits**

The Principles of Asepsis and the Patient Care concepts of positioning, prepping, draping, and procedural techniques are directly applied to the investigation of Orthopedic (Ortho) and Neurosurgery (Neuro) surgical services. The role of the Surgical Technologist as the “scrub” member and the Surgical Nurse as the “circulator” member of the surgical team continues to focus on maintaining the integrity, safety, and efficiency of the sterile and non-sterile areas throughout various surgical procedures. Investigation of instrumentation, sutures, needles, dressings, packings, and drainage tubes/systems will continue with a focus on selected internal and external fracture stabilization devices, cast immobilization, spinal fixation implants, and neurosurgical shunts. Students will be exposed to lecture, discussion, seminar, and recitation educational experiences all in support of direct patient care laboratory, practicum, and clinical applications in a variety of hospital-based surgery units.

Lecture: 4 hours – Lab: 15 hours

Prerequisite: SURG 104

Lab fee: \$50.00

### **SURG 204 Surgical Technology IV (SU) 9 credits**

The Principles of Asepsis and the Patient Care concepts of positioning, prepping, draping, and procedural techniques are directly applied to the investigation of Plastic and Reconstructive, Otorhinolaryngology and Throat (EENT), Ophthalmic (OP), Thoracic, Peripheral Vascular (PV), and Cardiovascular (CV) surgical services. The role of the Surgical Technologist as the “scrub” member and the Surgical Nurse as the “circulator” member of the surgical team continues to be explored throughout various surgical procedures. Investigation of instrumentation, sutures, needles, dressings, packings, and drainage tubes/systems will continue with a focus on ocular implants, microscopic use, skin grafting techniques, liposuction use, mammoplasty implants, inner ear shunts, and tracheotomy tubes, endoscopy use, chest tubes, cardiopulmonary bypass, vascular autografts and allografts, intra aortic balloon pumps, and vascular shunts.. Students will be exposed to lecture, discussion, seminar, and recitation educational experiences all in support of direct patient care laboratory, practicum, and clinical applications in a variety of hospital-based and ambulatory surgery centers.

Lecture: 4 hours – Lab: 15 hours

Prerequisite: SURG 202

Lab fee: \$50.00

### **SURG 250 Surgical Technology V (A) 7 credits**

This course will provide the Surgical Technology student with an in-depth analysis, recognition, and medical/surgical treatment for a variety of Advanced Surgical Specialty areas. These areas include: Orthopedic Total Joint Replacement, Laser Therapy, Endoscopy, Ophthalmic, Oncology, Obstetrics, Cardiovascular, Ambulatory Surgery, and Organ Procurement. Additional surgical specialty areas of interest will be investigated and offered to students, alumni, and surgical health care professionals as they become available. Students will be exposed to lecture, discussion, seminar, and recitation educational experiences all in support of direct patient care laboratory, practicum, and clinical applications in a variety of hospi-

tal-based and ambulatory surgery units.

Lecture: 3 hours – Lab: 12 hours

Prerequisite: Completion of the Certificate tract Surgical Technology Program or equivalent training

Lab fee: \$50.00

### **SURG 251 Surgical Technology VI (W) 7 credits**

This course will provide the Surgical Technology student with an in-depth analysis, recognition, and medical/surgical treatment for a variety of Advanced Surgical Specialty areas. These areas include: Orthopedic Total Joint Replacement, Laser Therapy, Endoscopy, Ophthalmic, Oncology, Obstetrics, Cardiovascular, Ambulatory Surgery, and Organ Procurement. Additional surgical specialty areas of interest will be investigated and offered to students, alumni, and surgical health care professionals as they become available. Students will be exposed to lecture, discussion, seminar, and recitation educational experiences all in support of direct patient care laboratory, practicum, and clinical applications in a variety of hospital-based and ambulatory surgery units.

Lecture: 3 hours – Lab: 12 hours

Prerequisite: Completion of the Certificate tract Surgical Technology Program or equivalent training

Lab fee: \$50.00

## **Surveying (SURV)**

**Also see Civil Engineering Technology (CIVL)**

### **SURV 141 Basic Surveying (A,SP,SU) 4 Credits**

A comprehensive study in performing measurements for the collection of data and for construction layout. The course elements include application of the English and metric (SI) measurement systems in performing angular and distance measurements by traditional methods and by total station for the purpose of traversing and location of property corners, topographic mapping and construction staking. Elements of differential leveling are used for establishing the elevations of new bench marks, topographic mapping by grid method and cut/fill calculations to finish floor elevations of proposed structures. Data manipulation includes taping corrections, precision and accuracy determination, traverse closures, level circuit reductions, radial building staking notes and boundary line determination by inverse coordinates.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: MATH 104 or 112

Lab fee: \$15.00

### **SURV 241 Route Surveying (A,SP,SU) 4 Credits**

A comprehensive study of the elements of route alignment including horizontal circular and spiral curves, combinations of circular and spiral curves, vertical curves, centerline and offset staking for rough and finished grade. The course includes the application of all elements of route design, construction staking and earthwork volume determination in a comprehensive integrated project format.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: MATH 104 and CIVL 123

Concurrent or prerequisite SURV 141

Lab fee: \$15.00

### **SURV 243 Heavy Construction Standards (SP) 4 Credits**

Elements of route location, construction materials, methods and procedures. Relation of design standards to topography and prospective traffic, earthwork measurement, physical design standards, and financing.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: SURV 241, CMGT 121 and 105

Lab fee: \$15.00

**SURV 245 Survey Law (W-DL)****3 Credits**

A study of statute and common law as pertains to land surveying and real property rights and the methods to describe real property. Students enrolled in the distance version of this course will be required to come to campus for exams.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: SURV 141

Lab fee: \$15.00

**SURV 247 Townsite/Urban Development (SP)****3 Credits**

Analysis of data and related inventory methods needed to logically plan development of all land use types. Study the forces and actions by public agencies and private interests that create the urban form. Review methods of resolving conflicts and understanding the applicable land use regulations or standards that govern area development.

Lecture: 1 hours – Lab: 5 hours

Prerequisite: ARCH 112 and SURV 241 Lab fee: \$15.00

**SURV 248 Advanced Surveying Systems (SP)****4 Credits**

Planning and execution of control surveying, cadastral surveying, network adjustment and topographic surveying using total stations and data collections, satellite positioning (Global Position Systems) and photogrammetric (aerial mapping) systems.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: ARCH 112 or 115, MATH 148, SURV 141, 245 and 249 or concurrent.

Lab fee: \$15.00

**SURV 249 Land Subdivision Systems (SP)****3 Credits**

Advanced surveying including section and subdivision lines and residential property lines. Reestablishment of property boundaries and legal considerations for boundary descriptions, including local municipal records searching. Lecture: 2 hours – Lab: 3 hours

Prerequisites: ARCH 112, SURV 241 and 245

Lab fee: \$15.00

**Technical Communication (TCO)****TCO 101 Careers in Technical Communication (A,SP) 2 credits**

In this course, students are required to interview with Technical Communication professionals, research the field of Technical Communication, and deliver an oral presentation of the findings. Discussions of career goals, including the preparation of an initial resume and employment data file will also be required. The requirements of this course must be met within the first two quarters of entering the Technical Communication degree program.

Lecture: 1 hours – Lab: 2 hours

Lab fee: \$20.00

**TCO 102 Tools and Techniques for Technical Communicators (W,SU)****3 credits**

This course will introduce students to the software tools and basic techniques required of entry-level technical communicators. Students will learn about the various hardware and software tools technical communicators use on a daily basis. Lectures on general principles will be followed by exercises selected to simulate employer expectations. Mastery of techniques needed to complete daily technical communication tasks will be emphasized.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 101, TCO 101 or concurrent enrollment

Lab fee: \$8.00

**TCO 203 Introduction to Technical Communication****(W,SU)****3 credits**

In this course, students learn the project documentation cycle used by technical communicators in business, industry, and government by selecting an authentic problem-solving project from their technical cognate fields, and writing and formatting a series of reports in support of that project. Students learn the principles of modern technical communication and time/project management and practice them individually and in small groups throughout the documentation cycle.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CPT 101 and ENGL 102 with a grade of “C” or higher.

