

Columbus State Community College

2008-2009

CATALOG



www.csc.edu



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The official Columbus State Community College Catalog is maintained online at www.csc.edu. The 2008-2009 College Catalog contains current information regarding the school calendar, admissions, degree requirements, fees, regulations, and course offerings. Columbus State reserves the right to make changes in the online catalog or in the printed catalog, 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, gender, religion, ancestry, national origin, 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 Columbus State Student:

Welcome to Columbus State Community College! You have made a smart choice 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, your experience here should be a rewarding one. The faculty and staff at Columbus State are dedicated to providing you with the best educational preparation possible. Many of our faculty and staff are recognized 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 a 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.

Columbus State stands ready to help you—and every student—learn for the present and learn for a lifetime. I hope you take full advantage of everything this exceptional college community has to offer.

Sincerely,

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

Val Moeller
President

Campus Directory

Department	Location	Phone
Academic Health Records	UN 134A	287-2450
Admissions	MA 101	287-2669
Advising Services	AQ 116	287-2668
Arts and Sciences Division	NH 425	287-2512
Bookstore: The Discovery Exchange	DX	287-2427
Business and Industry	WD 317	287-5000
Cafeteria	DE	287-2483
Cashier's Office/Fees	RH 2 nd Floor	287-2414
Campus Tours	MA 101	287-2669
Career Placement Center (Acloché)	NH 119	287-5279
Career Services (Advising)	AQ 116	287-5327
Child Development Center	CDC	287-3600
Community Educ./Workforce Dev.	WD 1090	287-5858
Community Outreach	FR 132	287-5433
Continuing Professional Education	WD 346	287-5997
DX Copy/Print Shop	DX/Lower Level	287-5652
Counseling Services	AQ 116	287-2668
Delaware Center	DC	(740) 369-3890
Developmental Education	AQ 215	287-5193
Disability Services	FR 223	287-2570
(The) Discovery Exchange (Bookstore)	DX	287-2427
Distance Learning/Global Campus	CT	287-5991
Diversity/Study Abroad/TRiO Programs	EB 201	287-5648
Dublin Center	DB	287-7050
Educational Resources Center (Library)	ERC	287-2465
Financial Aid	RH Ground Fl.	287-2648
GED	WD 1090	287-5858
Gahanna Center	GH	476-4711
Human Resources	RH 115	287-2408
Intramural Sports	DE 134	287-5348
Instr. Technologies and Distance Learning	CT	287-5472
K-12 Initiatives	SX	287-5961
Knowledge Resources and Planning	FR 122	287-3837
Language Institute	WD 1108	287-5448
Library (Educational Resource Center)	ERC	287-2465
Marysville Center	ML	(937) 644-1616
Off-Campus Programs	DE 103	287-2696
Parking and Student IDs	UN 048	287-2525
Pickaway Center (Teays Valley H.S.)	PC	(740) 983-5086
Public Safety	UN 048	287-2525
Records and Registration	MA 201	287-5353
Recreational Facilities	DE 134	287-2445
ROTC		236-6649
Southeast Center	SE	287-7200
Southwest Center (Bolton Field)	SW	287-7102
South-Western Center (Grove City)	GC	801-3385
Student Activities	NH 116	287-3656
Student Athletics	DE 134	287-5092
TechLink Program	DE 259	287-5318
Tech Prep/Heart of Ohio Consortium	NH 022	287-2452
Telephone Information Center	TIC	287-5353
Testing Center	AQ 002	287-2478
Tolles Center	TC	287-2696
Transitional Workforce	WD 1099	287-5397
Tutoring Services	AQ 241	287-2474
Veterans Services	RH 138	287-2644
Westerville Center	WV	287-7000

Academic Programs

Arts and Sciences Division	NH 425	287-2512
Biological and Physical Sciences	NH 408	287-2522
Communication Skills	NH 420	287-2531/3630
Developmental Education	AQ 215	287-5193
Humanities	NH 408	287-5043
Mathematics	DH 415	287-5313
Modern Languages	FR 206A	287-5400
Social/Behavioral Sciences	TL 309	287-5005
Technical Communication	NH 420	287-3630/2531

Career and Technical Programs

Accounting	NH 432	287-5420
Applied Technologies	DE 259	287-5211
Appraisal	WD 1099	287-5397
Architecture	DH 205	287-5030
Automotive Technology	DE 259	287-5318
Aviation Maintenance Technology	AV	287-7100
Business Management	DE 240	287-5351
Business Office Applications	DE 259	287-5009/5351
Civil Engineering Technology	DH 205	287-5030
Computer Information Technology	DE 259	287-5376/5009
Construction Management	DH 205	287-5030
Dental Hygiene	UN 410	287-5215
Dental Laboratory Technology/ Small Business Management	UN 433	287-2521
Digital Design and Graphics	EB 401	287-5010
Digital Photography	EB 401	287-3697
Early Childhood Development	UN 219	287-2540
Electro-Mech. Engineering Technology	EB 312	287-5350
Electronic Engineering Technology	EB 312	287-5350
Emergency Medical Serv. Technology	GA 001	287-3812
EMS/Fire Science	GA 001	287-3812
Environmental Science, Safety & Health	DH 205	287-5030
Finance	NH 432	287-5420
Fire Science	GA 001	287-3812
Geographic Information Systems	DH 205	287-5030
Health Information Mgmt. Technology	UN 307	287-5382
Heating, Ventilating & A/C Technology	UN 134B	287-2657
Hospitality Management	EB 001	287-5126
Human Resources Mgmt. Technology	DE 240	287-5351
Interactive Media	EB 401	287-5010
Interpreting/Amer. Sign Language Edu.	UN 219	287-2540
Landscape Design/Build	DH 205	287-5030
Law Enforcement	FR 206B	287-2591
Marketing	EB 401	287-5010
Massage Therapy	UN 307	287-5382
Mechanical Engineering Technology	EB 312	287-5350
Medical Assisting	UN 407	287-2521
Medical Laboratory Technology	UN 307	287-5382
Mental Health/Chemical Dependency/ Mental Retardation	UN 219	287-2540
Multi-Competency Health	UN 507	287-2506/2606
Nuclear Medicine Technology	GR 389	287-5215
Nursing	UN 507	287-2506
Paralegal Studies	FR 206B	287-2591
Quality Assurance Technology	EB 312	287-5350
Radiography	GR 111	287-5215
Real Estate	WD 1099	287-5397
Respiratory Care	UN 407	287-2521
Sport and Exercise Studies	UN 307	287-5382
Supply Chain Management	EB 401	287-5175
Surgical Technology	UN 507	287-2506/2606
Veterinary Technology	VT 102	287-5511

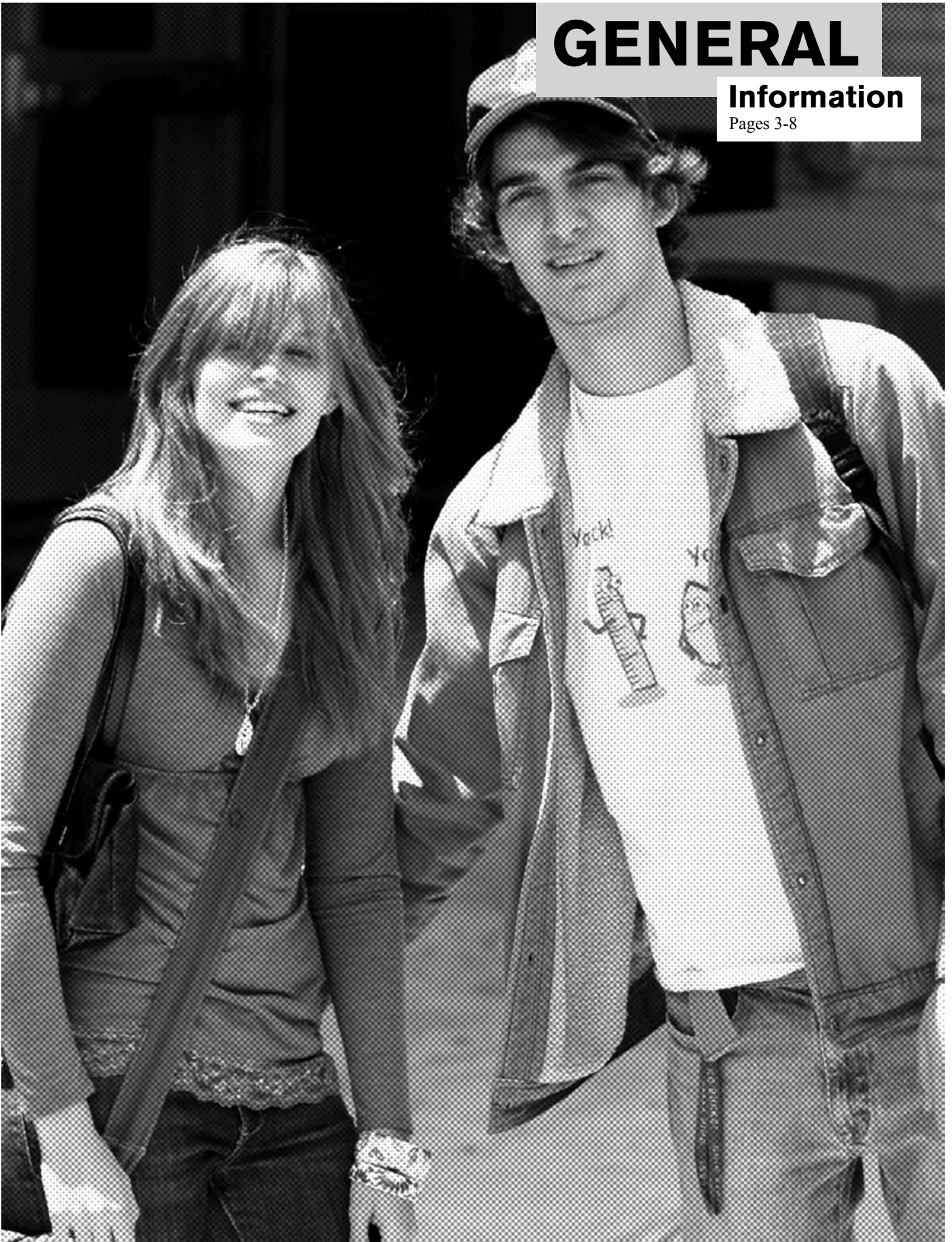
Building Codes:

AQ..... Aquinas Hall	DH..... Davidson Hall	MA..... Madison Hall	TC..... Tolles Center
AV..... Aviation Facility (Bolton Field)	DX..... Discovery Exchange Bookstore	ML..... Marysville Center	TL..... Center for Technology and Learning
CDC..... Child Dev. Center	EB..... Eibling Hall	NH..... Nestor Hall	UN..... Union Hall
CO..... Columbus Hall	FR..... Franklin Hall	PG..... Parking Garage	VT..... 384 N. 6th St.
CT..... Center for Teaching and Learning Innovation	GA..... 375 N. Grant Ave.	RH..... Rhodes Hall	WD..... Center for Workforce Development
DB..... Dublin Center	GC..... South-Western Center (Grove City)	SE..... Southeast Center	WV..... Westerville Center
DC..... Delaware Center	GH..... Gahanna Center	SW..... Southwest Center (Bolton Field)	
DE..... Delaware Hall	GR..... 389 N. Grant Ave	SX..... 366/370 6th St.	

GENERAL

Information

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Academic Calendar

Summer Quarter 2008 June 30, 2008 – September 13, 2008

Autumn Quarter 2008 September 24, 2008 – December 13, 2008

April 28, 2008 (M)..... Summer Quarter 2008 registration begins
June 2, 2008 (M)..... Readmission Deadline for Academic
Dismissal and Academic Review-SU08
June 30, 2008 (M)..... *8-week term classes begin
June 30, 2008 (M)..... *First 4-week term classes begin
June 30, 2008 (M)..... *First-term classes begin
June 30, 2008 (M)..... *Full term classes begin
July 4, 2008 (F)..... Independence Day – Campus closed
July 11, 2008 (F)..... SU08 Petition to Graduate Deadline due in
Records and Registration by 4:30 pm
July 21, 2008 (M)..... Last day to drop from first 4-week term
classes
July 27, 2008 (SU)..... First 4-week term classes end
July 28, 2008 (M)..... *Second 4-week term classes begin
July 31, 2008 (TH)..... Last day to drop from first-term classes
August 6, 2008 (W)..... First-term classes end
August 7, 2008 (TH)..... *Second term classes begin
August 9, 2008 (S)..... Last day to remove Incompletes (I) incurred
Spring Quarter 2008
August 18, 2008 (M)..... Last day to drop from 8-week term
classes
August 18, 2008 (M)..... Last day to drop from second 4-week term
classes
August 24, 2008 (SU)..... Second 4-week term and 8-week term
classes end
August 25, 2008 (M)..... Readmission Deadline for Academic
Dismissal and Academic Review-AU08
September 1, 2008 (M)..... Labor Day – Campus closed
September 2, 2008 (T)..... Last day to drop from full term classes
September 2, 2008 (T)..... Last day to drop from second term classes
September 12, 2008 (F)..... Graduation ceremony
September 13, 2008 (S)..... Full term classes and Second term
classes end
September 13, 2008 (S)..... Summer Quarter 2008 ends

July 28, 2008 (M)..... Autumn Quarter 2008 registration begins
August 25, 2008 (M)..... Readmission Deadline for Academic
Dismissal and Academic Review-AU08
September 24, 2008 (W)..... *8-week term classes begin
September 24, 2008 (W)..... *First 4-week term classes begin
September 24, 2008 (W)..... *First-term classes begin
September 24, 2008 (W)..... *Full term classes begin
October 3, 2008 (F)..... AU08 Petition to Graduate Deadline due
in Records and Registration by 4:30 pm
October 13, 2008 (M)..... Columbus Day – Campus closed
October 15, 2008 (W)..... Last day to drop from first 4-week term
classes
October 21, 2008 (T)..... First 4-week term classes end
October 22, 2008 (W)..... *Second 4-week term classes begin
October 25, 2008 (S)..... Last day to drop from first-term classes
October 29, 2008 (W)..... In-Service Day – Offices closed, no day
classes
November 1, 2008 (S)..... First-term classes end
November 1, 2008 (S)..... Last day to remove Incompletes (I)
incurred Summer Quarter 2008
November 3, 2008 (M)..... *Second term classes begin
November 11, 2008 (T)..... Veteran's Day – Campus closed
November 12, 2008 (W)..... Last day to drop from 8-week term
classes
November 12, 2008 (W)..... Last day to drop from second 4-week term
classes
November 18, 2008 (T)..... Second 4-week term and 8-week term
classes end
November 25, 2008 (T)..... Last day to drop from full term classes
November 25, 2008 (T)..... Last day to drop from second term classes
November 27-30, 2008..... Thanksgiving Holiday – Campus closed
(TH, F, S, SU)
December 8, 2008 (M)..... Readmission Deadline for Academic
Dismissal and Academic Review-WI09
December 12, 2008 (F)..... Graduation ceremony
December 13, 2008 (S)..... Full term classes and Second term
classes end
December 13, 2008 (S)..... Autumn Quarter 2008 ends

Please refer to the college Web site www.csc.edu for additional detailed information. Note the Financial Aid deadline dates.

*Instructor signature required to add a course after the term begins.

Note: Tuition refunds are based upon the percentage of time elapsed in each course. If the course is dropped within 10% of the time elapsed in the course, a 100% tuition refund will be issued. If the course is dropped within 20% of the time elapsed in the course, a 50% tuition refund will be issued. If the course is dropped within 30% of the time elapsed in the course, a 25% tuition refund will be issued.

Note: A course must be dropped before 10% of the course has elapsed in order to avoid a “W” appearing on the academic transcript.

Columbus State Community College reserves the right to change this calendar as necessary.