Lab fee: \$5.00

**TCO 204 Introduction to Technical Editing (A,SP)****3 credits**

In this course, students will practice editorial skills needed for revising scientific/technical writing by checking grammar, sentence structure, clarity and style in personal, peer, and professional writings. Students will practice hard copy and online editing and proofreading and analyze editorial style books and other technical resource materials. Various editorial approaches and the editor/author relationship will be covered.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: ENGL 102 with a grade of “C” or higher and OADM 101.

Lab fee: \$5.00

**TCO 214 Document Design & Delivery Methods (W,SU) 3 credits**

This course will introduce students to learning theory as applied to the design and delivery of technical documents. It will integrate current technical communication theory in document design and delivery with the capabilities of various software packages and delivery methods. Students will develop skills in applying design theory to technical documents and in selecting appropriate delivery methods for technical documents

Lecture: 2 hours – Lab: 3 hours

Prerequisite: TCO 203

Lab fee: \$8.00

**TCO 215 Online Documentation (A,SP)****3 credits**

This course will introduce students to all aspects of creating online documentation. Students will learn about the five phases involved in creating online documentation: planning online documentation, designing and modifying information for online presentation, testing and redesigning online documentation. Students will develop actual online documentation for a software package during the course.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: TCO 203 and 214

Lab fee: \$8.00

**TCO 221 Proposal Development (A)****3 credits**

Students will learn how to develop proposals which offer to solve problems for a reader or groups of readers by providing specified services at a specified cost. The units involved in the learning process will include understanding the bidding process, defining the request for a proposal, planning and developing a proposal document and practicing the methods of formatting, writing, editing and presenting a formal business proposal.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: TCO 203

Lab fee: \$5.00

**TCO 222 Developing Software Documentation (W)****3 credits**

In this course students are prepared as software documentation specialists to work with software users and developers. Students will prepare software documentation, conduct document usability testing, and perform documentation development tasks, such as preparing user specifications, task lists, style guides, project schedules, instruction sets, and problem reports, as well as conducting interviews, reviews, and walk throughs.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: TCO 203

Lab fee: \$5.00

**TCO 223 Advanced Technical Communication (W,SU) 3 credits**

In this course, students focus on current research and theory in scientific and technical writing and apply that research to practical situations. Students produce a proposal for funding, a full-length, portfolio quality manual or report, and various other writing assignments. They also lead class discussions on such topics as readability theory, writing style, documentation methods, text processing, manual formatting, and integrating graphics and text.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: TCO 203

Lab fee: \$5.00

**TCO 224 Advanced Technical Editing (A,SP) 3 credits**

In this course, students are prepared as editors to work with other publications specialists. Students will edit manuscripts, prepare style books or manuals, and perform special editorial tasks such as preparing abstracts, indexes, and bibliographies with line-by-line precision and accuracy.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: TCO 203 and 204

Lab fee: \$5.00

**TCO 230 Technical Presentations (W,SP) 3 credits**

In this course, students learn to prepare and present various types of information ranging from press releases, annual reports, and statistical analyses to proposals for projects, systematic evaluations, and revisions of existing documents. Various types of audiences will be targeted, and students will be required to use computer graphics, hypermedia, desktop publishing, and multimedia approaches to supplement oral presentations.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: TCO 223

Lab fee: \$5.00

**TCO 235 Instructional Design (A,SP) 2 credits**

Students will study the phases of an Instructional Design Project. They will conduct a needs assessment and define the skill and knowledge requirement of a job assignment. They will learn the typical training development cycle.

Lecture: 1 hour – Lab: 3 hours

Prerequisite: TCO 230 or current enrollment

Lab fee: \$5.00

**TCO 236 Computer-Based Training (W,SU) 3 credits**

Students will study instructional design as it applies to developing Computer-based Training (CBT) modules. They will learn the typical CBT development cycle and design CBT screens, incorporating multimedia effects and maximum interactivity.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: TCO 235

Lab fee: \$8.00

**TCO 237 Digital Video Production for the Workplace (A) 3 credits**

Digital Video Production for the Workplace is an introduction to basic and advanced techniques for creating and using digital video in the workplace. During the course, students will storyboard and write scripts, shoot and acquire clips, edit electronically, work collaboratively, and present video segments appropriate for a workplace environment. Students will critique examples and work on individual and group projects to produce a final product. This course is intended for Technical Communication students.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: TCO 235

Lab fee: \$20.00

**TCO 245 HTML-Based Online Documentation (W,SU) 5 credits**

This course introduces students to all aspects of creating HTML-based online documentation without the use of an HTML authoring tool. Students will learn about the various phases of creating HTML-based online documentation: planning, designing, organizing, developing, publishing, testing and redesigning.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: TCO 214

Lab fee: \$5.00

**TCO 250 Capstone in Technical Communication (A,W,SP,SU) 3 credits**

In this course, students will be required to demonstrate both the overall competency and quality workmanship expected of professionals in the technical communication field. Students will work individually and in collaboration to solve problems of technical writing, editing, and presentations, and on the study and implementation of projects normally assigned to entry-level technical communicators. The course can only be taken during the final quarter, prior to graduation.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: Permission of instructor

Lab fee: \$5.00

**TCO 260 Career Development (A,SP) 1 Credit**

In this course, students prepare a professional portfolio, including a resume developed from the student's previous academic work experience. Students are required to review their portfolios informally and through formal oral presentations. Students will learn how to carry out company research and apply that research to targeted resumes, letters of application, and interview situations. This course must be completed within the final four quarters of the student's program.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: Permission of instructor

Lab fee: \$5.00

**TCO 290 Industry Internship (A,W,SP,SU) 1-4 credits**

In this course, students are engaged in work specifically related to the Technical Communication field as employees in business or industry. Students are responsible for arranging the internship and must submit a written proposal to the Technical Communication Program Coordinator for approval no later than two quarters prior to becoming an intern. During the internship, the student must keep a written record of job responsibilities and projects. A formal written report must be accompanied by a written evaluation of the student's performance by his/her supervisor. One credit hour is equal to one hundred (100) clock hours on the job. The four credits may be spread over more than one quarter.

Prerequisite: TCO 101, TCO 203, TCO 204, and permission from the Program Coordinator of the Technical Communication Program. A GPA of "B" or higher in TCO courses

Lab fee: \$5.00

**TCO 297, 298, 299 Special Topics in Technical Communication (On Demand) 1-5 credits**

Special topics in technical communication designed to meet specific needs.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

## Theater (THEA)

### **THEA 100 Introduction to the Theater (A,SP) 5 credits**

The course is designed to help students bring critical thinking skills into their experience as theatergoers. Students will be introduced to the theater arts - acting, directing, and design. Students will survey the history of Western theater, focusing on the art as a reflection of society's changing social and cultural values. Plays representing several genres and historical periods will be read and discussed. Writing assignments include critical reviews of plays attended.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 101 or ENGL 111

Lab fee: \$5.00

### **THEA 180 Theater Practicum (A,W,SP,SU) 3 credits**

Supervised practical experience in two or more of the following areas - acting, lighting, set, sound, costuming, house management, stage managing, or directing. Enrollment is limited to students who have been cast in a theater production on campus or who have been selected to work on technical areas of the production. With the advanced approval of the instructor, credit can be earned by working on off-campus theater productions. Repeatable to nine credits.