Winter Quarter 2009
January 5, 2009 – March 21, 2009

Spring Quarter 2009
March 30, 2009 – June 13, 2009

October 27, 2008 (M) Winter Quarter 2009 registration begins
 December 8, 2008 (M)..... Readmission Deadline for Academic
 Dismissal and Academic Review-WI09
 December 25, 2008 (TH) .. Christmas Day – Campus closed
 January 1, 2009 (TH) New Year’s Day – Campus closed
 January 5, 2009 (M)..... *8-week term classes begin
 January 5, 2009 (M)..... *First 4-week term classes begin
 January 5, 2009 (M)..... *First-term classes begin
 January 5, 2009 (M)..... *Full term classes begin
 January 16, 2009 (F) WI09 Petition to Graduate Deadline due in
 Records and Registration by 4:30 pm
 January 19, 2009 (M)..... Dr. Martin Luther King, Jr. Day – Campus
 closed
 January 26, 2009 (M)..... Last day to drop from first 4-week term
 classes
 February 1, 2009 (SU) First 4-week term classes end
 February 2, 2009 (M)..... *Second 4-week term classes begin
 February 5, 2009 (TH) Last day to drop from first-term classes
 February 11, 2009 (W)..... First-term classes end
 February 12, 2009 (TH).... *Second term classes begin
 February 14, 2009 (S) Last day to remove Incompletes (I)
 incurred Autumn Quarter 2008
 February 23, 2009 (M)..... Last day to drop from 8-week term
 classes
 February 23, 2009 (M)..... Last day to drop from second 4-week term
 classes
 February 27, 2009 (F) Presidents’ Day – Campus closed
 March 1, 2009 (SU) Second 4-week term and 8-week term
 classes end
 March 2, 2009 (M)..... Readmission Deadline for Academic
 Dismissal and Academic Review-SP09
 March 9, 2009 (M)..... Last day to drop from full term classes
 March 9, 2009 (M)..... Last day to drop from second term classes
 March 20, 2009 (F) Graduation ceremony
 March 21, 2009 (S) Full term classes and Second term
 classes end
 March 21, 2009 (S) Winter Quarter 2009 ends

February 2, 2009 (M)..... Spring Quarter 2009 registration begins
 March 2, 2009 (M)..... Readmission Deadline for Academic
 Dismissal and Academic Review-SP09
 March 30, 2009 (M)..... *8-week term classes begin
 March 30, 2009 (M)..... *First 4-week term classes begin
 March 30, 2009 (M)..... *First-term classes begin
 March 30, 2009 (M)..... *Full term classes begin
 April 10, 2009 (F) SP09 Petition to Graduate Deadline due in
 Records and Registration by 4:30 pm
 April 12, 2009 (SU) Easter Sunday – Campus closed
 April 20, 2009 (M)..... Last day to drop from first 4-week term
 classes
 April 24, 2009 (F) In-Service Day – Offices closed, no day
 classes
 April 26, 2009 (SU) First 4-week term classes end
 April 27, 2009 (M)..... *Second 4-week term classes begin
 April 30, 2009 (TH) Last day to drop from first-term classes
 May 6, 2009 (W)..... First-term classes end
 May 7, 2009 (TH) *Second term classes begin
 May 9, 2009 (S) Last day to remove Incompletes (I)
 incurred Winter Quarter 2009
 May 18, 2009 (M)..... Last day to drop from 8-week term
 classes
 May 18, 2009 (M)..... Last day to drop from second 4-week term
 classes
 May 24, 2009 (SU) Second 4-week term and 8-week term
 classes end
 May 25, 2009 (M)..... Memorial Day – Campus closed
 May 29, 2009 (F) Readmission Deadline for Academic
 Dismissal and Academic Review-SU09
 June 1, 2009 (M)..... Last day to drop from full term classes
 June 1, 2009 (M)..... Last day to drop from second term classes
 June 12, 2009 (F) Graduation ceremony
 June 13, 2009 (S) Full term classes and Second term classes
 end
 June 13, 2009 (S) Spring Quarter 2009 ends

Please refer to the college Web site www.csc.edu for additional detailed information. Note the Financial Aid deadline dates.

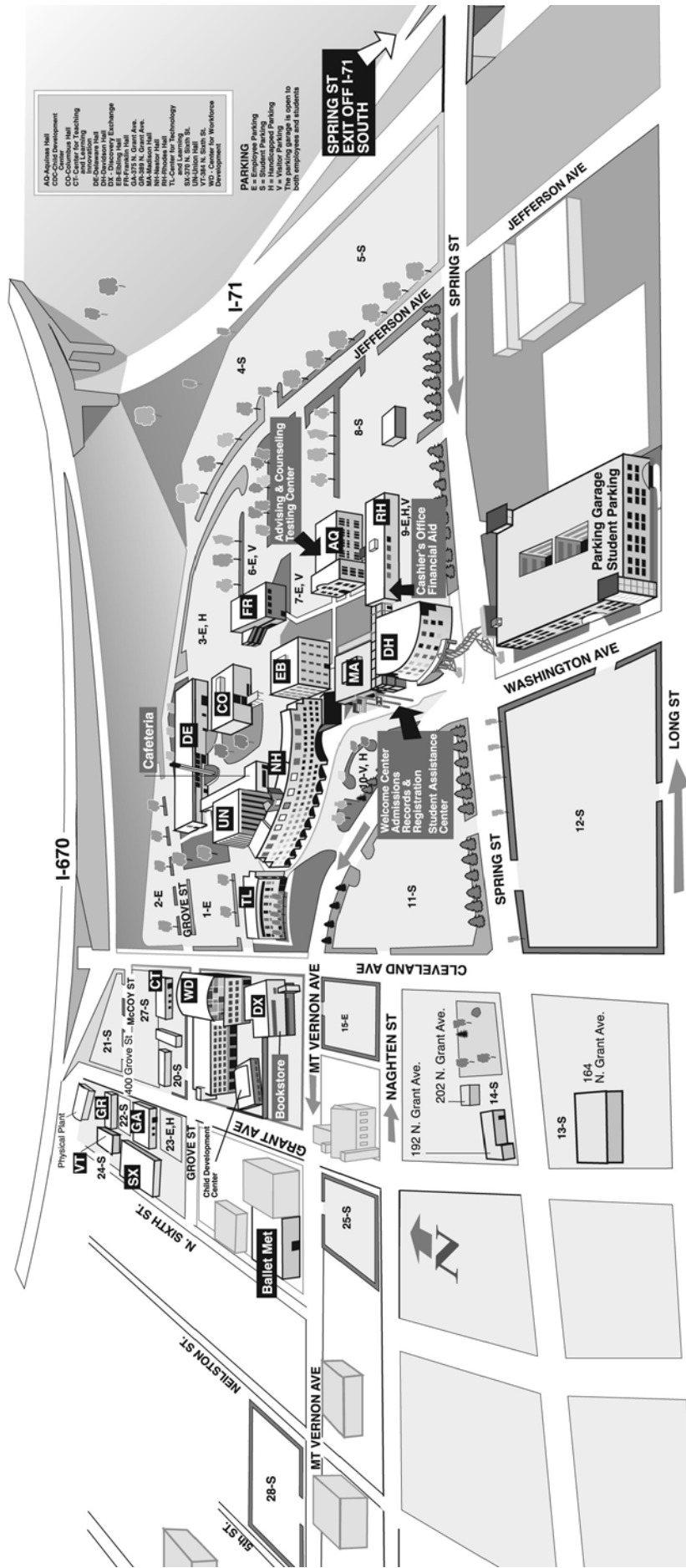
*Instructor signature required to add a course after the term begins.

Note: Tuition refunds are based upon the percentage of time elapsed in each course. If the course is dropped within 10% of the time elapsed in the course, a 100% tuition refund will be issued. If the course is dropped within 20% of the time elapsed in the course, a 50% tuition refund will be issued. If the course is dropped within 30% of the time elapsed in the course, a 25% tuition refund will be issued.

Note: A course must be dropped before 10% of the course has elapsed in order to avoid a “W” appearing on the academic transcript.

Columbus State Community College reserves the right to change this calendar as necessary.

Columbus State Downtown Campus



Columbus State In Brief

For more than 40 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 progress 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. 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 30,000 students have earned associate degrees in more than 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 re-chartered 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 throughout the state. Specific transfer agreements with area colleges and universities have also been developed.

In addition to courses offered on the Downtown Campus, classes are offered at 10 off-campus locations throughout central Ohio. The College's Division of Community Education and Workforce Development also offers customized training programs for local employers on campus or at the business site.

Columbus State's Downtown Campus is centrally located on approximately 80 acres near downtown Columbus. The campus currently has 23 buildings that house classrooms, laboratories, and offices of the College. Also part of the Downtown Campus is

the Educational Resources Center, which provides materials and resources for students. In addition, the College operates a facility for Aviation Maintenance Technology at Bolton Field Airport. In July 2008, the College broke ground on a second campus to be located in Delaware, Ohio. This campus is scheduled to open for Spring Quarter of 2010.

Columbus State Community College serves Franklin, Delaware, Madison, Union, and Pickaway counties. A nine-member Board of Trustees is appointed by the Governor. Columbus State is accredited by the North Central Association of Colleges and Schools, and many of the College's degree programs are accredited by professional associations and agencies.

Campus Tours

Campus tours for individuals and groups can be arranged by contacting the Admissions Office, located in the lower level of Madison Hall, (614) 287-5689. Please call ahead to make a reservation or view reservation information online at www.csc.edu by clicking the "Prospective Students" and "Tours" links.

Admissions

New students are invited to begin the enrollment process in the Admissions Office, located on the lower level of Madison Hall. International student Admissions is also located in this area. Admissions Advisors assist new students with the application process and provide information on programs of study and next steps for enrollment, including new student orientation, placement testing, and applying for financial aid. Admissions Advisors also provide information about the many services and resources available to help students succeed at Columbus State and the wide variety of opportunities to get involved in campus activities and organizations. For more information, contact the Admissions Office at (614) 287-2669 or view our online resources at www.csc.edu (click on the "Prospective Students" link.)

Downtown Campus

Columbus State Community College
550 East Spring Street
Columbus, Ohio 43215
Phone: (614)-287-5353.

Off-Campus Programs

Susan Norris-Berry, Administrator

(614) 287-5083

Columbus State's off-campus centers, located throughout the college's four-county service district and in Pickaway County, provide educational opportunities for more than 15,000 students each year with day, evening and weekend classes. Suburban centers offer courses in general education, computer skills and technical areas, and most are equipped for telecourse and distance learning delivery. In addition, the Associate of Arts and the Associate of Applied Science degree in Business Management are available at the Dublin and Westerville centers. Academic Advising, COMPASS placement testing, Distance Learning testing, and other academic support services are provided at some off-campus centers. Students may also pay fees (credit card payments only) at the Dublin, Southeast and Westerville centers during designated hours; please contact these centers for current hours. A year-round schedule of classes is published annually that allows students to plan their educational programs several quarters in advance.

1 Delaware Center
 Delaware Area Career Center,
 North Campus
 State Route 521
 Delaware, Ohio 43015
 Phone: (740) 369-3890
 Hours: M-R 5 – 10:30 p.m.

2 Dublin Center
 6190 Shamrock Court
 Dublin, Ohio 43016
 Hours: M – F, 8 a.m. – 10:30 p.m.
 Sat: 8 a.m. – 4 p.m., Sun: 1 – 5 p.m.
 Phone: (614) 287-7050 Fax: (614) 761-1531

3 Gahanna Center
 445 Havens Corner Road
 Gahanna, Ohio 43230
 Hours: M – R, 4:30 p.m. – 10:30 p.m.
 Sat: 8 a.m. – 4 p.m.
 Phone: (614) 476-4711 Fax: (614) 476-4764

4 Marysville Center
 800 Amrine Mill Road
 Marysville, Ohio 43040
 Hours: M – R, 5 p.m. – 8 p.m.
 Phone: (937) 644-1616
 Fax: (937) 644-1663

5 Pickaway Center
 Teays Valley High School
 3887 State Route 752
 Ashville, Ohio 43103
 Phone: (740) 983-5086
 Fax: (740) 983-5089

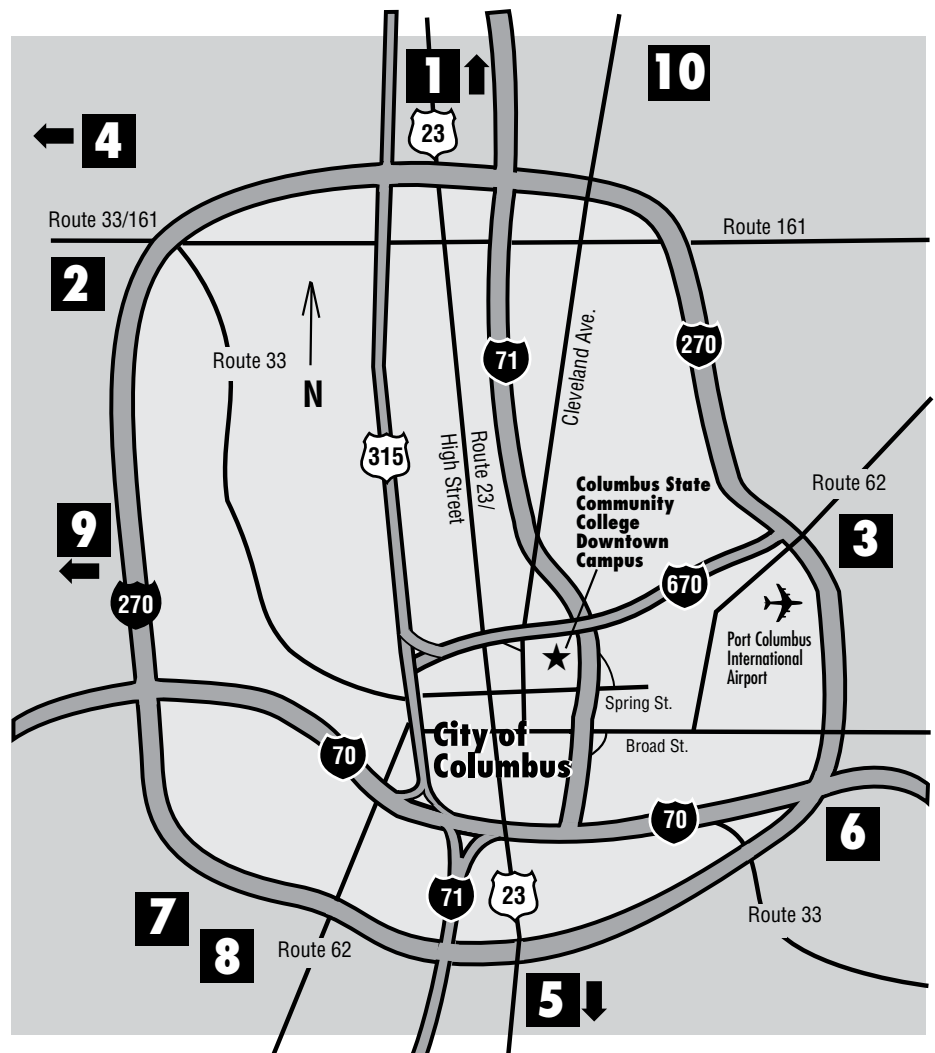
6 Southeast Center
 4449 Professional Parkway
 Groveport, Ohio 43125
 Hours: M – F, 8 a.m. – 10:30 p.m.
 Sat: 8 a.m. – 4 p.m., Sun: 1 – 5 p.m.
 Phone: (614) 287-7200
 Fax: (614) 836-9127

7 Southwest Center at Bolton Field
 5355 Alkire Road
 Columbus, Ohio 43228
 Hours: M – F, 5 p.m.–10:30 p.m.
 Sat: 9 a.m. - Noon
 Phone: (614) 287-7102
 Fax: (614) 878-0729

8 South-Western Center at Grove City
 4750 Big Run South Road
 Grove City, Ohio 43123
 Hours: M – R, 5:00 p.m. – 10:30 p.m.
 Phone: (614) 801-3485
 Fax: (614) 801-3486

9 Tolles Center
 7877 US Highway 42 South
 Plain City, Ohio 43064
 M – R 5 – 10 p.m.
 (614) 873-4666 ext. 298

10 Westerville Center
 7233 Northgate Way and
 7207 Northgate Way
 Westerville, Ohio 43082
 Hours: M – F, 8 a.m. – 10:30 p.m.
 Sat: 8 a.m. – 4 p.m., Sun: 1 – 5 p.m.
 Phone: (614) 287-7000 or 287-7020
 Fax: (614) 287-7002



ENROLLMENT

Services

Pages 9-18



Enrollment Services

Admission Policy

Columbus State Community College is committed to the principle of providing each student access to quality educational programs and lifelong learning. An application for admission is required for all applicants pursuing enrollment in academic credit courses. This application is not required for students enrolled exclusively in noncredit courses. Information provided on the Columbus State Community College admissions application is used to determine initial admission status. Additional documentation is required for certain applicant categories, such as international, felony, underage, and transfer students. Specific information about each category is maintained in the Admissions Office. Applicants not meeting established procedures will be denied admission. Admission procedures, including changes in conditions of admission status, will be adopted and implemented by the College.

Admission to a specific program of study for the purpose of earning a degree or certificate shall be according to requirements and procedures established for the specific program of study and adopted by the College. Admission to the College does not ensure 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 Admissions Office for specific information.

To be eligible for financial assistance, applicants who are not high school/home school graduates and do not have their GED (General Education Diploma), must demonstrate the ability to benefit from college programs by achieving the required scores on the College's placement test. For some students, prerequisite coursework in science, reading, mathematics and English may be needed prior to enrolling in certain courses and programs. While most degree programs can be completed in two years of full-time study, it may take longer for some students, including those who need developmental courses and those attending on a part-time basis.

For more information, contact the Admissions Office in the lower level of Madison Hall, (614) 287-2669. See below for additional application and enrollment procedures.

Application/Enrollment Procedures

For additional information, view the "Prospective Students" link on the CSCC Web site at www.csc.edu.

High School Transcript /GED scores

If required for admission to their chosen program of study, or if needed to verify a science course prerequisite has been met, students should submit a final official copy of their high school transcript and/or an official copy of their GED scores. Please check the Specific Program Admissions Information in the Programs of Study section of this catalog to determine if your high school

transcript/GED scores are required for admission to a particular program of study.

The official high school transcript and/or copy of official GED scores should be mailed to Columbus State Community College, Records and Registration Dept. - MA 201, 550 East Spring St., 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 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. An official transcript is one that is in a sealed envelope bearing the other institution's official letterhead and/or logo; is printed on official, secure paper that has been signed and sealed by the other college or university; and has not been opened prior to being submitted to Columbus State Community College. The transcript should be mailed from the other college(s) to Columbus State Community College, Records and Registration Dept. - MA 201, 550 East Spring St., P.O. Box 1609 Columbus, Ohio 43216-1609. All student education record information, documentation and material submitted to Columbus State Community College, including official transcripts from other colleges and universities, becomes and remains the property of the College.

Identification Number

An identification number is assigned to each student upon admission to the College. Social Security Numbers are not used as identifiers for student records. Student-determined passwords allow access to CougarWeb functions.

(Please refer to the statement on Family Educational Rights and Privacy Act found on pages 30-32 for information on the release of student records.)

Applicants who are transferring to Columbus State from another college and applicants who are transient students (students attending another college who plan to enroll at Columbus State for one or two quarters and transfer the credits back to the other college):

- Complete the application for admission. Students dismissed from another institution may be required to submit additional documentation to determine their admission status and conditions of enrollment at Columbus State Community College.
- Submit high school and college transcripts as indicated above. Obtain a copy of your transcript or other documentation of completed courses to bring with you when talking with advisors to assist them in recommending appropriate courses and next steps.
- Complete New Student Orientation.
- Complete placement tests. Students with transfer credit

in college-level composition and algebra may not need to complete the entire placement test.

- Talk with an academic advisor to review your test results, explore programs, and select appropriate courses to schedule. Contact Advising Services in 116 Aquinas Hall, (614) 287-2668, for an appointment.

Applicants who are 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.
- A Post Secondary Enrollment Options program (PSEO) packet is available online at [http://csc.edu/USE/PDF-forms/PSEOP Application 06-07.pdf](http://csc.edu/USE/PDF-forms/PSEOP%20Application%2006-07.pdf). Complete the student section and submit the application to your high school counselor. The high school counselor will complete the rest of the PSEO application and will send it to Columbus State Community College K-12 Initiatives Office, Attn: PSEO, with the high school transcript.
- Students meeting preliminary criteria must complete placement testing.
- Students meeting the placement test score requirements and additional entrance requirements will be offered admission into the PSEO program, and must attend a PSEO orientation session.
- Talk with an academic advisor to review your test results, explore programs, and select appropriate courses to schedule.
- Contact the K-12 Initiatives Office at (614) 287-5961 to speak with an Underage Enrollment Advisor about the PSEO program or self-pay options for underage students at Columbus State.

Applicants who are Immigrants (Refugees, Permanent Residents, Asylees):

- Complete the application for admission.
- 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, if required for admission to your chosen program of study.
- Complete English as a Second Language or COMPASS placement test (as appropriate). Students with transfer credit in college-level English composition and algebra may not need to complete the entire placement test.
- Complete New Student Orientation
- Talk with an academic advisor to review your test results, explore programs, and select appropriate courses to schedule.

Applicants who are Non-Immigrants (Visa holders other than F-1 status):

- All required documents must be received in the International Enrollment Services 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 International Student application (obtained from the International Admissions Office).
- Submit photocopies of both sides of your I-94 card and the visa stamp page in your passport.
- Submit original or certified photocopies of secondary school records showing graduation in original language and translated into English, if required for admission to your chosen program of study.
- Complete English as a Second Language or COMPASS placement test (as appropriate). Students with transfer credit in college-level English composition and algebra may not need to complete the entire placement test.
- Complete New Student Orientation.
- Talk with an academic advisor to review your test results, explore programs, and select appropriate courses to schedule.

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

Applicants who are F-1 Status Visa Holders (International Applicants):

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

F-1 applicants applying from abroad

- Spring Quarter: December 15
- Summer Quarter: March 15
- Autumn Quarter: June 15
- Winter Quarter: September 15

F-1 applicants applying from within the U.S.

- Spring Quarter: February 15
- Summer Quarter: May 15
- Autumn Quarter: August 15
- Winter Quarter: November 15
- Complete the Non-Immigrant/International Student application for admission.
- Submit original official high school transcript verifying graduation (high school diploma, examination results, etc., should be submitted with the transcript). You must also submit a copy translated into English if the document is not written in English.
- Submit original or certified photocopies of college or university records in original language and translated into English.
- Applicants coming from abroad, for whom English is not their native language, should submit a non-institutional Test of English as a Foreign Language (TOEFL) score of 157 or higher (computer based), 54 or higher (Internet based), or 480 or higher (written) **or** a non-institutional Michigan English Language Assessment Battery (MELAB) score of 78 or higher. The test results should be no more than two years old. If you are already in the U.S., you may complete Columbus State's ESL placement test. If you have completed a college level, non-ESL English course at another U.S. college, the TOEFL and MELAB requirement may be waived.
- Sponsor(s) must submit an affidavit of support and cur-

rent bank statement showing sufficient funds to cover at least one-year's cost of attending Columbus State Community College. The prospective student must complete and submit the financial statement form found in the application.

- Complete New Student Orientation.
- Talk with an academic advisor to review your test results, explore programs, and select appropriate courses to schedule.

F-1 Transient Student Applicants:

- All required documents must be received in the International Enrollment Services Office by the following dates:
 - Spring Quarter: March 1
 - Summer Quarter: June 1
 - Autumn Quarter: September 1
 - Winter Quarter: December 1
- Complete the Non-Immigrant/International Student application for admission.
- 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 non-institutional TOEFL score of at least 157 (computer), 54 (internet based) or 480 (written) or MELAB score of at least 78.
- 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 New Student Orientation.
- Talk with an academic advisor to review your test results, explore programs, and select appropriate courses to schedule.

Felony Reporting

All applicants to the College and all current and returning students must report any unexpunged felony convictions to the Admissions Office in the lower level of Madison Hall. Documentation, including an arrest record, personal statement, and letter of reference, will be required to determine admission and enrollment status and conditions of enrollment. An Admissions Review Committee will review the information and will notify students in writing of their next steps. Depending on their situation, they may be granted regular admission and enrollment status, or may be required to appear before the Committee for a personal interview to determine their status and conditions of enrollment. They will remain in a pending admission and enrollment status until the review process is complete. Contact the Admissions Office for more information.

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 Department at least one week before the quarter begins to update their academic record. The student should also request that official transcripts from any

other college they attended during their absence from Columbus State be forwarded to the Records and Registration Department. An official transcript is one that is in a sealed envelope bearing the other institution's official letterhead and/or logo; is printed on official, secure paper which has been signed and sealed by the other college or university; and has not been opened prior to being submitted to Columbus State Community College.

New Student Orientation

Columbus State offers a variety of options to help new students get oriented to the College and get off to a good start. All new students, including those transferring from another institution, must complete New Student Orientation prior to placement testing, academic advising, and course registration. New Student Orientation includes:

- Getting Started 101 – Learn about the key steps in the enrollment process, including what documents are needed, how to apply for financial aid, how to prepare for placement testing, when to meet with an academic advisor, what services and resources are available to help you be successful, and what opportunities Columbus State offers to get involved in activities and organizations. Students are provided access to Getting Started 101 in an online, self-paced format as part of their admissions process. After completing Getting Started 101, students should attend a CougarWeb 101 session, the next step of New Student Orientation (see below). Several in-person Getting Started 101 sessions are also offered each week in combination with a CougarWeb 101 session. For more information, click on the “Prospective Students” and “Orientation” links at www.csc.edu or contact the Admissions Office in the lower level of Madison Hall, (614) 287-2669.
- CougarWeb 101 – Learn how to utilize Columbus State's many online tools and resources in this 30-minute, hands-on, interactive session. Set up your username and password, access your student e-mail, learn how to register for classes and pay your fees online, and more. These sessions are offered several times per day in the Student Assistance Center in Madison Hall 225 or in an online format. Reservations are not needed. For more information and session times, click on the “Prospective Students” and “Orientation” links at www.csc.edu or contact the Student Assistance Center in Madison Hall 225, (614) 287-5538.

Student Assistance Center

The Student Assistance Center, located in Madison Hall 225, is a place where students can solve registration, fee payment, and financial aid issues. The services provided in the Student Assistance Center include:

- Assisting students with navigating CougarWeb
- Conducting Free Application for Federal Student Aid (FAFSA) Workshops
- Assisting students with completing various online financial aid processes
- Conducting New Student Orientations (see Orientation section for details)

Answering quick questions
Resolving Ohio Residency tuition adjustments
Resolving Selective Service Number issues

Hours of operation

Monday –Thursday, 8:00 a.m.– 7:30 p.m.
Friday, 9:30 a.m. – 4:30 p.m.
Saturday, 9:00 a. m. – 12:00 p.m.

Writing Center

Communication Skills invites all students to use the Writing Center, located in Franklin 245, Monday–Saturday. Students are encouraged to bring a copy of their composition assignment and pre-writing materials with them. Call (614) 287-5717 to schedule an appointment.

Speech Rehearsal Lab

The Speech Lab offers tutoring to students requiring critiques of their oral presentations. The lab is located in Nestor Hall 017, and is open Monday–Friday. Please call (614) 287-5391 for an appointment.

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 the one-time, nonrefundable \$50 matriculation fee, which covers the cost of enrolling at the College, including application and permanent record maintenance, a student identification card, any course lab fees, and the cost of books. (The matriculation fee will appear and be due for payment on the schedule and fee statement for the academic quarter in which the student initially registers for a class, even if the class is dropped or cancelled.)

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 of 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.

For information regarding programs and services, please call (614) 287-2453 (or 1 [800] 621-6407 if calling long distance).

Health Record

If you are accepted to, or take courses in, the following technologies or programs, you must submit a health record prior to registering for or attending technical classes: Dental Hygiene, Dietetic Technician, Early Childhood Development, Emergency Medical Services Technology, Health Information Management Technology, Histology, Medical Assisting Technology, Medical Laboratory Technology, Multi-Competency Health, Nuclear Medicine, Nursing, Phlebotomy, Radiography, Respiratory Care, Sport and Exercise Studies, Surgical Technology, and Veterinary Technology. A health record form will be provided by your department. Specific requirements vary by technology but could include a physician’s examination, immunizations, and screenings.

Placement Tests

The Testing Center offers the COMPASS placement test, which is a computerized assessment for new students used 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 students complete the COMPASS test, advisors help them select courses for their first quarter.

Placement testing is required for the following students:

- All students who plan to register for a course with established reading, writing, or 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.
- 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 academic advisor in Advising Services, Aquinas Hall, Room 116, (614) 287-2668, for course selection and registration information. Students whose native language is not English should contact the Admissions Office, Madison Hall, Lower Level, (614) 287-2669 to take the English as a Second Language Test.

COMPASS testing is done on a walk-in basis; appointments are not needed. A photo ID is required. For more information, contact the Testing Center in Aquinas Hall, Room 002, (614) 287-2478, or visit our Web site at www.csc.edu. Sample test items and resources for review are available on this Web site.

Registering For Classes

Students can register for classes via the Web at www.csc.edu, via CATS (Computer Automated Touchtone System) at (614) 287-2287, with a Telephone Information Center representative at (614) 287-5353, in-person with the Records and Registration Department, 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. Please check the Online Schedule or Enrollment Guide for pertinent deadlines.

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 that 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
Columbus College of Art and Design
Columbus State Community College
DeVry University
Franklin University
Mount Carmel College of Nursing
Ohio Dominican University
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 their academic advisor and the Office of the Registrar 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 or 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 Office of the Registrar.

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 nonresident student. Such a student is required to provide his Selective Service number on the Columbus State Community College admissions application if he is between the ages of 18 and 26. If said student turns 18 after completing an admissions application, he is required to provide the Selective Service number within 30 days of his 18th birthday to the Records and Registration Department. If he does not submit his Selective Service number, the student will be billed a surcharge equivalent to the nonresident tuition rates. This surcharge will be billed until the Selective Service number is provided.

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 nonimmigrant 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 online at 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 the Telephone Information Center at (614) 287-5353.**

Change of Name, Address, Phone Number, Program of Study

Any change in a student's name, address, phone number, or program of study must be reported to the Records and Registration Department so the academic record may be updated.

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

Address and phone number changes may be made by calling the Telephone Information Center at (614) 287-5353 as well as in the Records and Registration Department. 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 Department. Students may also call the Telephone Information Center, (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 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, (614) 236-7114.

Financial Aid

Financial aid is available in several 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 U.S. Department of Education 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.csc.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 their 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

Students can apply for financial aid electronically via the Internet at www.fafsa.ed.gov. Students who prefer to submit a paper copy of the FAFSA may print a the form at the same Web site or request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or 1-319-337-5665. If you are hearing impaired, please contact the TTY line at 1-800-730-8913. Students may also request information by calling (614) 287-2648. You must apply for financial aid each academic year. New FAFSA applications may be submitted after January 1 each year and are throughout the academic year. Campus-based funding is awarded on a first-come, first-awarded basis.

To ensure that your financial aid application materials can be processed in a timely fashion, CSCC has established priority deadlines for completing the appropriate application materials. These dates are available on the Financial Aid Web page at www.csc.edu.

How Do I Apply?

1. Make application for admission to Columbus State Community College.
2. Apply online at www.fafsa.ed.gov or complete and submit the Free Application for Federal Student Aid (FAFSA) paper application to the U.S. Department of Education. Computers in the Student Assistance Center or in any computer lab at CSCC may be used for submission of the FAFSA.
 - a. If you are a first time FAFSA filer, apply for a Personal Identification Number (PIN) from the U.S. Department of Education at www.pin.ed.gov.
 - b. Be sure to list Columbus State as the school you plan to attend by denoting **school code 006867** in step 6 of the FAFSA.
 - c. If you complete your FAFSA online, use your PIN to sign the application. If you do not have a PIN, be sure to print the signature page. You must sign the signature page and mail it to the address listed on the page.
3. Approximately four weeks after your FAFSA has been received and processed by the U.S. Department of Education, you will receive a Student Aid Report (SAR). Review these results. If corrections to your FAFSA are necessary, you may submit them electronically at www.fafsa.ed.gov, or you may bring the appropriate materials to the Financial Aid Office and have those corrections submitted electronically by personnel in the Financial Aid Office.
4. When the Financial Aid Office has received your FAFSA results, we will review your file. Once it is determined that your file is complete, you will be sent an official Financial Aid Award letter, explaining the types of 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:

- Be a United States citizen, eligible noncitizen, U.S. National, or permanent resident.
- Have a valid Social Security Number.
- Have a high school diploma, GED, or recognized equivalent.

lent. **Proof of passing GED scores must be on file with the Records and Registration Department before your application can be processed.** Students without a high school diploma or GED 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 Testing Center in Aquinas Hall 002. To qualify for consideration students must have the following minimum scores: Writing Skills: 32; Reading: 62; Math (Pre-Algebra): 25.