Lecture: 0 hours – Lab: 9 hours

Prerequisite: THEA 100 (COMM 130) and permission of instructor

Lab fee: \$5.00

### **THEA 210 Technical Production Fundamentals: Stage Lighting (SP) 3 credits**

An introduction to the basic principles and functions of stage lighting. Experience in creating a lighting design, hanging and focusing sighting instruments, and executing the design with the Status 24/48 control board. Brief overview of the work of other members of the production staff with whom a lighting designer collaborates.

Lecture: 1 hours – Lab: 4 hours

Prerequisite: THEA 100 (COMM130) or permission of instructor

Lab fee: \$ 3.00

### **THEA 231 Literature for the Theater I (W) 3 credits**

A survey of selected world drama from the classical Greek period through the mid-nineteenth century. The focus is on the plays as potential theater.

Lecture: 3 hours – Lab: 0 hours

Prerequisite or concurrent: ENGL 101 or 111

Lab fee: \$3.00

### **THEA 232 Literature for the Theater II (SP) 3 credits**

A survey of selected western drama from the eighteenth century through the mid-nineteenth century. The focus is on the plays as potential theater.

Lecture: 3 hours – Lab: 0 hours

Prerequisite or concurrent: ENGL 101 or 111

Lab fee: \$ 3.00

### **THEA 233 Literature for the Theater III (SU) 3 credits**

A survey of selected western drama from the mid-nineteenth century to the present. The focus is on the plays as potential theater.

Lecture: 3 hours – Lab: 0 hours

Prerequisite or concurrent: ENGL 101 or ENGL 111, THEA 100 or COMM 130

Lab fee: \$3.00

### **THEA 280 Fundamentals of Acting (W) 3 credits**

Introduction to the basic principles of stage acting with a focus on practical experience. Areas of emphasis include stage movement, vocal delivery, body language, concentration techniques and basic script analysis and scoring.

Lecture: 1 hours – Lab: 4 hours

Prerequisite: THEA 100 (COMM 130) or permission of instructor.

Lab fee: \$3.00

### **THEA Writing Plays (SP) 5 credits**

(See ENGL 283)

### **THEA 290 Capstone Experience in Theater (SU) 3 credits**

Fulfills the capstone requirement for Associate of Arts and Associate of Science degree students at Columbus State. Students will carry out and present a major project in theater - in performance, technical theater, or research. Students will complete a personal portfolio covering their studies in theater and related areas.

Lecture: 0 hours – Lab: 6 hours

Prerequisite: Prerequisite: 75 credits toward the Associate of Arts or Associate of Science degree, including at least 12 credits in THEA beyond THEA 100 (COMM 130)

Lab fee: \$10.00

### **THEA 297- 298-299 Special Topics in Theater (On Demand) 1-5 credits**

Special Topics in Theater is designed to meet specific needs.

Prerequisites:

Lecture: 1 hours – Lab: 0 hours

Prerequisite: vary, see instructor

## Veterinary Technology (VET)

### **VET 111 Veterinary Technology I (A) 5 credits**

This is an introductory course that focuses on veterinary medical terminology, basic nutrition and husbandry for the dog, cat, horse ruminant and various laboratory animal species. Laboratory animal management, including restraint and handling, sexing and common diseases are discussed. Ethics, jurisprudence and duties of the veterinary technician are also discussed.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: Admission to the program

Lab fee: \$75.00

### **VET 114 Client Relations (A) 2 credits**

This course will familiarize the student with common business procedures used in veterinary practices, including fundamental record-keeping and medicolegal requirements. The role of the veterinary technician as a member of the veterinary health care team and client educator is addressed. Veterinary practice management, methods for improved client communication, and dealing with difficult clients are explored. The student will learn basic animal training methods and how to assist clients with the resolution of common animal behavior problems.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Admission to program

Concurrent: VET 111

### **VET 122 Veterinary Parasitology (W) 3 credits**

An introduction to the common internal and external parasites of domestic animals, including scientific nomenclature, life cycles, common methods of identification and the treatment and/or prevention of these parasites.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: VET 111

### **VET 124 Principles of Veterinary Radiology (W,SP) 2 credits**

In this course, students learn the basic principles of x-ray production, radiographic positioning, x-ray machine operation, radiographic technique and film processing. Radiation safety and proper use of protective equipment is emphasized. Special radiographic procedures and technique evaluation are covered.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: BIO 161

**VET 126 Principles of Veterinary Anesthesia (W) 3 credits**

An introduction to veterinary anesthesia with a basic understanding of animal physiology as it pertains to anesthesia. Students will learn patient pre-anesthetic evaluation, properties and uses of preanesthetic and general anesthetic agents, pain recognition and management, principles of fluid therapy and dosage calculations. Patient monitoring, safe anesthetic equipment utilization and handling anesthetic emergencies will also be emphasized.

Lecture: 3 hours – Lab: 0 hours

Concurrent: BIO 169

**VET 131 Veterinary Anatomy and Physiology (SP) 3 credits**

This course will provide a clinically relevant systems approach to the comparative anatomy and physiology of the canine, bovine, equine and feline species, including the circulatory, respiratory, digestive, muscular, skeletal, nervous, endocrine, exocrine and urogenital systems. A brief presentation of avian anatomy and physiology is included.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: BIO 161 and 169

**VET 133 Clinical Application I (SP,SU) 3 credits**

Laboratory exercises for VET 138, VET 124 and VET 126. In this course, students learn how to perform fundamental techniques commonly used in small animal veterinary practices, including physical examination, surgical preparation, anesthesia, radiology, venipuncture, dental prophylaxis, bandaging and splint application, administration of medical treatments and record-keeping.

Lecture: 0 hours – Lab: 6 hours

Prerequisites: VET 124 and 126

Concurrent: VET 138

Lab fee: \$75.00

**VET 111 Veterinary Technology I (A) 5 credits**

This is an introductory course that focuses on veterinary medical terminology, basic nutrition and husbandry for the dog, cat, horse ruminant and various laboratory animal species. Laboratory animal management, including restraint and handling, sexing and common diseases are discussed. Ethics, jurisprudence and duties of the veterinary technician are also discussed.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: Admission to the program

Lab fee: \$75.00

**VET 114 Client Relations (A) 2 credits**

This course will familiarize the student with common business procedures used in veterinary practices, including fundamental record-keeping and medicolegal requirements. The role of the veterinary technician as a member of the veterinary health care team and client educator is addressed. Veterinary practice management, methods for improved client communication, and dealing with difficult clients are explored. The student will learn basic animal training methods and how to assist clients with the resolution of common animal behavior problems.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Admission to program

Concurrent: VET 111

**VET 122 Veterinary Parasitology (W) 3 credits**

An introduction to the common internal and external parasites of domestic animals, including scientific nomenclature, life cycles, common methods of identification and the treatment and/or prevention of these parasites.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: VET 111

**VET 124 Principles of Veterinary Radiology (W,SP) 2 credits**

In this course, students learn the basic principles of x-ray production, radiographic positioning, x-ray machine operation, radiographic technique and film processing. Radiation safety and proper use of protective equipment is emphasized. Special radiographic procedures and technique evaluation are covered.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: BIO 161

**VET 126 Principles of Veterinary Anesthesia (W) 3 credits**

An introduction to veterinary anesthesia with a basic understanding of animal physiology as it pertains to anesthesia. Students will learn patient pre-anesthetic evaluation, properties and uses of preanesthetic and general anesthetic agents, pain recognition and management, principles of fluid therapy and dosage calculations. Patient monitoring, safe anesthetic equipment utilization and handling anesthetic emergencies will also be emphasized.