- 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>.
- Be a regularly admitted student, enrolled in an eligible program, working toward a degree or certificate.
- Maintain satisfactory academic progress as defined by the Financial Aid Standards of Academic Progress Policy. Students who already hold a bachelor's degree are not eligible for grants, but may be eligible for loans and work study. Students may not be in a default or overpayment status on any type of federal financial aid.

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. Signed copies of IRS income tax returns, Verification Worksheets, and documentation of untaxed income are generally required for completion of verification. If other documents are needed the Financial Aid Office will notify the student.

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://www.csc.edu>.

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. As with grants, they generally do not have to be repaid.

The Columbus State Community College Development Foundation coordinates scholarships based upon availability of funding.

Private donors, professional organizations, and the College itself 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 criteria including, but not limited to, field of study, financial need, credit hours earned, academic and individual achievement, and recent high school graduation. Completed scholarship applications are due at the beginning of March for the upcoming financial aid year.

Here are examples of some recently awarded scholarships:

- Abbott Fund Endowed Scholarship in Biological and Physical Sciences
- Abbott Fund Endowed Scholarship in Sport and Exercise Studies
- Accounting and Finance Scholarship
- AEP Sustainable Building Certificate Endowment
- Alpha Rho Epsilon Leadership Scholarship
- Alumni Endowed Scholarship
- American Culinary Federation (ACF) Endowed Scholarship
- Aspire to Achieve and Encore Scholarship
- Auxiliary Services Part-Time Scholarship
- Aviation Maintenance Technology Scholarship
- B.H. Naik Endowed Scholarship
- Barbara Brandt Endowed Scholarship
- Basketball Scholarship
- Battelle Endowed Scholarship in Math and Science
- Bill McCorkle Bowling Scholarship
- Bob Sanders Memorial Dental Lab Scholarship
- Borghese Family Endowed Scholarship
- Business Management Scholarship
- Cameron Mitchell Scholarship
- Campos-Moeller Access Endowed Scholarship Fund
- Cardinal Health Endowed Scholarship in Health Technologies
- Cardinal Health IT for Women
- Carol Kizer Endowed Scholarship in Hospitality Management
- Charis Surgical Technology Scholarship
- Chase Endowed Scholarship
- Chef Hector Boiardi Scholarship Endowment
- Chris Sayre Memorial Scholarship
- Columbus State Community College Memorial Scholarship
- Columbus State Community College Partnership Scholarship
- Columbia Gas of Ohio Minority Scholarship
- Columbus State Landscape Association Scholarship
- Commission on African American Males Scholarship
- Computer Information Tech Fund
- Construction Financial Management Association Scholarship
- Construction Sciences Scholarship
- CSCC Scholarship Fund
- Dental Laboratory Technology Fund
- Disability Services Scholarship
- Dominion Homes Endowed-Donald A. Borrer Scholarship

- Dorothy Kroeger Endowed Scholarship
- Dr. David Litt Memorial Scholarship
- Eischen/Reliastar Scholarship
- Electronic Engineering Technology Scholarship
- Employee Book Scholarship Fund
- Feinknopf Macioce Schappa Architects Scholarship
- Firestone Automotive Scholarship
- Frank B. Kroeger Endowment Scholarship
- Frank P. Gallo SCORE Scholarship
- Greater Columbus Convention/Visitors Bureau Minority Scholarship
- Glenn H. Williams Fund
- Greg Golden Memorial/ERC Scholarship
- Hamilton Parker Company/Lewin Family Foundation Scholarship
- Harold M. Nestor Endowed Scholarship
- Hasneara Khanam Endowed Scholarship
- Hazel Nicklaus Annuity Endowment
- Honda Of America Endowed
- Hospitality Management Memorial
- Huntington National Bank Scholarship Endowment in Non-Profit Mgt
- I/A Excellence Award Scholarship
- International Assoc. of Admin Professionals (IAAP) Columbus Chapter Scholarship
- International Student Scholarship
- International Wine and Food Society Endowed
- Janet E. Jackson Endowed Scholarship in Legal Assisting
- JC Penny Scholarship Endowment
- Jeffrey P. Cooper Celebration Fund
- “John E. Baumert Jr., MD Scholarship “
- John M. McCormac Memorial Endowed Scholarship in EMS
- Judy Plesich Memorial Scholarship
- Kenneth Albert (Burt) Sparrow Scholarship
- Larry Lance Math Scholarship
- Limited Inc. Women’s Scholarship
- Limited Women’s Scholarship Endowed
- “Limited, Inc. Scholarship Endowment “
- Lt. W. Alan Washer Memorial Endowed Scholarship
- Marguerite Moore Memorial Scholarship
- Martha B. Agler Scholarship
- Mary Kay Jockisch Scholarship
- Marybelle Williams Adult Student Scholarship
- Mechanical Engineering Technology Scholarship
- “Mid Ohio Region, Porsche Club of America Automotive Technology Scholarship”
- Minority Student Scholarship Endowment
- Multi-Competency Health Scholarship
- Music Performing Group Scholarship
- Nationwide Insurance Scholarship Endowment
- Nestle-Tom Macrina Scholarship
- Norris & D. Thompson & E. Wilson Scholarship
- Northwest Title Union Savings Bank Real Estate Scholarship
- Ohio Childrens Foundation Endowed Scholarship
- Ohio Department of Education Pre-K Endowed Scholarship
- OhioHealth Scholarship in Medical Assisting Technology
- OhioHealth Scholarship in Surgical Technology
- Partnership Scholarship Endowment
- Patricia Keats Kasile Scholarship
- Phi Theta Kappa Scholarship
- Powell Kumon Learning Center Scholarship
- R.D. Hoffstot Endowment
- Real Estate Scholarship Endowment
- Respiratory Care Fund
- Robert (Bob) Tepper Scholarship
- Robert A. Harris Memorial Scholarship Endowed
- Roberta L. Robinson RN Memorial Endowed Scholarship in Nursing
- Roberta L. Robinson RN Scholarship
- Ron Johnson Scholarship
- Ron Lofton Disability Services Scholarship
- Ruth & Harry Sabgir Nursing Education Fund
- Saralabai Naik Memorial Endowed Scholarship
- Scotts Company Scholarship
- Social and Behavioral Sciences Earl R. Schaeffer Mem. Scholarship
- “Southeast, Inc. Scholarship for Re-Entry/Justice Clients”
- Sport and Exercise Studies Scholarship
- Sport and Exercise Studies Hall of Fame Scholarship
- State Auto Insurance Companies Scholarship in Computer Info. Tech.
- Stephen H. Wilson Endowed Scholarship Fund
- Sysco Central Ohio Scholarship
- Tech Prep Scholarship
- Timberlake Massage Therapy Endowed Scholarship
- Travel/Tourism/Hotel Manag. Student Scholarship
- Twin Rivers Links Rebecca Redman Scholarship
- Union Tools Scholarship Endowment
- V.J. Pomante III Memorial Scholarship
- Victor Lucas Noncustodial Parent Scholarship
- Virginia Carey Memorial Scholarship
- Wasserstrom Family Scholarship
- Wolfe Associates Crossing the Finish Line Scholarship
- Wolfe Associates Endowed Scholarship in Technical Communication
- Worthington Work-Study Endowed Scholarship

Students can view scholarship information electronically by using the “Scholarships” link from the Financial Aid section of <http://www.csc.edu>.

If you have been awarded a scholarship from an outside agency or organization, you are 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.

Freeze Dates

CSCC uses a freeze date each quarter to determine a student's enrollment status for disbursing financial aid. The number of credit hours a student is enrolled on the freeze date is used to calculate the amount of financial aid he/she will receive. This means that if a student adds or drops classes before the freeze date, the amount of financial aid he/she is eligible for will be affected. If classes are added or dropped **after** the freeze date, the financial aid award will not change.

The freeze date coincides with the close of the 100% tuition refund period each quarter. Please refer to the Online Class Schedule for the 100% refund dates for full-term, first-term, 4-week term, eight-week term, and flex-term classes.

Refund Policy

Students who withdraw from classes are refunded their instructional and general fees according to the procedure established by the College.

If a financial aid program has paid for a student's tuition and fees, the refund is made to the program and not to the student. In the case of Federal Stafford Loan or Federal PLUS Loan, the refund is made directly to the lending institution.

Students who receive financial aid over and above the cost of tuition and fees (i.e. a cash disbursement) and withdraw from classes during the refund period may be required to return all or part of the cash disbursement.

OIG recipients dropping below 12 credit hours during the 100% refund period will be required to repay the entire amount of the grant. OIG or OCOG recipients dropping below 12 credit hours during the 50% or 25% refund period will be required to repay a percentage of the grant.

Return of Unearned Title IV Funds Policy

Financial aid students who completely withdraw from all classes during a given quarter may be subject to repayment of federal and state funds back to the Department of Education. 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://www.csc.edu>.

Veterans Services

Columbus State Community College is proud to serve the training needs of veterans and other eligible persons. Students eligible to receive VA educational benefits must register with the Veterans Services 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 to begin the application process at least six weeks prior to the beginning of the quarter they plan to attend. 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. Customer Service Representatives are available in person or over the phone to answer questions and direct students to the appropriate resources. Financial Aid Customer Service is located on the lower level of Rhodes Hall or by calling (614)-287-2648.

Telephone Numbers

Financial Aid Representative (614) 287-2648
Toll Free 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. – noon

Veterans Services Office

Monday – Thursday 8 a.m. – 5 p.m.
Friday 9:30 a.m. – 4:30 p.m.

FEES

Pages 19-23



Fees

One-Time Fee

Matriculation Fee (nonrefundable) \$50

Matriculation Fee

The one-time, nonrefundable \$50 matriculation fee covers the cost of enrolling at the College, including application and permanent record maintenance and a student identification card. The matriculation fee will appear and be due for payment on the schedule and fee statement for the academic quarter in which the student initially registers for a class, even if the class is dropped or cancelled.

Instructional and General Fees

The resident credit hour fee of \$79.00 is based on a \$70.00 instructional fee and a \$9 general fee. The general fee defrays the cost of registration, student activities services, and student support services of a noninstructional nature. 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 \$79.00 per credit hour. This fee includes a \$70.00 instructional fee and a \$9.00 general fee.

Non-Ohio, U.S. Residents

Non-Ohio, U.S. residents are charged a combined instructional and general fee of \$175.00 per credit hour. This fee includes a \$159.00 instructional fee and a \$16.00 general fee.

International Students

International students are charged a fee of \$210.00 per credit hour. This fee includes a \$189.00 instructional fee and a \$21.00 general fee.

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 in-person registration for classes, the student will be given a class schedule and fee statement. When registering over the phone or on CougarWeb, the student can access their class schedule under "My Schedule" and the charges under "Make-A-Payment" online via the Web at www.csc.edu. Fee payment deadlines are listed in the Enrollment Guide at the above Web site.

Late Payment of Fees

Fees not paid by published quarter deadline dates will result in the student's schedule being dropped. If a student is dropped for non-payment, when they re-register, there will be a \$75 re-registration fee. After any deadline date, any class registered should be paid the same day to avoid being subsequently dropped or restricted from future registrations or transcript requests.

NOTE: Financial aid does not automatically pay fees for courses added after the fee payment deadline. You may contact the Financial Aid Office for fee payment options. Additionally, financial aid will not be available to pay for full-term or first-term classes added after the 100% refund period.

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 worldwide, 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 Local Representative, Wells Fargo Insurance Services, P.O. Box 276, Columbus, OH 43216-0276, 800-228-6868, at <http://wfs.wellsfargo.com/colleges>.

Prior Learning Assessment 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 nonrefundable \$50 fee is charged to review the information and/or portfolio.

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 nonrefundable \$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 the same application and follow the same registration process as other students taking courses for credit. The instructional, general, lab

and appropriate residency status fees shall be charged for courses taken. The one-time, nonrefundable \$50 matriculation fee covers the cost of enrolling at the College, including application and permanent record maintenance, and a student identification card. The matriculation fee will appear and be due for payment on the schedule and fee statement for the academic quarter in which the student initially registers for a class, whether the class is dropped or cancelled. It is recommended that transient students receive approval from their home institution to take specific Columbus State Community College courses to ensure transferability and applicability of the credit at their home institution.

Release of Records and Transcripts

Columbus State Community College, in all good faith, will not release nondirectory information to individuals and organizations outside of the College without the student's written permission, except when required by law. Students may request that an official Columbus State transcript be sent to organizations and individuals outside of the College by completing the Transcript Request Form available via the Web at www.csc.edu. A photo ID is required for the student or individual picking up the transcript in person. Transcripts will not be released to an individual other than the student without detailed written permission signed by the student specifying the name of the person picking up the transcript. If a balance is owed to the College, Columbus State will not release a transcript for or to a student until the balance is paid in full.

The Family Educational 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 Department, or by sending a written request, including the student's signature to that department (see pages 30-32 for a summary of the act).

Refunds

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

Instructional and general fee refunds are based upon the percentage of time elapsed in each course. If the course is dropped with 10% of the time elapsed in the course, a 100% refund of instructional and general fees will be issued. If the course is dropped with 20% of the time elapsed in the course, a 50% refund of instructional and general fees will be issued. If the course is dropped with 30% of the time elapsed in the course, a 25% refund of instructional and general fees will be issued. Lab fees may be refundable based upon the same percent of refund issued for instructional and general fees. No refunds are given beyond 30% of the term.

Please check the Web at www.csc.edu for the refund deadlines.

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.

If there are extenuating circumstances that have prevented the student from dropping his or her class(es) within the 100%, 50%, or 25% refund periods and warrant exception to the refund procedure, the student must complete the tuition refund request form. All tuition refund requests submitted with the statement of explanation, written and signed by the student, and supporting third party documentation by the deadline are reviewed and approved or denied by a committee. All requestors are notified of the committee's decision via USPS mail.

Refund requests submitted after the following dates will not be considered:

Summer Quarter – November 15th of the **same** year

Autumn Quarter – February 15th of the **following** year

Winter Quarter – May 15th of the **same** year

Spring Quarter – August 15th of the **same** year

The Tuition Refund Request form is available via the Web at www.csc.edu

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, prior to applying to the College, 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 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 Ohio for reasons other than gaining the benefit of favorable tuition rates.

Documentation of full-time employment and domicile shall include, but is not limited to, 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 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. People who live and are gainfully employed full-time or part-time and self-sustaining in Ohio and who are pursuing a part-time program of instruction at an institution of higher education.

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 nonresident 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 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.

A change in residency status under is never automatic, and must be initiated by an application for such change by the person seeking it. For further information on residency for tuition purposes, please contact the Residency Officer in the Records and Registration Department.

Residency 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 (see C I and C II above).
4. No one 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 nonresident, 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,

Parking Permits

All motor vehicles, including motorcycles, parked on campus must have a current CSCC parking permit. Permits can be purchased online or from the Cashier's Office located on the second floor of Rhodes Hall. Please call (614)-287-2525 for more information.

To purchase a permit, student must have paid tuition fees. Parking fee for one vehicle is \$25.00 per quarter, and everyone is limited to one parking permit. A new permit must be purchased **each quarter**. Parking meters are for visitors only.

Parking Permit Location

1. Parking permit must be affixed to the inside of the rear window, lower right hand corner, or on the inside of the windshield, lower corner passenger side, if the vehicle windows have dark tint.
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 a vehicle that does not have a parking permit. Temporary permits may also be issued for special needs such as temporary handicap parking (limit 30 days) with a doctor's letter.
2. Temporary permits are available from the Public Safety Department at no cost. The temporary permit will be issued providing verification of the purchase of a regular permit.

Replacement Permits

Lost or stolen parking permits will be replaced at a cost of \$25.00.

Misuse of Permits

All parking permits are registered to the student or employee who was issued the permit and are nontransferable.

Towing

Unauthorized and illegally parked vehicles are subject to being cited and towed at the owner's expense. More information on parking regulations, fines, and the appeals process can be found at www.csc.edu, click on the Public Safety link.

Columbus State Community College disclaims all responsibility from losses from or damages to vehicles parked on Columbus State property. Columbus State Community College is not responsible for losses from or damages to any vehicle towed from campus.

Notes

GRADING AND ACADEMIC

Procedures

Pages 25-32



Grading and Academic Procedures

Grades

At the end of each quarter and upon the completion of course requirements, 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 course, 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/KD): To receive credit for a course taken at another college or university, a student must request that an official copy of the transcript from each previous institution attended be mailed to the Records and Registration Department. An official transcript is one that is in a sealed envelope bearing the other institution's official letterhead and/or logo; is printed on official, secure paper that has been signed and sealed by the other college or university; and has not been opened prior to being submitted to Columbus State Community College. The official transcript copy becomes and remains the property of the College. Please see page ___ 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 nonrefundable fee will be charged for each proficiency examination. Nursing students may take proficiency examinations only after they have been accepted into the Nursing Technology. Examination/proficiency credit does not apply to meeting residency credit hour requirements.

Audit (R): A student may audit a course for informational 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 nor nontraditional, 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.** The audit status cannot be declared after the fourteenth calendar day of the quarter. Once the audit status for a course is declared, the status cannot be changed back to a credit status during the quarter or after the quarter has ended. 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.

Nonresident Credit (N): Nonresident credit through Prior Learning Assessment (PLA) may be awarded by the appropriate department chairperson for a student's documented life experiences that provide evidence of knowledge equivalent to that of a required course. If a portfolio is required, a fee of \$50 will be charged for portfolio evaluation. Nonresident credit does not apply to meeting residency hour requirements. Approved nonresident credit is posted to the transcript after the student has completed one course at CSCC.

Withdrawal (W): A course must be dropped before 10% of the course has elapsed to avoid a "W" appearing on the academic transcript. Withdrawals after 10% of the course has elapsed through the 63rd calendar day of the quarter for full-term courses and the 32nd calendar day of first-term courses are recorded as iW1 on the academic transcript. Please refer to the Web at www.csc.edu for specific quarterly date information. See "Course Drop/Withdrawal Procedure" in this section of the Catalog.

No Grade Reported (): A blank space indicates that 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 a () 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/Request for Updated Transcript to the Records and Registration Department to update the student's transcript.

Grade Report

Grades are issued by the instructor via the Web. Once grades are issued by the instructor, the student can view the grades via a secure site on the Web at www.csc.edu.

Calculating Grade Point Average

The basis for determining scholastic standing is the cumulative 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 chart below (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 cumulative grade point average.

EXAMPLE

Course	Credit Hours	Course Grade Received	Grade Point Value (Credits x 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

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit Hours}} = \frac{55}{18} = 3.055$$

Academic Standing

Each active student's record is reviewed at the close of each quarter. If a student's academic record (all courses attempted with a grade received) does not meet the Standards of Satisfactory Academic Performance, 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. Please see the Standards of Satisfactory Academic Performance below.

Standards of Satisfactory Academic Performance

TOTAL GPA CREDITS	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

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 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 dropped the course 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 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. A candidate for an Associate of Applied Science or Associate of Technical Studies degree must have a minimum 2.000 cumulative grade point average in all required technical course work and a minimum 2.000 cumulative grade point average (GPA) in all nontechnical course work.

Academic Warning

For any quarter in which a student's grade point average *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 in Advising Services. This restriction also applies to first-term students on academic warning who have already registered for the next quarter and 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, to provide recommendations for improved grades the next quarter, and to promote 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 of less than 2.000 for any term will be strongly recommended to meet with an academic advisor or counselor.

Academic Probation

A student who is beyond his/her first term is placed on academic probation when his/her cumulative grade point average is below that designated by the Standards of Satisfactory Academic Performance.

The student will be restricted from registering for classes until he/she meets with an academic advisor in Advising Services for academic intervention. This restriction also applies to students on academic probation who have already registered for classes for the next quarter and 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, to provide recommendations for improved grades the next quarter, and to promote academic success at the college. A student who has been placed on academic probation will have 24 additional attempted credit hours (over 2 or more terms) to raise his/her cumulative grade point average 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 academic probation and registering for 24 additional credit hours (over 2 or more quarters), the student's cumulative grade point average remains less than that designated by the Standards of Satisfactory Academic Performance.

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 Advising Services (to determine conditions under which the student may return). The second reviewer is either the Director of Advising Services or the student's academic department chairperson. If both college reviewers do not grant approval, the Registrar 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. 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, in order to be eligible for continued enrollment.

Last Day to Complete Petition for Readmission

For Summer Quarter 2008: June 2, 2008

For Autumn Quarter 2008: August 25, 2008

For Winter Quarter 2009: December 8, 2008

For Spring Quarter 2009: March 2, 2009

For Summer Quarter 2009: May 29, 2009

Petition for Academic Review

Upon a second or any subsequent dismissal, the student who does not meet conditions must appeal to the Academic Review Board for readmission. The student must submit a Petition for Academic Review Form to the Director of Advising Services. 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. Petition for Academic Review Forms will be available from the Records and Registration Department and from Advising Services. The Director of Advising Services 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 Autumn Quarter 2008: August 25, 2008

For Winter Quarter 2009: December 8, 2008

For Spring Quarter 2009: March 2, 2009

For Summer Quarter 2009: May 29, 2009

Prior Learning Assessment

Columbus State Community College has a comprehensive policy that allows students to apply previous learning from a variety of sources toward completion of a college degree. However, it is important that students understand that the College grants credit for demonstrated learning, not merely for previous experience or employment. In order to obtain credit, the student must be able to provide sufficient documentation to verify the prior learning experiences, along with providing evidence that he/she has mastered the competencies included in that learning experience. Prior learning experiences that can be considered for college credit are:

Transfer Credit: Previous college coursework from an accredited college or university can be applied for credit toward a comparable course at CSCC.

Standardized Testing: Mastery of knowledge or skills measured by a nationally accepted standardized examination (such as CLEP, licensing and certification examinations).

Articulation Credit/Advanced Placement Agreements: College-level learning achieved and documented while participating in a program in which the College has made previous arrangements to accept the coursework for credit, if specific curriculum and

performance outcomes standards have been met.

Formal Training: College-level noncredit training experiences that, singly or in combination, cover the competencies of one or more college courses (such as continuing education courses, company training programs, professional seminars).

Military Training: College-level learning obtained while a member of the U.S. Armed Forces that directly relates to knowledge and skills included in existing coursework can be granted in accordance with the American Council on Education (A.C.E.) guidelines.

Life Experience Learning: College-level learning from sources other than those listed above that can be documented /demonstrated (such as self-study and work experience).

Because course content and technology may change rapidly, departments may determine a time that can lapse between the acquisition of learning and when the credit is being sought. This may vary depending upon the course.

Students who wish to request nontraditional credit through prior learning assessment must complete the Request for Nontraditional Credit Form and meet with the chairpersons of the department offering the course for which nontraditional credit is requested for a preliminary interview.

Fresh Start Rule

The Fresh Start Rule is intended to help students who were unsuccessful in their previous academic attempts and who voluntarily left Columbus State Community College and returned after a substantial period of time. 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. A student may use the rule one time. An information sheet providing the complete requirements for the Fresh Start Rule and petition are available in the Records and Registration Department and via the Web at www.csc.edu.

Course Drop/Withdrawal Procedure

Students may drop full-term and second-term courses through the 63rd calendar day of the quarter, and they may drop first-term courses through the 32nd calendar day of the quarter (including Saturdays, Sundays and holidays). Please see the Records and Registration Department for deadlines for other short-term courses. To drop a class, it is the responsibility of the student to initiate the process with the College by using the Web, www.csc.edu, CATS (Computer Automated Touchtone System) registration at (614) 287-2287; calling the Telephone Information Center, (614) 287-5353; or submitting a completed Registration Add/Drop Form to the Records and Registration Department or an Off-Campus Center during business hours. The revised schedule is the student’s verification of completed registration transactions. Failure on the part of a student to follow drop procedures will result in an “E”

(failing grade) being recorded for the course or courses on the grade report.

Retroactive Academic Withdrawal

A student who received failing grades as the result of documentable extenuating circumstances that 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 Department.

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 Department. 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 technology 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 will remain part of the official transcript record. Only those courses comprising the curriculum of the new technology will be considered when calculating the technical and nontechnical 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 of 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 nontechnical grade point averages (for technical programs) and the overall grade point average (all programs). An academic advisor can help the student 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 report on the Web at www.csc.edu.

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 12 or more credit hours during a quarter. A part-time student is one who is registered for 11 or fewer credit hours during a quarter.

Petition to Graduate

Each student who wishes to graduate must obtain a Petition to Graduate Form from the Records and Registration Department or via the Web at www.csc.edu at the beginning of the quarter prior to the one in which the student intends to graduate. The student must meet with his or her academic advisor or faculty 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 form must be filed with the Records and Registration Department by the published deadline date for the intended quarter of graduation. The student will be notified of graduation eligibility.

Petition to Graduate Deadline Dates

- Summer Quarter 2008: July 11, 2008
- Autumn Quarter 2008: October 3, 2008
- Winter Quarter 2009: January 16, 2009
- Spring Quarter 2009: April 10, 2009

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. Verification of the completion of graduation requirements will be done after grades have been issued. Please allow eight weeks for delivery of the diploma via certified mail. 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. All students who have petitioned to graduate for the current quarter are invited to attend the ceremony. Diplomas are not distributed during the ceremony. Diplomas will be issued after the verification of graduation requirements is complete. Please allow eight weeks for delivery of the diploma via certified mail. 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 cumulative grade point average (GPA) with the largest number of credit hours completed at Columbus State Community College. The 4.0 graduate attending the ceremony with the second largest number of credit hours completed at Columbus State Community College leads the pledge of allegiance.

Replacement Diplomas

To obtain a replacement diploma, submit an Official Request for Replacement Diploma Form, available at www.csc.edu or in the Office of the Registrar. Send the form along with a \$15 replacement fee to: Cashier's Office, 550 E. Spring Street, Columbus, Ohio 43215. The replacement diploma will be sent to your current address via certified mail. Please allow 12 weeks for delivery.



Student Rights under the Family Educational 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 that 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 that 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

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 Education 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 Office, and the Records and Registration Department. Other College departments maintain education records (e.g. Disability Services, Advising Services). Questions regarding the location of individual student records should be directed to the Records and Registration Department.

5. Procedures for Inspection and Review

- a. Requests to review records must be made in writing 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 student 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 that are necessary to determine education status and demography are maintained indefinitely. Pertinent documents of Columbus State Community College students will be microfilmed or scanned periodically and the originals destroyed.
- d. All submitted and generated student education record information, documentation, and material becomes and remains the property of Columbus State Community College.

6. Right to Challenge Information in Records

Students have the right 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, with 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 ensure 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 Dean of Enrollment Services within 10 days of the student’s notification of the decision of the hearing officer. The appeal shall be heard and decided, with a decision rendered in writing within a reasonable period of time.

8. Consent for Release

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, for how long, and to whom the records will be released. Written consent must be obtained from each department. An informed consent form is kept on file in each department from which the record was requested. A copy of the informed consent form shall be made available to the student if he or she requests. Columbus State Community College, in all good faith, will not release nondirectory information to individuals and organizations outside of the College without the student’s written permission, except when required by law.

The requirement for written consent does not apply to the following:

- a. Requests from Officials of Columbus State Community College (faculty, staff, administrators and designated agents of the 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 from Officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll.
- h. 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 Department in writing and pay the appropriate fee 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 Department or via the Web at www.csc.edu.

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 (home/present)
- c. Telephone Number (home)
- d. Program of study/technology
- e. Participation in officially recognized activities and sports
- f. Weight and height of members of athletic teams
- g. Enrollment status (less than half-time, half-time, part-time, full-time, over full-time, inclusive dates and quarters of enrollment)
- h. Degrees, certificates, transfer module and awards received (including Dean’s List and Academic Honors List)
- 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 directory information be withheld shall so indicate by completing a form available in the Records and Registration Department.

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, 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 nondirectory information to individuals and organizations outside of the College without the student’s written permission, except when required by law.

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 education records and specifically the legitimate interest that each such party has in obtaining this information.
- b. Columbus State Community College, in all good faith, 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, except when required by law.

12. Complaints

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

13. Questions

Students should direct questions concerning their understanding of the Act to the Registrar.



ADDITIONAL SERVICES

to Students

Pages 33-42

Additional Services to Students

Advising Services

Advising Services offers the following services and programs to assist Columbus State learners:

New student academic advising, including post-COMPASS placement test advising

- General academic advising and planning
- Transfer advising, including the annual College Transfer Fair, and opportunities to meet with admissions representatives and academic advisors from other institutions
- Educational workshops and programs
- Student resources such as The Adult Learner Connection newsletter
- Advising and assistance for students having academic difficulty (academic warning, academic probation, dismissal, and petitions for readmission and academic review)
- Petitions to graduate for Associate of Arts and Associate of Science students

Academic Advising at Columbus State

After students apply to Columbus State, academic advisors in Advising Services provide guidance on first quarter classes, either after students have taken the COMPASS placement test or after students' official transcripts from previous institutions have been evaluated. Students with transfer credit from another college should have official transcripts sent to the college and have an unofficial copy in hand when they meet with an advisor. In the first quarter, advisors also review the specific requirements for completion of the student's academic program. **Programs of Study** for all degrees and certificates are in the Columbus State catalog or on the Web at www.csc.edu. Academic advisors can help students with academic planning throughout their studies at Columbus State. Helpful **Tools and Forms** can be found at <http://www.csc.edu/Counseling/acdadv/toolsforms.htm>.

Advising Services provides academic advising and planning for the following students:

- **Transfer students** pursuing 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 Business or Engineering two-year programs through their first quarter of classes (Note: These students are assigned a faculty advisor during their second quarter.)
- **Technical program students** in one of the Health or Human and Public Services programs, including pre-Nursing, who have not yet been accepted into the program (Note: These students are assigned a faculty advisor when they are accepted into their respective programs.)

- **Associate of Technical Studies (ATS) program students**

(Note: ATS students begin with an academic advisor and then work with the appropriate departments in Career and Technical Programs.)

- **Any students** experiencing academic difficulty

To locate an academic advisor, go to the Columbus State Web site at www.csc.edu and click on "Current Students" and then on "Academic Advisor Directory," or call (614) 287-2668/1-800-621-6407 ext. 2668.

Why is academic advising important? Academic advisors can help students select the correct courses for their major or career goal, and they can help develop a quarter-by-quarter plan for students' academic programs. Assistance in choosing a major or finding a career direction is also available. Advising Services offers a wide range of educational and career-related information, including transfer opportunities, transfer guides, and visiting advisors from area four-year colleges who can help students with their planning for, and transition to, bachelor's degree programs. Students can access much of this information directly by exploring the Advising Services pages on the College Web site: www.csc.edu.

Educational Workshops Online

Advising Services provides educational workshops online for many different topics designed to enhance the social, educational and personal well-being of students. These virtual "Web shops" and related resources are available on our Web site at www.csc.edu; "Current Students" and then "Advising Services." 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 are also available on these same topics. To arrange an appointment, call (614) 287-2668.

Contact Us

Advising Services is located on the first floor of Aquinas Hall, Room 116. Students are seen primarily by appointment. For more information on any of our services or to schedule an appointment, please stop by or call (614) 287-2668. To e-mail an advisor, go to www.csc.edu, click on "Current Students," then "Get Help," and then "Academic Advisor Directory."

Hours of Operation

Monday-Thursday: 8:00 a.m. – 7:30 p.m.*

Friday: 9:30 a.m. – 4:30 p.m.*

Saturday: 9:00 a.m. – 1:00 p.m.*

*Appointment times vary; students are seen up to 30 minutes before closing.