Lecture: 3 hours – Lab: 0 hours

Concurrent: BIO 169

**VET 131 Veterinary Anatomy and Physiology (SP) 3 credits**

This course will provide a clinically relevant systems approach to the comparative anatomy and physiology of the canine, bovine, equine and feline species, including the circulatory, respiratory, digestive, muscular, skeletal, nervous, endocrine, exocrine and urogenital systems. A brief presentation of avian anatomy and physiology is included.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: BIO 161 and 169

**VET 133 Clinical Application I (SP,SU) 3 credits**

Laboratory exercises for VET 138, VET 124 and VET 126. In this course, students learn how to perform fundamental techniques commonly used in small animal veterinary practices, including physical examination, surgical preparation, anesthesia, radiology, venipuncture, dental prophylaxis, bandaging and splint application, administration of medical treatments and record-keeping.

Lecture: 0 hours – Lab: 6 hours

Prerequisites: VET 124 and 126

Concurrent: VET 138

Lab fee: \$75.00

**VET 135 Veterinary Hematology (SP,SU) 5 credits**

This course is designed to acquaint students with the equipment and techniques required to utilize blood as a diagnostic tool. Students will perform complete blood counts on a variety of domestic animal species. Blood smears are prepared and studied for the identification of blood cells that aid in the diagnosis of anemias and various other disease states. Recognition of normal versus abnormal cell morphology will be stressed. Students who successfully complete this course should be able to perform complete blood counts in a veterinary clinical setting.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: BIO 169

Lab fee: \$75.00

**VET 136 Animal Health and Disease I (SP,SU) 3 credits**

Using a systems approach, the student will learn the more frequently encountered diseases of dogs and cats, including the disease name, etiology and pathogenesis, history and clinical signs, diagnosis and treatment, prevention and zoonotic potential. Vaccination protocols commonly used in small animal veterinary practices will be covered.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: VET 111, 114 and BIO 169

**VET 138 Veterinary Surgical Techniques (SP,SU) 3 credits**

In this course, students learn the fundamentals of routine veterinary surgical procedures, including patient preparation, identification of instruments, preparation of surgical packs, methods of sterilization, suture materials and suture patterns. Preanesthetic laboratory testing, postoperative patient care and client follow-up instructions are discussed.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: VET 111 and BIO 161

**VET 254 Clinical Seminar I (SU,A) 2 credits**

This course focuses on issues related to the students' clinical experiences, including pet loss, client grief, euthanasia, problem solving models and change strategies. Companion animals as family members and the importance of the human-companion animal bond are explored.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: All 100 level VET courses

Concurrent: VET 291

**VET 262 Veterinary Pharmacology (A,W) 3 credits**

This course will provide an overview of veterinary pharmacology and therapeutics, including a basic understanding of pharmacokinetics, terminology, prescription writing, drug classifications, indications for use and methods of administration. Pharmacy management, controlled substance use and regulations and ethical behavior when handling medications will be stressed.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: MATH 100 and VET 136

**VET 263 Clinical Application II (A,W,SU) 3 credits**

This is a capstone course designed for students to perform technical skills commonly used in small animal veterinary clinics, including medical record maintenance, physical examination, administration of fluids and medications, preanesthetic evaluation, general anesthetic administration and recovery, surgical preparation, splint application, dental prophylaxis, radiographic procedures and laboratory techniques.

Lecture: 0 hours – Lab: 6 hours

Prerequisites: VET 133 and 291

Lab fee: \$75.00

**VET 266 Animal Health and Disease II (A,W,SP,SU) 3 credits**

This course familiarizes the student with the most common disease of horses, food animals and camelid species. Husbandry, vaccination protocols, nutrition, breeding and management for preventive health care are also covered.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: VET 136

Concurrent: OSU internship (day program only)

**VET 267 Veterinary Urinalysis and Clinical Chemistry (A, W) 4 credits**

An introduction to the physical, chemical and microscopic evaluation of urine and blood serum. Students will perform routine veterinary urinalysis and clinical chemistry procedures on a variety of animal species and determine normal versus abnormal constituents. Students will become familiar with the general indications for performing various blood chemistries and understand the significance of elevated values in pathological specimens.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: VET 135

**VET 269 Veterinary Microbiology (A,W) 5 credits**

This course is a practical introduction to the laboratory identification of microbial agents associated with diseases in various animal species. Students perform techniques necessary to isolate, identify and evaluate the presence of clinically significant microorganisms.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: VET 135 and 136

**VET 274 Clinical Seminar II (W,SP) 2 credits**

A continuation of VET 254, that addresses issues emanating from the students' clinical experiences. Students are prepared for employment as a veterinary technician through simulated job interviews, resume preparation and discussion of employment strategies. Students will also present an animal bite prevention program to elementary school aged children. Applications for registration with the Ohio Veterinary Medical Board are distributed and the Veterinary Practice Act pertaining to veterinary technicians is discussed.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: VET 291

Concurrent: VET 293

**VET 275 Seminar A (A) 1 credit**

This course focuses on issues related to the students' clinical experiences, including pet loss, client grief, euthanasia, and client assistance during pet loss. Companion animals as family members and the importance of the human-companion animal bond are explored. Special topics in veterinary medicine are discussed.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: VET 133; evening program registration

Concurrent: VET 294

**VET 276 Seminar B (W) 1 credit**

A continuation of VET 275.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: VET 275; evening program registration

Concurrent: VET 295

**VET 277 Seminar C (SP) 1 credit**

This course addresses issues emanating from the students' clinical experiences. Students are prepared for employment as a veterinary technician through simulated job interviews, resume preparation and discussion of employment strategies. The role of the veterinary technician in the community is explored. Applications for registration with the Ohio Veterinary Medical Board are distributed and the Veterinary Practice Act pertaining to veterinary technicians is examined.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: VET 276

Concurrent: VET 296

**VET 278 Seminar D (SU) 1 credit**

A continuation of VET 277.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: VET 277; evening program registration

Concurrent: VET 297

**VET 291 Clinical Experience I (SU,A) 6 credits**

Observation and practical application of techniques used in veterinary medicine. Students are assigned to various veterinary facilities, including The Ohio State University Veterinary Teaching Hospital, private veterinary practices, veterinary emergency hospitals, research centers, diagnostic laboratories and zoos.

Lecture: 0 hours – Lab: 30 hours

Prerequisite: All 100 level VET courses

Lab fee: \$75.00

**VET 293 Clinical Experience II (W,SP) 6 credits**

A continuation of VET 291.

Lecture: 0 hours – Lab: 30 hours

Prerequisite: All VET courses

Lab fee: \$75.00

**VET 294 Clinical Experience A (A) 3 credits**

Observation and practical application of techniques used in veterinary medicine, designed for the evening veterinary technology program. Students are assigned to various veterinary facilities, including The Ohio State University Veterinary Teaching Hospital, private veterinary practices, veterinary emergency hospitals, research centers, and diagnostic laboratories.

Lecture: 0 hours – Lab: 15 hours

Prerequisite: All 100 level VET courses; evening program registration

Lab fee: \$37.00

**VET 295 Clinical Experience B (W) 3 credits**

A continuation of VET 294, designed for the evening program student.

Lecture: 0 hours – Lab: 15 hours

Prerequisite: VET 294; evening program registration

Lab fee: \$38.00

**VET 296 Clinical Experience C (SP) 3 credits**

A continuation of VET 295, designed for the evening program student.

Lecture: 0 hours – Lab: 15 hours

Prerequisite: VET 295; evening program registration

Lab fee: \$37.00

**VET 297 Clinical Experience D (SU) 3 credits**

A continuation of VET 296, designed for the evening program student.