Academic advisors are also available at the Dublin site (614) 287-7050, the Southeast site (614) 287-7200, and the Westerville site (614) 287-7024. Call ahead for walk-in hours at the Off-Campus sites, or access them on the web at www.csc.edu. Phone and e-mail advising services are convenient options for distance

learners. Links are available from the “Academic Advisor Directory,” which is reached from “Current Students.”

Bookstore:

The Discovery Exchange Bookstore, Café, Copy Center, and Convenience Store

The Discovery Exchange, located at the corner of Cleveland and Mt. Vernon avenues, is the Columbus State Community College bookstore and so much more. Inside the DX, customers will find the Bookstore, Café, Copy Center and Convenience Store.

The Bookstore offers textbooks for classes as well as best sellers, magazines, gifts, apparel, art and office supplies, electronics, computer software and accessories. Services available at the DX include daily textbook buyback, used calculator buyback, international faxing, stamps, money orders and distribution of caps and gowns for graduating students.

The Café is a coffee and food service bar that serves made-to-order lattes, mochas, and other coffee and tea drinks (served hot, frozen, or on ice). The Café boasts a selection of fresh fruit, bagels, pastries, soups, salads, and sandwiches, many of which will satisfy the palates of the health-conscious and vegan patrons.

The Copy Center offers a self-service Xerox machine and extended services in the lower level of the DX which include printing, shipping, lamination, document binding, First Class Postage, DHL Express shipping, courier services, scanning, graphic design, graduation announcements, color print services and notary services by appointment.

The Convenience Store provides a wide variety of items to make everyday life a little easier. “Grab and Go” items include sandwiches, snacks, candy, fountain drinks, nachos & cheese, hot popcorn, frozen treats, coffee and pizza .

The Discovery Exchange is open Monday through Thursday, 7:30 a.m. – 8:00 p.m.; Friday, 7:30 a.m. – 6:00 p.m.; and Saturday, 8:00 a.m. – 2:00 p.m. Contact the DX at 614-287-2427 or <http://bookstore.csc.edu> for more information.

Shopping online at the DX is truly convenient. The DX offers competitive pricing and free pickup at multiple locations. The DX staff works hard to assure that each customer receives the correct course materials coupled with super fast, super smooth service. Order online at <http://bookstore.csc.edu> or by phone at (614) 287-5353. Visa, MasterCard, and Discover credit cards are accepted. Three delivery options are available: 1) UPS, which incurs a shipping/handling fee; 2) Self-Pickup at the DX within two business days of order, no charge; or 3) Self-Pickup at Columbus State’s Dublin Center, Southeast Center, Southwest Center at Bolton Field, or Westerville Center within four business days of order, no charge. A valid student ID, driver’s license, or state ID is required for pickup.

Career Assistance Center – Acloché

Through a partnership with Acloché, a regional leader in Staffing and Human Resources Solutions, Columbus State Community College students and alumni have access to a full range of career assistance services, including:

- Career fairs
- Resume workshops
- Interviewing tips
- Connections with career opportunities and area employers
- Short-term, long-term, part-time and full-time employment
- Internships and co-ops

To access career placement and career resources available through Acloché Career Assistance Center, Columbus State students and alumni can visit Nestor Hall, Room 119, or call (614) 287-5279. Regular office hours are 9 a.m. – 6 p.m. Monday and Tuesday, 8 a.m. – 5 p.m. Wednesday and Thursday, and 7:30 a.m. – 4 p.m. Friday.

Contact the center for information on registration for career assistance or visit www.csc.edu.

Cashier’s Office

The Cashier’s Office is located on the second floor of Rhodes Hall. Hours of operation are Monday through Thursday, 8 a.m. – 6 p.m.; Friday, 9:30 a.m. – 4:30 p.m.; closed Saturdays; with extended hours during fee payment rush periods each quarter. The Cashier’s Office handles all fee payments, including parking permits (\$25) and replacement identification cards (\$4). Amusement park tickets (Summer Season), bus passes, and postage stamps also can be purchased at the Cashier’s Office. For more information, contact the Cashier’s Office at (614) 287-2414.

Child Development Center

The Columbus State Child Development Center (CDC) is a year-round facility providing care and education to the children of Columbus State students, staff and faculty as well as the downtown community. The CDC also serves as a field site for students in the Early Childhood Education Department. As part of the Center for Workforce Development, the center’s address is 315 Cleveland Ave., but the entrance is at the southeast corner of Grant and Grove streets. Children served range from six months to five years of age. The CDC is licensed through the Ohio Department of Job and Family Services and accredited through the National Association for the Education of Young Children. The center also partners with the Early Learning Initiative, a school readiness program for preschoolers. The center is open Monday through Friday, 7:30 a.m. – 6:00 p.m. Tuition subsidy (for eligible parents) is available through contracts with the Ohio Department of Job and Family Services, Champion of Children, and ELI. For more information or for a tour please call (614) 287-3600.

Counseling Services

Personal Counseling

Counseling Services offers personal and career counseling, alcohol and drug counseling and prevention, crisis intervention, consultation and referral services to any enrolled student. Issues include, but are not limited to, stress/time management, college adjustment, family concerns, substance abuse, and other personal or mental health concerns. Presentations, workshops, programs and printed materials about mental health, alcohol, and other drug prevention and abuse are also offered.

Counseling Services also provides self-development groups and educational workshops each quarter on a variety of important and relevant topics, such as overcoming test anxiety, study skills, stress and time management, juggling roles, anger management, self-esteem, and others. Confidential counseling is provided on an individual, short-term basis, with referral to community resources for additional services, if needed.

Services for faculty and staff such as consultation, in-class workshops on specific mental health topics, and information about community resources are also available.

Career Counseling

Counseling Services also offers career counseling for students, including assistance with career decision-making, choosing a major, redirecting educational plans, and/or planning for a career change. In addition, career services include assessing skills and interests and subsequently relating them to college majors and/or careers and assisting students in creating a career exploration plan (i.e., developing a career portfolio, guidance on conducting an informational interview, and exposure to relevant career development Web resources). Referrals may also be made to the Acloché Career Assistance Center on campus for job placement information, resume writing, and other career related topics.

Computer assessments include the Discover Career Planning System. This computer-based career planning system can be accessed in Aquinas Hall, Room 116, or on the top floor of the ERC (library) located in Columbus Hall.

For more information, visit Counseling Services' Web page, <http://www.csc.edu/counseling/mentalhealth/index.htm>.

All counseling services are free and available by appointment. Please call (614) 287-2668, (614) 287-5416, (614) 287-5638, (614) 287-5414, or stop by 116 Aquinas Hall to schedule an appointment.

Hours of Operation:

Monday/Wednesday/Thursday: 8 a.m. – 5:30 p.m.

Tuesday: 8 a.m. – 6:00 p.m.

Friday: 9:30 a.m. – 4:30 p.m.



Disability Services

Columbus State Community College offers a wide range of support services to encourage the enrollment of people with disabilities. Through the Disability Services Department, 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 Disability Services from appropriate medical, educational, and psychological sources. These support services include, but are not limited to, adapted testing procedures, production of print materials in alternate media, note taker notebooks, real-time captioning, and counseling. In addition, 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 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). Disability Services is located in Franklin Hall, Rooms 223 and 228. More information is available on the Web at www.csc.edu/disability. You can also e-mail the department at disability@csc.edu.

Diversity, Study Abroad, TRiO Programs

The Diversity, Study Abroad and TRiO Programs Department leads Columbus State's efforts, programs, and activities to increase the access and retention of students from diverse backgrounds. Within the established policies and procedures of the College, the Diversity, Study Abroad, and TRiO Programs Department works with Columbus State offices and departments to:

- Implement orientation and professional development programs related to diversity for College administrative, instructional, professional, and support personnel.
- Promote and market diverse activities, programs, and services that will result in increased retention and graduation rates of multicultural, international and nontraditional students.
- Market Columbus State as an attractive institution of higher education for myriad students to pursue career goals.
- Implement consistent, well-organized heritage and awareness month programming for the community throughout the year.
- Serve as the liaison and support to faculty, college departments, staff and community regarding all of Columbus State's global perspectives.
- Develop and implement programs and long range plans for Columbus State's international students, visitors, exchange students and scholars, and curriculum.
- Coordinate consistent, well-organized Study Abroad initiatives while promoting and marketing Study Abroad to increase student participation.

The accomplishment of these goals is pursued in collaboration with appropriate offices and departments of the College. The department is active in the Columbus community and has established working relationships with middle and high school principals, counselors and teachers, as well as with local religious, civic, and community leaders. The Diversity, Study Abroad, and TRiO Programs Office develops and presents programming to promote awareness of multicultural issues and the value of a diverse educational community. Through such activities as campus visits and college credit articulation programs, potential students gain exposure to the College and discover its advantages.

This Department also facilitates the Global Initiatives Committee and works closely with the Provost Office to internationalize the curriculum. Additionally, the department works closely with community service agencies, business and industry, professional organizations and other institutions on matters related to community outreach, and it aids in the planning and implementation of service learning projects. For information on the Diversity, Study Abroad and TRiO Programs Department, call **(614) 287-5648**.

TRiO Programs

To be eligible for a TRiO program, applicant must be a first-generation college student (neither parent has a four-year college degree), and/or economically disadvantaged or limited income, according to the federal standards (federal TRiO programs) and/or an individual with a disability, a learning or physical disadvan-

tage and academic need (determined by project guidelines). Call 287-5648 for more information.

Educational Talent Search

Educational Talent Search is a pre-collegiate program for middle school, high school, and GED students. It is designed to motivate students to develop the skills and persistence necessary for success in education beyond high school. Educational Talent Search is part of the federally funded TRiO Program Department, which consists of eight programs providing opportunities for individuals to access higher education by helping them overcome a variety of barriers.

Student Support Services

Student Support Services (SSS) is a federally funded grant program that provides comprehensive academic support services that enhance students' productivity and academic success. Eligible students receive quality one-on-one academic advising on a regular basis, tutorial assistance, related academic support services and, in some cases, financial aid assistance. The SSS Program may also provide grant aid to currently enrolled participants who are receiving Federal Pell Grants for the current award year.

SSS offers supplemental instruction in developmental courses, personal counseling, exploration of career options, and personal career counseling and mentoring programs involving faculty, staff, and/or peers. Participants also will have access, as availability permits, to book and laptop loan programs. SSS will provide assistance and support with overall adjustment to community college life.

Upward Bound

Upward Bound (UB) is a federally funded pre-college grant 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. 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. To that end, UB has both summer and academic year components.

During the Academic Year:

- Weekly academic enrichment and tutoring sessions assist students in basic academic areas of math, science, writing and reading. UB 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 Component:

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

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 and journals), microforms, newspapers, and selected video-based courses. The Library catalog can be accessed through the ERC's Web page (www.csc.edu/library), 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 that may be requested online from the libraries of more than 80 Ohio colleges and universities. You need an active Cougar ID to access these resources.

In addition to the Library's collection of over 500 print periodical titles, users may search over 100 online research databases available through ERC subscriptions on OhioLINK. 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 six 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.

In the ERC, there are 56 computer workstations as well as copiers, and typewriters. There are also laptops available for lending from the Circulation Desk to students with an active CougarID card. The Production Division of Media Services provides assistance in converting media from one type to another. Additionally, this division is available to record campus-related events and manages usage of the Video and Audio Studio located on the ground level of the ERC.

There are three art galleries located on the Main and Ground levels of the ERC. The galleries highlight exhibitions by CSCC students and artists residing in the Columbus area. Gallery shows are rotated in and out of the various galleries on a monthly schedule. For more information about the ERC, call the Circulation Desk at (614) 287-2465, Reference Services at (614) 287-2460, or Media Production Services at (614) 287-2472.

E-Mail

Columbus State Community College offers a free, individual e-mail account (Student Mail) to each currently enrolled student. Student Mail is accessible at the Web site: <http://student.csc.edu/>.

All currently enrolled first-quarter students will receive a letter in the mail notifying them of their account and instructions. Information and instruction booklets are available at the IT Learner Support Center and at the Student Mail Web site. Individual e-mail

username and password can also be used to access Blackboard courses and login to campus labs.

The IT Learner Support Center, (614) 287-5050, is on the ground floor of the ERC/Library in Columbus Hall. Lab assistants are available in computer labs to answer questions regarding your Student Mail account.

Food Service

Located in Delaware Hall, the cafeteria is open Monday through Thursday, 7 a.m. – 7 p.m., Friday, 7 a.m. – 2 p.m., and Saturday, 8 a.m. – 1 p.m. Breakfast foods are served each day of operation until 10:15 a.m. For lunch and dinner, the cafeteria offers customers a wide choice of foods each day, including two entrées, a hot sandwich station and stir-fry dishes. The grill features combo meals comprised of a hot sandwich, fries and a beverage. The cafeteria also maintains a station featuring healthy food items and provides nutritional information about them. In addition, customers can purchase salads, soups, fruit and various beverages. Takeout food such as pizza, tacos, and subs are available, too. Call (614) 287-2483 for more information.

For quick casual service, a coffee cart is offered in Nestor Hall Lounge from 7 a.m. until 1 p.m. Coffee and light snacks are available.

Golf Course and Driving Range

Bridgeview Golf Course, 2738 Agler Road, is a challenging and scenic 9-hole golf course that is owned and operated by the College. The course is open year round, weather permitting, and is home to Columbus State golf classes and other academic uses. Leagues, lessons, and season passes are available.

The Driving Range has 30 sheltered and heated tee boxes and also is open year round. Columbus State employees and students can take advantage of a discount at the driving range, golf course, and pro shop. For more information, contact the driving range, (614) 471-0871, golf course, (614) 471-1565, or office (614) 471-4257.

Housing

Columbus State does not provide campus housing, but the Student Activities Office (Nestor Hall 116) does disseminate information it receives on off-campus housing opportunities. This information includes postings for apartments or homes to share and for roommates. Stop by the office or call (614) 287-3656 for more information.

Intercollegiate Athletics

Columbus State currently offers the following Division II intercollegiate sports:

Men's Basketball	Women's Basketball
Men's Golf	Women's Volleyball

The College offers athletic scholarships in these four sports. There is also a co-ed cheerleading squad. All students are welcome to tryout for athletic teams and the cheerleading squad. Tryouts are typically held during Autumn Quarter, with the exception of women's volleyball, which holds tryouts during Summer Quarter. For more information on open tryouts, please contact the Office of Athletics, Delaware Hall, Room 134, or call (614) 287-5092.

To participate in athletics, a student must be a high school graduate or have earned a General Education Diploma (GED). Student athletes must carry a minimum of 12 credit hours per quarter and maintain the GPA required by Columbus State to be eligible for competition (some part-time students may be eligible). The College adheres to the guidelines established by, and is a member of, the National Junior College Athletic Association (NJCAA). Columbus State is a member of the Ohio Community College Athletic Conference (OCCAC). This conference status allows Cougar student-athletes to compete against athletes at other two-year colleges as well as those at some four-year institutions. For more information about athletic programs, call (614) 287-3656, stop by the Athletics Office located in Delaware Hall 134, or visit www.csc.edu/sports/.



Intramural Sports

The intramural sports program is an integral part of campus life. Intramural activities provide the campus community the opportunity to compete in athletic events without the time commitment of intercollegiate athletics. All students, as well as faculty and staff with a valid Columbus State ID, are eligible to compete. Intramural offerings include basketball, bowling, volleyball, softball, soccer, floor hockey, wiffle ball, and flag football. For more information call (614) 287-3656.

K-12 Initiatives

The mission of the K-12 Initiatives Department is to enhance the educational opportunities for youth in Columbus State's service area while fostering the development of lifelong learning. This department is directly responsible for the following programs:

Underage Student Population Enrollment Options

This program allows students between the ages of 14 and 18, with or without a high school diploma, to enroll in college credit coursework. Students may be enrolled in public, private or home school institutions and are considered self-pay students. The coursework they complete may apply toward high school graduation requirements, as established by the secondary institution they are attending.

Post Secondary Enrollment Options Program

PSEO allows students in high school to attend college and apply the college credit to their high school graduation requirements.

Secondary to Post Secondary Articulation

Columbus State Career and Technical Programs have worked with area high school career and technical programs to create the opportunity for students in approved programs to articulate into two-year associate degree programs with credit for the work they completed while in high school. Additionally, agreements exist for students completing Adult Education and Workforce programs with the same secondary school districts.

CCS Pathways to Success Initiative, Career Academy

This program offers a pathway for current Columbus City Schools Career Academy students to complete summer courses and enter into articulated two-year associate technical programs with advance placement.

Tech Prep Program

Through this initiative, current high school tech prep students can 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 and after school.

Enrichment Programs

These initiatives reach out to individuals and families with activities providing academic enrichment. Programs include Kids In College, Youth In College, Summer Youth and Literacy Festivals.

Linkages for Primary and Secondary Education

These provide opportunities for training and development to enhance knowledge, experiences, and practice regarding college and lifelong learning options for professionals and their students.

Laurie Johns, Administrator (614) 287-5961

Peer Tutoring Program

The campus-wide Peer Tutoring Program offers individual or group tutoring to eligible learners through the Developmental Education Department. The purpose of the program is to supplement the learner's academic performance. Tutoring service is based on tutor availability; therefore, learners are not guaranteed a peer tutor. Walk-in service is available for students who need minimal assistance. Learners are encouraged to request a tutor the second or third week of school. For more information, call (614) 287-2474.

Tutoring Services

Learning Skills Centers (LSC)

Two Learning Skills Centers offer tutorial assistance from professional tutors in the Developmental Education Department. Tutoring is provided for developmental mathematics and for reading and writing courses. The Learning Skills Centers also house computers for student use and offer VCRs for students who wish to view lecture tapes after classes. Learners are encouraged to visit the centers to enhance their academic studies. Both centers are located in Aquinas Hall-mathematics in Room 213 and reading/writing in Room 214. For more information, call (614) 287-5193.

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

Biological and Physical Sciences Tutors

Faculty tutors are available for most Biological and Physical Science courses in Nestor Hall, Room 023. For more information, call (614) 287-2522.

English as a Second Language Tutors

Faculty tutors are available to ESL students in Franklin Hall, Room 245. For information, call (614) 287-5400

Public Safety

Police, Safety-Security, Parking and Special Services

The College's police officers are commissioned by the Ohio Attorney General's Office, Ohio Peace Officers Training Council and have full arrest authority. The officers provide the following services:

- Patrol of campus lots and buildings
- Investigation of crimes, threats, harassment, disruptive or offensive actions and disorder
- Investigation of forced entry, theft or vandalism, and other criminal activity
- Security escort service
- First aid to injured or ill people
- Enforcement of local, state, federal laws and College policy and rules

The department works closely with the Columbus Police Department and other public safety agencies in the central Ohio area. The Department of Public Safety serves the Columbus State community 24 hours a day, 7 days a week. The Public Safety Office is located in Union Hall, Room 048, and can be reached by telephone at (614) 287-2525.

More information, including emergency guidelines, the Department of Public Safety's Annual Report, Clery crime statistics and crime logs, can be found at www.csc.edu. Click on the Public Safety link. All crimes committed or suspected of having been committed on Columbus State property should be reported to the Department of Public Safety.

Campus is generally open to students and visitors at 7:00 a.m. Some department hours can vary. The campus closes at 11:00 p.m. or at the conclusion of the last class or special event to allow for buildings to be secured and maintained. Buildings generally close at 6:00 p.m. on weekends, except for special events or classes.

Children, fourteen years of age and under, must be accompanied and attended by an adult while on the campus. Adults who bring children with them to campus may be asked to control the actions of the children or remove them from the campus if they create a disturbance to the orderly functioning of the College. Children are not to be taken to classrooms, laboratories, or clinic sessions unless they are to take part in the educational program. Children left unattended while the parent is in class are not allowed. **Children will not be left unattended in automobiles.**

Recreational Facilities

A study lounge and a recreation lounge are located in Nestor Hall. In the recreation lounge, there is a large-screen TV, and students can enjoy watching a movie (changes weekly) Monday–Friday, from 9 a.m. - 3:30 p.m. There is also a gymnasium in Delaware Hall 134. Open gym is Monday, through Friday from 9 a.m.–noon. The Fitness Center is located in the lower level of Delaware Hall. For more information, contact (614) 287-3656.

Student Activities and Athletics

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 that enhance students' educational experience and aid in the development of life-long 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 give 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. Community outreach and community service is also a component of the Student Ambassador Program. Applications for the Student Ambassador Program are available during autumn and spring quarters.

Special Events and Activities

The Department of Student Activities and Athletics offers a number of special events and activities such as Welcome Back (Autumn), Spirit Week (Winter), Spring Fling (Spring), and Jazz in July (Summer). In addition, Earth Day, Black History Month, Women's History Month, Asian-Pacific American Awareness Month, and other special interest activities are celebrated.

For more information about Student Activities and Athletics, call (614) 287-3656.

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, (614) 287-3656. Registration signifies that the club or organization will comply with the rules, regulations, and guidelines of the College. Each year new clubs and organizations are added to enhance campus diversity. At the time of catalog publication, clubs at Columbus State included:

- ASL Connection
- Biz Club
- Campus Crusade for Christ
- Campus Journalist
- Chess Club
- College Democrats
- College Green Party
- College Republicans
- Columbus State Atheists & Free Thinkers
- Columbus State Landscape Association
- Columbus State Student Nurses Association
- Construction Specification Institute (CSI) Student Chapter
- CSCC Respect for Life
- CSCC Tae Kwon Do and Martial Arts Club
- International Student Association
- Massage Therapy Student Association
- Muslim Student Association (MSA)
- Mythos Society
- On Campus Information Society of Jehovah's Witnesses
- Permas Columbus-Indonesian Student Association
- Phi Theta Kappa, Rho Epsilon Chapter
- Project Brotherhood - Men of Promise
- Respiratory Therapy Student Organization
- Senior Nursing Class Organization

- Somali Student Association
- Student American Dental Hygienist Association (SADHA)
- Student Government Association
- Student Chapter of Ohio Association of Student Paralegal Association
- Veterinary Technicians

To learn more about our clubs and organizations, or to start your own club or organization, stop by the Student Activities Office, Nestor Hall 116, or call (614) 287-3656.

Student Rights and Responsibilities

Student Conduct

The aim of Columbus State Community College student conduct policies and procedures is to educate students on their rights and responsibilities as college community members and to promote a college environment that is conducive to student success. Students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the College, and respect the property and rights of others. This includes any activity, on or off campus, that negatively impacts the College or its students or staff.

Any student violating Columbus State Community College policies or rules may be placed on disciplinary probation or be dismissed. Concerns involving allegations or violations of civil rights, including but not limited to sexual harassment, sexual misconduct with students, and/or harassment, are addressed by the College's EEO officer in the Human Resources Department. 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 Policy, the Academic Conduct Policy, the Student Code of Conduct and related procedures is published in the Student Handbook. The Student Handbook is available through many student services offices including Advising Services (Aquinas Hall 116), Counseling Services (Aquinas Hall 116), and Student Activities and Athletics (Nestor Hall 116). It also can be found on the College Web site, www.csc.edu.

Student Handbook

The Student Handbook is a useful guide to many of the college 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 many student services offices including Advising Services (Aquinas Hall 116), Counseling Services (Aquinas Hall 116), and Student Activities and Athletics (Nestor Hall 116). It also can be found on the College Web site, www.csc.edu.

Sexual Harassment and Sexual Assault 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 sexual harassment or assault. To help ensure that employees and students are not subjected to illegal harassment or assault, and in order to create a comfortable work and learning environment, the College strongly opposes and prohibits any offensive physical, written, spoken or nonverbal con-

duct as defined and otherwise prohibited by state and federal law. In addition, sexual assault involving physical contact, sexual battery, and rape are felony crimes in Ohio. In cases where the student is the perpetrator, College policy defines sexual harassment and sexual assault as an example of general student 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, (614) 287-2408. In emergency cases or after business hours, and in all cases of sexual assault or rape, immediately contact the Public Safety Department, Union 048, (614) 287-2525, 24/7. In all cases of sexual harassment or sexual assault, confidential personal counseling and support for students is available in Counseling Services, Aquinas 116. Please call any of the following counselor phone numbers: (614) 287-5414, (614) 287-5638, or (614) 287-5416.

Student Problem Resolution

A student problem resolution procedure has been established to help students resolve nonacademic and nondisciplinary problems they may encounter in college. 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 and Procedures Manual. The Student Handbook is available through many student services offices including Advising Services (Aquinas Hall 116), Counseling Services (Aquinas Hall 116), and Student Activities and Athletics (Nestor Hall 116); it is also on the College Web site, 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 gender; the graduation rate for athletes participating in specific sports, reported by race and gender; the graduation rate for students in general, reported by race and gender; and other relevant statistics. To obtain copies of these reports, contact the Student Life Office, Aquinas 116H, or access www.csc.edu.

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, Union Hall 048, (614) 287-2525 or access www.csc.edu.

Tech Prep/Heart of Ohio Consortium

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—50 high schools, Central Ohio Technical College, the Electrical Trades Center, two regional campuses of Ohio University, and central and southern Ohio business, industry and labor organizations—have worked together to offer high-quality college tech prep programs.

Students who choose college Tech Prep in 11th grade enter a seamless curriculum for two years of high school, moving directly into a related associate degree program at Columbus State. Tech Prep college programs are currently available in accounting, architecture, automotive, business management, civil engineering, computer information, construction management, electro-mechanical engineering, electronic engineering, emergency medical services, environmental science, safety and health, finance, fire science, digital design and graphics, interactive media, law enforcement, mechanical engineering, multi-competency health, nursing, radiography, sport and exercise studies, and supply chain management.

Claude Graves, Director (614) 287-2542

Testing Center— College Testing Services

The mission of the Testing Center—College Testing Services is to meet the testing needs of the campus community. The Testing Center provides a facility in which tests can be administered accurately and securely according to instructor and department guidelines. The center offers COMPASS placement testing, departmentalized testing, classroom make-ups, and distance learning testing. After a student completes the COMPASS Placement Test, an advisor in Advising Services will interpret the test results and make recommendations for appropriate courses. The center also provides proctoring for non-Columbus State academic examinations. There is a service fee of \$25 per non-Columbus State exam. The proctoring service is available to anyone in the community; however, the Testing Center reserves the right to deny a proctor request at any given time. The Testing Center maintains a partnership among learners, faculty, the community and the center's staff.

Tests may be taken anytime between the opening and closing times of the Testing Center. However, tests will not be distributed one hour prior to closing. Compass placement testing will not be administered two hours prior to closing. Tests must be finished by closing time. No extension of time will be given; therefore, participants should plan sufficient time for taking tests.

The Testing Center is located in Aquinas Hall, Lower Level, Room 002. A picture ID is required. No children, food or beverages are allowed in the Testing Center. For more information, call (614) 287-2478.

Wellness Program

The Department of Student Activities and Athletics sponsors a wellness program for students, faculty, and staff of the college. Individual Wellness consists of five components: physical, social, emotional, mental, and spiritual. The activities offered through the wellness program attempt to balance the five components through lectures, hands-on demonstrations, and seminars. Typical wellness offerings include chi gong, exercise to Afro-rhythms, Pilates, taekwon do, tai chi, women's self-defense, and yoga. For more information, call (614) 287-3656.

COMMUNITY EDUCATION

and

WORKFORCE DEVELOPMENT

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Community Education and Workforce Development

Community Education and Workforce Development Dean's Office (614) 287-2511

There is an ever-increasing need for meaningful, lifelong learning for a wide spectrum of individuals: those preparing to go to college, to get a first job, to advance in a current job, to stay abreast of technology, or to change careers entirely. The Community Education and Workforce Development Division provides abundant opportunities for lifelong learners in traditional and nontraditional settings.

Each department in Community Education and Workforce Development is designed to assist students of varying ages, professional experience and educational levels 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.

Business and Industry at Columbus State Community College (614) 287-5000

Business and Industry at Columbus State Community College provides innovative approaches to training, consulting and education through customer-driven partnerships. Columbus State's many Business and Industry services can help companies assess, analyze, and target cost-effective solutions to meet the specific challenges facing their organizations.

Contract Training and Consulting Services

Business and Industry at Columbus State can provide any organization with:

- Leadership and supervisory skills training
- Customer service training
- Business communications training, verbal and written
- Communication, interpersonal skills, and team building

- Consulting services and business/organizational development programs
- Quality programs such as Lean Manufacturing and ISO certification
- End-user computer training involving word processing, spreadsheets, presentations, e-mail, Web authoring, and more
- Industrial technology programs relevant to many industries; technologies include hydraulics, pneumatics, electric motors, HVAC, and advanced manufacturing
- Accounting and financial training/consulting for financial and non-financial managers
- Human Resources training
- Customized individual, small or large training built around organizational needs
- Job analysis and employee assessments
- Experienced personnel to coordinate and implement training
- Quality trainers, consultants and instructors

For more information or to meet with a professional Training and Performance Consultant, call (614) 287-5000 or visit our Web site at www.csc.edu.

Professional Development Seminars

Professional Development Seminars are one-day, noncredit courses meeting from 8:00 a.m. – 4:00 p.m. For information, dates and locations, or to register, call (614) 287-5000 or check the Web site at <http://www.csc.edu/workforce/bits/pdseminars/>. The following descriptions, titles and fees are current at publication time but are subject to change.

Computer Skills Seminars

BICPT 101 Introduction to Windows Vista

Windows Vista is designed to improve the computing experience of every kind of PC user—from people simply browsing the Web at home to business employees who must organize and act on large volumes of data. This seminar will help participants understand this system and use it efficiently and effectively.

BICPT 402 Internet Research

The World Wide Web is a huge repository of information stored on computers scattered across the globe. Finding information can seem deceptively easy. In fact, finding lots of information is often easier than finding the right information. This seminar will give participants the techniques and strategies needed to effectively locate the information they are seeking.

BICPT 501 Introduction to Microsoft Word 2003**BICPT 901 Introduction to Microsoft Word 2007**

During this seminar, participants will learn how to create, edit, open, save and print documents; format characters and paragraphs; create and format tables; set margins; create headers and footers; and check spelling.

BICPT 511 Intermediate Word 2003**BICPT 911 Intermediate Word 2007**

Students will learn intermediate skills such as creating multiple columns; applying borders and shading to tables; utilizing styles and templates to automate formatting; inserting and formatting graphics and drawings; and printing envelopes and labels.

BICPT 521 Advanced Word 2003**BICPT 921 Advanced Word 2007**

Word users will learn to maximize productivity with advanced tools and techniques such as forms, form letters, mail merges, macros, and revision marking.

BICPT 502 Introduction to Microsoft Excel 2003**BICPT 902 Introduction to Microsoft Excel 2007**

In this seminar participants will learn how to create, edit, open, save and print workbooks; enter data, formulas, and functions; use absolute and relative references; format cells, and insert charts.

BICPT 512 Intermediate Excel 2003**BICPT 912 Intermediate Excel 2007**

In this course, Excel users will enhance their skills, learning to work with lists; link and consolidate worksheets; create combination charts; sort and filter; and use advanced formatting.

BICPT 522 Advanced Excel 2003**BICPT 922 Advanced Excel 2007**

Participants will be introduced to advanced Excel tools and techniques such as pivot tables, pivot charts, goal seek, macros, database functions, and external database queries.

BICPT 503 Introduction to PowerPoint 2003**BICPT 903 Introduction to PowerPoint 2007**

During this seminar, participants will learn how to create, edit, open, save, and print presentations; format text; add, rearrange, and delete slides; use templates; utilize slide masters; insert tables, charts, and clip art; check spelling; and deliver presentations.

BICPT 523 Advanced PowerPoint 2003**BICPT 923 Advanced PowerPoint 2007**

Participants will learn to use advanced PowerPoint tools and techniques such as custom presentations, animations, special effects, multimedia, and integration with other Microsoft Office applications.

BICPT 913 PowerPoint Beyond Bullet Points

Although bullet points make it easy for us to create PowerPoint slides, they don't always make it easy for audiences to understand precisely what we want to say. The Beyond Bullet Points approach opens dramatic new possibilities for treating the PowerPoint screen as a canvas to promote dialog and collaboration. Slides work as visual triggers to increase the presenter's confidence and engagement with the audience. The resulting multimedia experience

balances visual and verbal elements, allowing for more effective message communication.