Lecture: 0 hours – Lab: 15 hours

Prerequisite: VET 296; evening program registration

Lab fee: \$38.00

Concurrent: VET 138

Lab fee: \$75.00



# NOTES

# DIRECTORIES AND INDEX



DIRECTORIES & INDEX

# Directories

## BOARD OF TRUSTEES

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Dwight E. Smith, M.S., Vice-Chairman ..... President/CEO  
Sophisticated Systems, Inc.  
William A. Antonoplos ..... President  
Capitol Square Consulting, Inc.  
Suzanne Stilson Edgar, B.S. .... President, Surface Style  
Susan C. Finn, Ph.D. .... Director, Nutrition & Communications  
Ross Products Division, Abbott Labs  
Paula A. Inmiss ..... President  
Ohio Full Court Press  
Matthew G. Kallner, J.D. .... Attorney-at-Law  
Bradley J. Lewis, M.D. .... Physician  
Franklin County Coroner  
Barbara A. Webb, B.S. .... Community Volunteer

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Deborah D. Coleman, Ph.D. .... Executive Assistant to the President

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Lee Willis, Ph.D. .... Associate Provost

### OFFICE OF THE VICE PRESIDENT FOR BUSINESS & ADMINISTRATIVE SERVICES

Vacant. .... Vice President

### OFFICE OF THE DEVELOPMENT FOUNDATION

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### OFFICE OF THE VICE PRESIDENT FOR INFORMATION TECHNOLOGY

Hamid Danesh, Interim. .... Vice President

### OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Pieter Wykoff, M.A. .... Vice President

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Laurie Johns, M.B.A. .... Administrator of K-12 Initiatives

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Tari Blaney ..... Assistant Director

### ARTS & SCIENCES DIVISION

David Hockenbery, Ph.D. .... Dean

### AUXILIARY SERVICES

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Dorothy Sturgill ..... Supervisor, Textbooks & Materials Handling  
William Silcott ..... Supervisor, Office Services  
Stacy Guard ..... Supervisor, Book Store

## BUSINESS OFFICE

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Darlene Evans, A.A.S. .... Supervisor of Student Accounting  
Paul Smith ..... Supervisor of Student Accounting  
Jan Ellis, B.A., C.P.A. .... Supervisor of Grants, Contracts and Loans  
Annetta Keller ..... Supervisor, Cashiers Office

## CAREER & TECHNICAL PROGRAMS

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## CHILD DEVELOPMENT CENTER

Lynn Gallagher, M.S. .... Director

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Barbara Meyer, B.S.N., R.N.C. .... Supervisor

## COMMUNICATION TECHNOLOGIES/PC SERVICES

Jim Beidler, B.S. .... Director

## COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

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Mary Simpson. .... Director of Business & Industry Training  
Fred Baker, J.D. .... Administrator of  
Continuing Professional Education  
Vacant ..... Administrator of Transitional Workforce  
Carl Hemmeler, B.A. .... Administrator of Entrepreneur Workforce

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Roxanne Price ..... Assistant Director

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Mike Jacobs ..... Supervisor, Application Programming  
Steve Wolfinger ..... Supervisor, Computer Operations

## DISABILITY SERVICES

Wayne Cocchi, M.S. .... Director  
Nellie Nelson, M.S. .... Supervisor of Resource Center

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Martin Barry ..... Supervisor, A.V. Services  
Nick Cenci ..... Supervisor, Video Production  
Kim Leggett ..... Supervisor, Reference Services  
Lynn Wetzel ..... Supervisor, Patron Services

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Rebecca Davis, B.S. .... Assistant Director

## HUMAN RESOURCES

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Vacant ..... Assistant Director, Employee Services  
Shah Hasan ..... Assistant Director, Human Capacity Development

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## INFORMATION TECHNOLOGY SUPPORT SERVICES

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Lise' Logsdon ..... Supervisor, P.C. Labs

## INSTRUCTIONAL SERVICES

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Ed Busher, Ph.D. .... Admin of Instructional Techn/Distance Learning  
Joan Freeman, M.A. .... Director of Off-Campus Programs  
Suzanne Patzer ..... Supervisor, T.L.R.C.  
Michelle Teasely ..... Supervisor, Testing

## PHYSICAL PLANT

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Alan LaForrest, B.S. .... Supervisor of Maintenance  
Lowell Syrus, A.A.S. .... Supervisor of Building Services  
Mike Ryan, B.S. .... Supervisor, Grounds

## PUBLIC SAFETY

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Vacant ..... Supervisor  
Sean Nowlin ..... Supervisor  
Kathy Wolfangel ..... Supervisor, Communications

## RECORDS AND REGISTRATION

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Margaret Hawkins, M.Ed. .... Assistant Director

## RESEARCH AND PLANNING

Joyce McCabe, Ph.D. .... Director

## STUDENT ACTIVITIES & ATHLETICS

Regina Peal, Ph.D. .... Director  
Anthony Gholson ..... Supervisor, Athletics

## TECH-PREP/HEART OF OHIO CONSORTIUM

Connie Faddis, M.A. .... Director

## TELEPHONE INFORMATION CENTER

Nina Reese, B.A. .... Director

## FACULTY AND ADVISORY MEMBERS

### ACCOUNTING

**Chairperson**, Ted G. Hopple, B.S., *The Ohio State University*, M.A., Ph.D., *Ohio University*

#### Faculty

Instructor Kimberly Colvin, B.S., B.A., *The Ohio State University*;  
Professor Jack Kockentiet, B.S., M.B.A., *Wright State University*;  
Professor Bill Mundy, C.P.A., B.S., B.A., *The Ohio State University*;  
Professor Patricia Parker, C.P.A., B.S., *University of Louisville*, M.A.,  
*The Ohio State University*; Professor Daniel E. Wyatt, C.P.A., B.S.,  
*West Virginia University*

#### Advisory Committee

Carrie Clay, CPA ..... Price Waterhouse  
Dennis Hanzel, CPA ..... Internal Revenue Service  
Nora Kish, CPA ..... Sole Practitioner  
Steven Martin, (CPA Inactive) ..... Blaugrund, Herbert & Martin, Inc.  
Alan Rogers, CPA ..... Insta-Pay, Inc.  
Greg Sutton ..... Grange Mutual Casualty Company  
John Wronski, C.P.A. .... Internal Revenue Service

### ARCHITECTURE

**Chairperson**, Antoinette M. Baldin, B.S., *Purdue University*, M.B.A.,  
*Lewis University*, M.S., *The Ohio State University*

**Coordinator**, Assistant Professor Robert D. Ritchie, Architect, B.S.,  
M.Arch., *The Ohio State University*

#### Faculty

Associate Professor Thomas G. Robbins, Architect, NCARB, B.Arch.,  
*University of Illinois*

### Advisory Committee

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Robert L. Caldwell ..... Schooley Caldwell Associates  
Daniel Cline ..... Daniel Cline & Associates  
Gregg Gaber ..... Gaber & Associates  
Joan Gilcrest. .... Fanning &  
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Columbus State Community College is accredited by The Higher Learning Commission; Member-North Central Association (NCA), 30 N. LaSalle St., Suite 2400, Chicago, Illinois 60602-2504, (312) 263-0456 or (800) 621-7440. Many of Columbus State's degree programs are accredited by professional associations and agencies as listed below.

## Accounting and Finance

Association of Collegiate Business Schools and Program (ACBSP)  
7007 College Boulevard, Suite 420  
Oakland Park, K.S. 66211  
(913) 339-9356

## Allied Health

### Dental Hygiene

American Dental Association Commission on Dental Accreditation  
211 East Chicago Avenue  
Chicago, Illinois 60611-2678  
(312) 440-2915

### Medical Assisting

Commission on Accreditation of Allied Health Education Programs  
35 East Wacker Drive, Suite 1970  
Chicago, Illinois 60601  
(312) 253-9355

### Radiography

Joint Review Committee on Accreditation for Radiologic Technology Programs  
20 North Wacker Drive, Suite 900  
Chicago, Illinois 60606-2901  
(312) 704-5300

### Respiratory Care

Committee on Accreditation for Respiratory Care (CoARC)  
1710 West Euless Boulevard, Suite 300  
Euless, Texas 76040-6823  
(817) 283-2835

## Automotive Technology

### Automotive Technology and Ford ASSET Program

National Institute for Automotive Service Excellence (ASE)  
National Automotive Technicians Education Foundation (NATEF)  
101 Blue Seal Drive, Suite 101  
Leesburg, Virginia 20175  
(703) 669-6650

## Business Management/Office Administration

### Business Management

### Human Resources Management Technology

### Office Administration

Association of Collegiate Business Schools and Programs (ACBSP)  
7007 College Boulevard, Suite 420  
Overland Park, Kansas 66211  
(913) 339-9356

## Computer Science

### Computer Programming Technology

### Microcomputing Technology

Associate of Collegiate Business Schools and Programs (ACBSP)  
7007 College Boulevard, Suite 420  
Overland Park, Kansas 66211  
(913) 339-9356

## Construction Science

### Construction Management

American Council of Construction Education (ACCE)  
1300 Hudson Lane, Suite 3  
Monroe, Louisiana 71201-6054  
(318) 323-2816

## Landscape Design/Build

Associated Landscape Contractors of America (ALCA)  
150 Elden Street, Suite 270  
Herdon, Virginia 20170  
(703) 736-9666

## Engineering Technologies

### Aviation Maintenance Technology

Federal Aviation Administration  
2780 Airport Drive, Suite 300  
Columbus, Ohio 43219  
(614) 255-3120

### Electronic Engineering Technology

Accreditation Board of Engineering and Technology, Inc (ABET)  
111 Market Place, Suite 1050  
Baltimore, Maryland 21202  
(410) 347-7700

## Hospitality Management

Commission on Accreditation of Hospitality Management Programs (CAHM)  
P.O. Box 400  
Oxford, MD 21654  
(410) 226-5527

### Chef Apprenticeship Major

### Food Service/Restaurant Management Major

American Culinary Federation Accrediting Commission  
10 San Bartola Drive  
St. Augustine, FL 32086  
(800) 624-9458

### Dietetic Technician Major

Commission for Accreditation and Approval of Dietetics Education  
The American Dietetic Association  
216 W. Jackson Blvd.  
Chicago, Illinois 60606-6995  
(800) 877-1600 x-4874

### Dietary Manager Certificate

Dietary Managers Association  
406 Surrey Woods Drive  
St. Charles, Illinois 60174  
(800) 323-1908

## Human Services

### Mental Health/Chemical Dependency/Mental

#### Retardation

Council for Standards in Human Services Education (CSHSE)  
Margaret J. Barbee  
Vice President, Program Approval  
1612 Greenville Blvd. S. E.  
Greenville, NC 27858  
(252) 752-5320

## Justice and Safety Programs

### Emergency Medical Technician-Paramedic Program

Committee on Accreditation of Allied Health Education  
Programs (CAAHEP)  
Joint Review Committee on Educational Programs for  
EMT/Paramedic  
7108-C South Alton Way, Suite 150  
Englewood, California 80112-2106  
(303) 694-6191

### Emergency Medical

Technician-Paramedic Program State of Ohio  
EMS Agency  
P.O. Box 182073  
Columbus, Ohio 43219  
(614) 466-9447

### Legal Assisting

American Bar Association  
Standing Committee on Legal Assistants  
750 North Lake Shore Drive  
Chicago, Illinois 60611  
(312) 988-5618

## Marketing & Graphic Communications

### Logistics

### Marketing

### Retail Management

Association of Collegiate Business Schools and Programs  
(ACBSP)  
7007 College Boulevard, Suite 420  
Overland Park, Kansas 66211  
(913) 339-9356

## Medical and Sports Services

### Health Information Management Technology

Committee on Allied Health Education Programs (CAAHEP)  
35 East Wacker Drive, Suite 1970  
Chicago, Illinois 60606-2208  
(312) 253-9355

### Medical Laboratory Technology

National Accrediting Agency for Clinical Laboratory  
Sciences (NAACLS)  
8410 West Bryn Mawr Avenue, Suite 670  
Chicago, Illinois 60631-3415  
(713) 714-8880

### Massage Therapy

The State Medical Board of Ohio  
77 S. High Street, 17th Floor  
Columbus, Ohio 43266-0315  
(614) 466-3934

### Veterinary Technology

American Veterinary Medical Association  
Committee on Veterinary Technician Education and Activities  
1931 North Meacham Road Suite 100  
Schaumburg, Illinois 60173-4360  
(847) 925-8070

## Nursing and Related Services

### Multi-Competency Health (Histotechnology)

### Multi-Competency Health (Phlebotomy)

National Accrediting Agency for Clinical Laboratory  
Sciences (NAACLS)  
8410 West Bryn Mawr Avenue, Suite 670  
Chicago, Illinois 60631-3415  
(713) 714-8880

## Nursing

National League for Nursing Accrediting Commission (NLNAC)

61 Broadway, 33<sup>rd</sup> Floor  
New York, New York 10006  
(216) 363-5555 x-153

Ohio Board of Nursing  
17 S. High Street, Suite 400  
Columbus, Ohio 43215-3413  
(614) 466-3947

### Nurse Aide Training Program (NATP)

Ohio Department of Health NATCEP Unit  
246 North High  
P. O. Box 118  
Columbus, Ohio 43216-118  
(614) 752-8285

### Surgical Technology

Commission on Accreditation of Allied Health Education  
Programs (CAAHEP)  
Accreditation Review Committee on Education in Surgical  
Technology (ARC-ST)  
7108 C. South Alton Way  
Englewood, CO 80112-2106  
(303) 694-9262

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# Glossary of Terms

**Ability to Benefit** - Ability to Benefit states that students who do not have a GED or high school diploma can take a federally authorized test and pass all sections to determine their eligibility for federal aid.

**ACT/SAT** - College Entrance Exams recommended or required for admission to some colleges

**ADA** - Americans with Disabilities Act

**Aging Services** - Synonymous with Gerontology, the study of the process of aging

**Alumni** - Graduates of a college or school.

**American Sign Language (ASL)** - Language for communicating with the deaf, with its own grammatical structure different from English.

**Apply** to Columbus State Community College - Submit a completed admission application form and pay \$10.00 application fee.

**Articulation** - A specific agreement between two schools that guarantees the transfer of a degree from one school to another, for example, Columbus State A.A. or A.S. degree to Ohio State B.A. and B.S. degree.

**Associate Degree** - the degree awarded if you successfully complete an associate degree program at Columbus State; also known as a two-year degree.

**ASSET (Ford)** - Two year cooperative training program (automotive related) sponsored by Ford Motor Company.

**ASSIST** Restriction (for students in Academic Difficulty) - Restriction placed on students file who has been dismissed from the college due to unsatisfactory academic progress.

**ATS Degree (Associate of Technical Studies)** - ATS degree enables a student to design an individualized program of study to fulfill a unique career goal. Student can select courses from up to four different technical programs.

**Audit** a Class - Process by which a student may take and pay for a class for information instruction only, no grade or credit received for the course.

**Book Buybacks** - The Bookstore buys back used books during finals week of each quarter.

**Bursar's Office** - Another term used for the cashier's office.

**Business & Industry** - Division at CSCC that assists local businesses with on site or on-campus consulting services and training programs.

**C.A.D.** - Computer Aided Drafting produces computer assisted drawings for architecture or engineering related projects.

**Cashier** - Location where students can pay fees, parking fines, purchase discount tickets and other cash related functions. The Cashiers Office is located on first floor in Rhodes Hall.

**C.A.T.S.** - Computer Automated Touch/Tone System allows students to register for classes using the touch-tone option.

**CET** (Computer Enrichment Training) - Computer training program offered through Business & Industry Division.

**Certificate** - Document testifying that one has fulfilled requirements of either a course or series of courses.

**CLEP** - The College Level Exam Program that allows students to earn college credit for what they already know.

**College Work Study** - Provides part-time employment on campus to assist with college expenses for students with financial need.

**Commencement** - the graduation ceremony held four times a year at the close of each academic quarter.

**COMPASS (Placement Tests)** - Computerized placement testing for new students to identify the appropriate starting level for reading, writing and math courses.

**Contact hour** - an hour of in-class time.

**Continuing Education** - Educational options available through non-credit courses and seminars designed to meet the licensing and certification needs of professionals in the community.

**Contract Training** - Providing training and consulting services to companies.

**Cooperative Education (Co-Op)** - Work-related opportunity for students to bridge the student's program of study with career-related work experience.

**Cougar Mail/Cougar Net** - The free e-mail program for enrolled students/ The Internet Service Provider available to students for a quarterly fee.

**Course description** - a written statement that explains what will be taught in a class.

**CPE** - Continuing Professional Education courses offered at Columbus State Community College through non-credit coursework designed to meet licensing or certification needs.

**Credit** - recognition by the college that you have successfully completed a course requirement leading to a degree or certificate.

**Credit Bank Hours** - This is an agreement between an employer and the college that allows for an exchange of the use of credit hours and internship hours.

**Credit hour** - the unit of measurement for college work that applies to a degree or certificate.

**Curriculum** - a series of courses that leads to a degree or certificate. The same as a program of study.

**dBase** - Data Base courses offered through the Computer Programming Technology at Columbus State Community College.

**Distance Learning** - classes delivered by video, on cable tv, PBS, or via the Internet or by teleconference.

**Deferment (Student Loans)** - Authorized period of time granted by the lender that a student does not need to make regular monthly payments toward their student loan.

**Degree Audit** - Advising tool that provides a written report of courses in progress, courses completed and courses remaining for completion of program or degree requirements.

**Developmental Education Courses** - Courses provided to improve or refresh a student's skills in reading, writing and mathematics.

**Diploma (Replacement Diploma)** - Official record of graduation from or of a degree conferred by a school or college. Replacement Diploma can be obtained by submitting a written request attesting that the original diploma has been lost or destroyed.

**DISCOVER** - Computer based assessment tool that surveys abilities, values, experiences and interests.

**Drop a class** - Process by which you withdraw from a class.

**Duplicate Fee receipt** - A second copy of a student's original paid fee receipt.

**Duplicate Schedule/Fee Statement** - A second copy of a student's original schedule and fee statement.

**EDP Auditing** - Courses offered at Columbus State Community College that include accounting training with an emphasis toward systems analysis and programming.

**Educable** (Cable courses) - Cable channel that allows students to view televised classes.

**Elective** - A course that is not required in a degree or certificate program but that is counted in total hours required.

**ERC** - Educational Resources Center, also known as the Library or Columbus Hall.

**Evening Classes** - Defined as classes that are offered during the week and begin at 5:00 p.m. or later.

**Exam Credit (Proficiency Credit)** - Students who believe they possess the knowledge contained in a course, may request of the academic department to take a proficiency exam.

**Faculty** - the college's instructors.

**Fee Payment** - Students fees may include one or all of the following: quarterly academic fees, lab fees and or matriculation fees. Fees can be paid in the cashier office, over the telephone or by mail. All fees need to be paid by posted deadlines.

**Fee Refund Appeal** - If a student feels that the refund they received is not accurate, the student may fill out a tuition refund appeal from which is available in Records and Registration Dept. in Madison Hall.

**Fee Refund** - Refund of fees sent for student -initiated withdrawals in accordance to the refund schedule for full quarter classes. The dates for refund guidelines can be found on the student class schedule and in the front of the quarter schedule

**Financial Aid** - Available in four forms: grants, scholarships, loans, part time employment and Supplemental Educational Opportunity Grant (SEOG).

**Fresh Start Rule** - This is a rule that is intended to help students who were unsuccessful in their previous academic attempts.

**Full-time student** - a student who is taking 12 credit hours or more during the quarter

**General Education** - courses that give the student an introduction to the liberal arts and can be tailored to meet the student's interests and requirement of specific degree programs.

**General Education Diploma Test (GED)** - The GED is equivalent to a high school diploma and is accepted by most colleges and universities, and military recruiters.

**Gerontology** - Also Aging Services -The scientific study of the characteristics associated with old age and aging.

**Going the Distance** - Complete degrees in Associate of Arts and Associate of Applied Science in Business Management are offered through distance learning by combining video-based and on-line courses.

**Good As Gold Program** - This is a free tuition program that is offered to senior citizens who are 60 years old or older and fully retired.

**Grade-point average** - a mathematical way of computing academic performance by giving a value to each grade, multiplying the credit hours by the points, and dividing that total by the number of credit hours attempted.

**Graduation Requirements** - the courses and competencies in the program of study that you have to complete successfully in order to qualify for a degree or certificate.

**Grades/Grade Letters** - At the close of the term and upon the completion of a course the instructor reports a letter grade indicating the quality of a student's work.

**Grants** - This is a type of financial assistance that is available to students who meet the eligibility criteria based on a federal formula.

**Harassment** - This can be defined as general misconduct, which may result in penalties up to, and including dismissal from the college.

**Health Insurance (Student)** - All full-time students registered for credit and attending classes at Columbus State Community College are eligible for low cost group accident and sickness health care coverage.

**Health Record (Health Care Students)** - Students in certain health care technologies will be required to have a physician's examination and might be required to have immunizations

and laboratory blood studies completed prior to being accepted into health related technology coursework.

**HECC** - The Higher Education Council of Columbus is an association of colleges and universities in Central Ohio.

**Honors** - formal recognition of academic achievement.

**Housing for Students** - Columbus State Community College does not provide on campus housing options for its students. Information regarding off campus housing options may be found in the Student Activities office in Nestor Hall.

**Identification Cards** - ID cards are required in order to use many campus related services or activities. These ID cards may be purchased at the Cashier's office for a one time fee of \$4.00. - issued by the Public Safety Office.**Immigrant students** - Students who have immigrated to the United States

**International students** - a student from another country who is enrolled at CSCC.

**Internship** - approved on-the-job training in a work setting in which you earn credit hours towards graduation.

**Intramural sports** - on-campus, non-varsity or intercollegiate, sports.

**Job Hot Line** - a phone number to call for full or part-time employment while in college.

**K-12 programs** - CSCC programs that work with students in Kindergarten through 12 grade.

**Laboratory; Lab hours** - the time in the instructional plan that you spend applying the theories presented in the lecture portion of your class.

**Late Payment of fees** - paying your fees after the designated date; incurs a late fee.

**Library** - located in Columbus Hall, is sometimes referred to as the Educational Resources Center, or ERC.

**Life Experience Credit** - college credit that can be earned for life or career experience; determined by testing.

**Loan** - financial aid that must be repaid with predetermined terms.

**Loan Deferment** - when the loan repayment is "put off" a certain amount of time.

**M.L.T. program** - Medical Laboratory Technology.

**Miami 2+2 program** - A degree program offered by Columbus State and Miami University, which pairs an associate degree with two more years of study to earn a bachelor's degree.

**MindLeaders** - Non-credit web based continuing education courses in professional and technical areas that may enhance employment skills.

**Modular courses** - courses that are offered in shorter, self-contained units.

**Multi-Competency Health** - a degree program that offers courses in a variety of health-related areas.

**Non-credit courses** - courses that do not offer college credit.

**Non-traditional credit** - college credit earned through means other than traditional classroom or distance learning.

**Nurses Office** - the College Health Office, located in Union Hall.

**Orientation** - a formal or informal meeting for new students to become acquainted with the campus and student services at Columbus State.

**O.N.O.W.** - Ohio Non-Traditional Occupations for Women program, offered by the Transitional Workforce Office at Columbus State.

**Out-of-State status** - A student whose permanent residence is outside the state of Ohio, or who has not maintained residency in Ohio for 12 months.

**Parking Ticket** - given for parking violations at Columbus State. Must be paid prior to registration each quarter, and prior to graduation.

**Part-time student** - a student who is taking less than 12 credit hours of classes during a quarter.

**Payment of Fees** - Can be accomplished in a variety of ways such as in person, my mail, or by phone. There is a deadline each quarter for payment without a late penalty.

**Peer Tutoring** - a free service offered by the Developmental Education department, where students can be tutored by other students.

**Phi Theta Kappa** - a national student honorary society for two year college students.

**Placement Tests** - A test given to students to determine the

level of courses they are required to take in subjects such as writing, math and reading.

**Prerequisite** - a course that is required prior to scheduling another class. Students must pass prerequisite classes with a "C" or better prior to scheduling the next course in the series.

**Program of study** - a series of courses that leads to a degree or certificate through a specified curriculum.

**Proficiency credit** - college credit that is earned by testing for proficiency in a certain subject.

**Proficiency test** - a test for proficiency in a subject - can lead to proficiency credit being earned.

**PSEO** - post secondary enrollment option - a program for current high school students to attend college while still in high school, earning credit that satisfy both requirements.

**Public Safety** - the college's Police Department.

**Quarter** - A part of the academic year. There are four, 11-week quarters at Columbus State during Autumn, Winter, Spring and Summer, with breaks in between each quarter .

**Records, student** - The records kept by Columbus State for the period of your enrollment, including grades, fees paid, classes taken, major declared, etc.

Refugee students -

**Refund check** - the money returned to you if you have dropped or been canceled from a class.

**Registration** - The process of selecting courses, choosing sections by day and hour, enrolling in classes and paying tuition and fees.

**Remedial Course** - a course taken to learn pre-college skills in various areas such as mathematics or communication skills.

**Residency requirement** - the requirements to be considered a resident of the state of Ohio.

**Schedule/scheduling** - the list of classes you have registered for/ the process of registering for classes.

**Scholarship** - a sum of money awarded to a student in recognition of academic achievement for use in paying fees or other college expenses. Does not require repayment.

**Section** - The individual class meeting at a particular day and time with a specific instructor.

**Selective Service Registration** - registration for the draft;

required of all males, age 18 and over.

**Senior Citizen** - anyone age 60 or older.

**S.O.A.R.** - adult re-entry into college program.

**Spring Street**- the title of the college's literary magazine, published annually by the Communication Skills department.

**Student Athlete** - a student who is participating in varsity athletics at Columbus State, and who must maintain certain grade standards to participate.

**Student Ambassador** - students who have been selected for a scholarship program which requires serving as "ambassadors" to groups and other students.

**Student for a Day** - a program for high school students; allows them to experience the college environment.

**Teaching Learning Resource Center(TLRC)** - the lab housed in Academic Center B in which students and faculty can experiment and be trained in methods of distance learning, teleconferencing, and more.

**Tech-Prep program** - a program for high school students in which they enroll in certain high school courses in preparation for a college degree program and career in the same area.

**Teleconference** - a meeting or class held simultaneously in more than one location, via fiber optic connection of video cameras.

**Telecourse** - a college course offered on videotape, on cable tv, or on public television .

**TOEFL Exam** - The Test of English as a Foreign Language required of foreign students at Columbus State.

**Transfer credit** - the college credits earned at Columbus State or another college, that transfer as the same credits to another college or university.

**Transfer Fair:** Representatives from 50+ colleges visit our campus and bring information about their transfer programs to CSCC students

**Transfer program** - A program offered by Columbus State which has been designed to transfer credits to other colleges or universities in preparation for continuing with a higher degree such as a bachelor's or master's degree.

**Transcript** - A record of courses taken, grades earned, honors received and degrees awarded at a previous educational institution, including high school or other colleges attended.

**Transliterating** - a program of sign language and interpretation offered at Columbus State.

**Tuition** - the money a student pays for instruction at any college. Fees and book costs are usually additional.

**Tuition Reimbursement** - The money a student can receive back from a company or employer that pays for college courses taken by their employees. Usually paid back after the course has been satisfactorily completed.

**Tuition Refund** - The money refunded to a student after he/she withdraws from a class.

**Veteran** - a person who has served in the United States military and earned benefits as a result of completion of their service.

**Veteran's Benefits** - The benefits earned by veterans of the U.S. Military, which include the cost of a college education.

**Video-based course** - college courses that are offered by Columbus State on videotape, on cable television or on public television.

**Voucher** - a statement of the funds available to pay fees from a grant.

**Weather closing** - a formal cancellation of classes forced by inclement weather; always announced via the broadcast media listed in the college's *Schedule of Classes*.

**Withdraw form** -the form required by a student who wishes to withdraw from a class he/she has scheduled, paid for and attended for a specified period of time.

**World Wide Web** -the Internet on line.

**Web-based course** - courses offered via Internet or WWW via an Internet service provider, or on campus using an on-line computer lab.

**Work Study** - a student in the federal work study program, working no more than 20 hours a week while enrolled at the college.

**Writing Center** - the Developmental Education lab in Franklin Hall in which students can receive tutoring and academic assistance.

# NOTES



# NOTES

# Vision and Values

We see Columbus State Community College as a dynamic and diverse institution offering accessible, affordable, lifelong learning opportunities to meet the educational, employment, and enrichment needs of our community as it participates in the global economy.

## We Value Being . . .

- An integral, respected, trusted partner in our community.
- A dynamic, evolving institution.
- An outstanding learning environment.
- An accessible educational institution.
- A diverse learning community.
- A results-oriented organization.
- Accountable.

## Mission Statement

The mission of Columbus State Community College is to provide quality educational programs that meet the life-long learning needs of its community. Through its dynamic curriculum and commitment to diverse learners, the college will serve as a catalyst for creating and fostering linkages among the community, business and educational institutions. The college will proactively respond to the changing needs of our community and its role in the global economy through the use of instructional and emerging technologies.

## Institutional Goals

- To recognize, develop, and support excellence in both learning and teaching.
- To provide a learner-centered environment that provides the support services which assure that learners attain their educational goals.
- To provide relevant, thorough, state-of-the-art technical education that prepares students to prosper in the world of work.
- To provide course work leading to an associate degree and/or lower-division preparation for college/university transfer.
- To provide educational, cultural, economic, social, recreational, or aesthetic programs and services to meet the changing needs of individuals in a multicultural community.
- To provide lifelong educational programming for personal and professional growth, cultural and recreational enrichment and international education.
- To foster an environment that values an understanding and appreciation of diversity.

- To develop and strengthen partnerships with industry, primary and secondary education, business, labor, community organizations and government to enhance the economic development of our service community.
- To broaden learning opportunities through the creation of a strong community outreach program.
- To collaborate with our community to understand and satisfy its needs and expectations to provide quality educational services within available resources.
- To encourage management policies that demonstrate institutional integrity and effectiveness.
- To enhance learning opportunities for students, faculty, staff, and administrators through the effective use of technology.

## Strategic Planning Goals

- Technology Support
- Access
- Global Perspective
- Community Building
- Workforce Development
- Financial Resources Development
- Marketing and College Image
- Human Capacity Development
- Board Development
- Financial Stewardship