BICPT 504 Introduction to Microsoft Access 2003**BICPT 904 Introduction to Microsoft Access 2007**

In this course, participants will learn basic database concepts; how to plan, design, and create a database; work with fields and records; create and execute queries; create and use forms; and create and use reports.

BICPT 514 Intermediate Access 2003**BICPT 914 Intermediate Access 2007**

Access users will add to their skills in this intermediate seminar, learning how to normalize and implement referential integrity. In addition, participants will learn how to relate tables, create advanced queries, add graphics and calculations to forms and reports, and add charts.

BICPT 524 Advanced Access 2004**BICPT 924 Advanced Access 2007**

Access users will master advanced tools and techniques such as pivot tables, pivot charts, advanced forms, macros, Access SQL, and Internet integration.

BICPT 423 Microsoft FrontPage**2-Day Seminar**

In this introductory course, participants will learn how to create a basic Web site. Topics include selecting themes, creating new Web pages, formatting characters and paragraphs, creating lists, adding graphics, inserting tables, creating links to other pages, and creating navigation aids. (This seminar meets for two sessions.)

BICPT 205 Microsoft Outlook

Many people have e-mail at home or work but don't know how to manage its capabilities. This seminar is designed to provide those individuals with the skills to create and customize a message, work with attachments, use the mail management tools, and work with the electronic calendar.

BICPT 601 Introduction to Microsoft Project

This seminar gives participants 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 allotted time, money and resources. **NOTE:** In addition to the basic tools and techniques of MS Project; this course will reinforce theories and topics presented in the Project Planning and Management Fundamentals seminar.

BICPT 621 Advanced Project

Productivity will soar as participants learn to use advanced tools and techniques such as baselines, hyperlinks, drawing tools, reports, consolidating multiple projects, and sharing resources across projects.

NOTE: In addition to the basic tools and techniques of MS Project; this course will reinforce theories and topics presented in the Project Planning and Management Fundamentals seminar.

BICPT 404 Dreamweaver 8**2-Day Seminar**

Dreamweaver is a powerful Web-authoring package and is the choice of Web development professionals and others who want

to go beyond the basic capabilities of tools like FrontPage. This two-day seminar will help students get started with Dreamweaver to create a basic Web site complete with links, images, formatting, style sheets, and tables.

Prerequisites: It is recommended that participants have a basic knowledge of HTML markup, including structure and formatting tags, and an understanding of file management, particularly directory trees.

BICPT 703 QuickBooks Pro

Participants will learn how to navigate this software that can share data with more than 60 programs. QuickBooks Pro offers a full set of accounting features including payroll, credit card authorization, and inventory capabilities.

BICPT 405 Flash Professional 8

2-Day Seminar

Flash MX is used to create interactive Websites, digital experiences and mobile content. This two-day seminar will teach attendees to use color and shapes creatively as well as manipulate images and modify layers. Participants also will learn how to create forms, simple animations, integrate sound and video, create interactive content and publish and test movies on the Web.

BICPT 801 Adobe Acrobat Professional 7.0

Attendees will learn to convert and combine proposals, presentations, images, and other documents into one compact PDF file using Adobe Acrobat. Other skills introduced include annotation, linking, and book marking tools to create notes, and dynamic date-time stamps as well as file viewing and navigation aids.

BICPT 802 Adobe Photoshop CS2

2-Day Seminar

To be successful in this course, attendees should have a knowledge and/or understanding of the following: color palettes and color models such as RGB and CMYK; the differences between raster formats such as GIF or JPG and vector formats such as EPS; and prior experience with draw tools including stroke, fill, and Bezier curves.

Business Writing Skills Seminars

BIBUS 111 Report and Proposal Writing

Attendees will learn to analyze report and proposal requirements and prepare reports that address the requestor's needs regarding content and writing style.

BIBUS 110 Technical and Procedural Writing

In this course, participants will learn basic techniques used in technical writing, including how to incorporate the elements of style and usage in step-by-step writing, how to assemble material, and how to write a technical report. Participants will learn how to convey a complex message with a minimum number of words and images.

BIBUS 105 Grants: Research and Writing

This course presents an overview of the grants writing process.

Participants will be introduced to the entire process, from visioning through proposal submission. Additionally, this course will help those attending to locate and identify grant opportunities, analyze submission guidelines, and prepare a winning proposal.

BIBUS 108 Proofreading and Editing Techniques

This hands-on seminar presents effective proofreading and editing techniques. Course details proofreader's marks used to indicate text and layout changes and covers basic grammar, including punctuation, sentence structure, and style.

BIBUS 101 Grammar for the Work Place

Who or Whom? Who, Which, or That? Which word is correct in the context of a certain sentence? This course covers the basics of grammar: parts of speech, sentence structure, punctuation, capitalization, and correct usage.

BIBUS 109 Writing for Business: Level 1

Participants learn to communicate more effectively using clear, concise language and writing techniques appropriate for a variety of business communications. Other topics covered include active vs. passive voice and writing effective memos.

BIBUS 112 Writing for Business: Level 2

Building on the skills gained in the prerequisite course, Writing for Business Level 1, students will develop additional skills in proofreading, editing, memo organization and audience analysis.

BIBUS 120 Flub-Proof Business Writing

After learning about common mistakes, participants will learn how to write in a clear, organized, error-free manner. In this seminar, the basics of good writing, from organization to mechanics, are broken down into 50 simple, easy-to-follow "flub-proof" rules. These rules lead, step-by-step, to better workplace communications.

Organization and Project Management

BIBUS 107 Project Planning and Management

Focusing on effective project management, this introductory course will provide participants with the tools 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 Microsoft Project seminars.

BISFT 106 Problem Solving and Decision Making

Participants will learn how to identify different problem-solving styles that address the big picture, not just the task at hand. This course helps develop creativity, efficiency, and critical thinking that can be applied in solving everyday problems.

BIPDV 301 Goal Setting

The ability to set goals is critical to success. This seminar will teach participants how to set both personal and career goals.

BIBUS 106 Office Organization Skills

Organizing the workspace makes work easier and more efficient. Techniques taught in this seminar will help participants conquer the endless flow of paperwork.

BIPDV 302 Time Mastery Profile

In today's streamlined, fast-moving workplace, it's more important than ever to make the most of every day. The *Time Mastery Profile*® is a complete assessment tool that helps individuals set priorities and manage time more efficiently by evaluating their effectiveness in 12 critical areas: Attitudes, Goals, Priorities, Analyzing, Planning, Scheduling, Interruptions, Meetings, Written Communication, Delegation, Procrastination, and Team Time. NOTE: The assessment is sent as pre-work, to be completed online prior to training.

Human Dynamics Seminars

BILNG 601 Discovering Diversity Profile

As the dramatic shift to a highly diverse workplace continues, organizations know they must help employees understand, accept, and capitalize on differences. The *Discovering Diversity Profile*® provides a safe, confidential way for employees to explore complex diversity issues. Attendees will identify existing attitudes so as to understand how their viewpoints and behaviors affect others. Participants will also learn how to limit the influence of stereotypes, reduce conflict and embrace diversity as a source of organizational strength. NOTE: The assessment is sent as pre-work, to be completed online prior to training.

BIPDV 303 Stress Management

Participants will learn to cope with stress in their lives by identifying stress initiators and turning them into powerful drivers for change and accomplishment.

BISFT 105 Managing Relationships at Work

Anyone interested in learning how to work more effectively with people will find this seminar valuable. Using the information presented, participants can improve relationships with supervisors, coworkers and customers.

BIPDV 201 Emotional Intelligence: EQ

Emotional Intelligence is an alternative kind of intelligence that impacts our everyday functioning. Self-management, control, self-motivation and managing emotions in the workplace are just a few of the topics that will be covered in this course.

BISFT 108 Working with Difficult People

This course will teach participants how to use a behavioral style model to build the skills needed to deal with difficult people.

BIPDV 801 Conflict Management: A DiSC-Based Approach

This seminar provides organizations with the key to maintaining a well-balanced workplace environment by helping individuals understand their own and others' behavior in conflict, and by providing them with the problem-solving skills needed to manage adversity in the workplace. By incorporating validated research-based assessment data, the class personalizes the learning experience. Participants walk away with the skills, knowledge, and tools they need to deal with conflict, resulting in more productive teams, higher satisfaction, and less turnover. NOTE: An assessment is sent as pre-work, to be completed online prior to training.

BIPDV 802 DiSC Classic

Organizations worldwide have embraced the language of DiSC®, pioneered by Inscape Publishing over 30 years ago. Millions of people have gained insight about themselves and others through DiSC-based learning instruments which provide nonjudgmental language for exploring behavioral issues across four primary dimensions: Dominance, Influence, Steadiness and Conscientiousness. Detailed, personalized information helps people apply DiSC learning to specific business situations, including sales, leadership development, customer service, and conflict resolution. NOTE: The assessment is sent as pre-work, to be completed online prior to training.

BILING 602 Generational Differences: M.E.E.T. for Respect in the Workplace

With workers from four generations now active in the workforce, the potential for misunderstanding, frustration and conflict puts increasing pressure on productivity. To turn that challenge into a competitive advantage, this seminar applies the M.E.E.T. approach (M—make time to discuss; E—explore differences; E—encourage respect; T—take responsibility) to the complexities of effectively working in and managing a multigenerational workforce. Employees and managers gain insights, strategies and skills that help minimize generational conflict and strengthen collaboration.

Management Best Practices Seminars

BIBUS 501 Frontline Management: Leveraging the Strengths of Your Style

This seminar provides managers with the tools they need to coach and develop competent, motivated employees by gaining a deeper understanding of individual strengths and challenges. Participants learn to maximize their communication skills and capitalize on their people skills' knowledge and management effectiveness. Their organizations will benefit as a result of higher employee satisfaction, lower turnover, and stronger employee-manager relationships. NOTE: The assessment is sent as pre-work, to be completed online prior to training.

BIBUS 502 Capitalizing on Team Talents

This seminar provides organizations with the key to building and maintaining peak performing teams by helping individuals identify their innate strengths and limitations. Course also addresses how team members can work together more productively by tapping into their individual strengths to contribute to the overall success of the team. By incorporating proven, research-based assessments, Capitalizing on Team Talents™ personalizes the learning experience while video content and group activities generate opportunities for each participant to learn about assets and stumbling blocks on a team. NOTE: The assessment is sent as pre-work, to be completed online prior to training.

BIBUS 503 Collaborative Skills for Teams

This seminar provides organizations with the key to building collaborative, effective teams. Participants learn of the need for different team roles and for exploring how various roles communicate, manage time, and manage priorities. Attendees will discover four distinct team roles, identify which team role they are most com-

portable using, and learn the four stages of team projects. Relevant video and experiential learning activities provide strategies for maximizing individual contributions, resulting in highly productive, efficient, and cohesive teams, greater employee satisfaction and decreased employee turnover. NOTE: The assessment is sent as pre-work to be completed online prior to training.

Fundamental Fiscal Skills Seminars

BIBUS 101 Accounting and Bookkeeping

This course covers common accounting functions and practices such as fixed asset accounting, cost accounting, accounting transactions and internal accounting controls.

BIBUS 202 Best Practices in Accounts Payable

What a company doesn't know about accounts payable can be costing it thousands of dollars annually. In this eye-opening seminar, participants will learn the best practices that will make them look like heroes. Class will explore three kinds of fraud, the master vendor file, invoices, POs, receiving documents, discounts, courtesy calls, approvals/authorizations, limiting rush checks, minimizing duplicate payments, using procurement cards, 1099s, travel and entertainment expenses, and technology.

BIBUS 203 Financial Statements for Nonfinancial Managers

Participants will learn the components of the four key financial statements: the balance sheet, income statement, statement of cash flow, and the annual report. They will also learn to understand formerly cryptic terms like "EBITDA" and will examine the Nine Financial Scandals that Rocked the World (and what managers can learn from them).

Influencing and Sales Skills

BISFT 102 How to Excel at Customer Service

Participants will learn to recognize and anticipate customer expectations, identify elements of emotional response that interfere with customer service, and develop communication skills that defuse complaints.

BISFT 104 Improving Your Listening Skills

This seminar provides individuals with the key to clear communication through developing an understanding of effective listening techniques. By incorporating proven, researched-based assessment data, this class personalizes the learning experience for each participant. Learners will discover the five approaches to listening and will identify their most natural ones. Video and hands-on, experiential learning activities help participants learn to communicate better with others by modifying their listening styles with team members and customers. NOTE: The assessment is sent as pre-work, to be completed online prior to training.

BIBUS 103 Effective Presentations

This seminar will help participants overcome the No. 1 fear of American adults (public speaking) by teaching them how to make successful group presentations in formal or informal settings. At the conclusion of this seminar, attendees will know how to plan and prepare a presentation, how to make a presentation and how to

raise their level of self-confidence in public speaking. Opportunity to practice making a presentation is provided.

BIPDV 202 Networking: How to Work a Room

Networking can enhance many business and social relationships, but how does one do it? In this dynamic, interactive and entertaining seminar, participants will learn about the four major behavioral styles and the seven steps involved in making a favorable impression. They will leave armed with 11 successful strategies for networking, from accelerating out of the blocks to crossing the finish line.

BIBUS 401 DiSC-Powered Selling

During this seminar, salespeople will discover the four approaches to selling and how to determine a customer's buying style. By adapting their natural selling style(s) to customers with different styles, salespeople of all levels can maximize their potential for closing sales. Individualized workbooks, filled with research-based assessment data, provide each participant with a personalized learning experience. Hands-on, video and group activities help participants learn the skills that will maximize their performance as salespeople. This will result in increased customer satisfaction and additional revenue for their companies. NOTE: The assessment is sent as pre-work to be completed online prior to training.

BISFT 107 Train-the-Trainer (Critical Events for Training Success)

This seminar will introduce tools and techniques to help participants conduct effective training for customers, co-workers or suppliers.

Training and Development Certificate Program at Columbus State

BMGT 276 Training and Development Certificate Program

Organizations that recognize the need for performance-driven training programs are the ones succeeding in today's economic environment. And individuals able to deliver these training programs are in high-demand. Business and Industry at Columbus State now offers a series of Training and Development courses. The knowledge gained from attending these programs will provide participants with the background and skills needed to analyze performance gaps and to develop and deliver effective training programs. Attendees can take one course or the series. The three, 10-week courses provide a comprehensive education in all aspects of analysis, design, development, delivery and evaluation. Two of the three courses are being offered in Autumn 2008.

Advanced Manufacturing Skills

Advanced Manufacturing Skills

The Integrated Systems Technology (IST) program brings together industry and academia to offer manufacturers, or those interested in a career in manufacturing, an excellent means of obtaining general knowledge and the technical skills necessary to function and progress in the advanced manufacturing field. The training program is delivered in modular format and focuses

heavily on hands-on, real-world applications, preparing individuals to make an immediate impact in the workplace. A combination of instructor-led, self-paced, and lab experiences ensure that all learning styles are accommodated.

IST program participants:

- Learn industry-driven skills
- Complete an intense training program
- Demonstrate troubleshooting skills on industry-standard equipment

IST offers customized training programs in:

- Electrical
- Electronic
- Mechanical
- Automation
- Process controls

Pharmacy Technician Training Program

The purpose of this noncredit course is to prepare the student to enter the pharmacy field in hospitals, home infusion pharmacies, community pharmacies, and mail-order pharmacies, as an ancillary working under the supervision of a registered pharmacist. The course is taught by registered pharmacists practicing in Columbus. Course will prepare students for the National Pharmacy Technician Certification Exam.

Topics:

- Medical terminology specific to the pharmaceutical industry
- Reading and interpreting prescriptions
- Defining drugs by generic and brand names
- Dosage calculations
- IV flow rates
- Drug compounding
- Dose conversions
- Dispensing of prescriptions
- Unit dose
- Inventory control
- Billing and reimbursement

The Ohio Small Business Development Center at Columbus State Community College (614) 287-5294

The Ohio Small Business Development Center at Columbus State Community College is a business partner and so much more. SBDC provides entrepreneurial development assistance and high end business consulting to start-up and emerging business owners. The SBDC regional office is located on the campus of Columbus State Community College in the Center for Workforce Development. The Center provides consulting and training throughout nine counties in central Ohio. The Center's consulting services are offered at "no cost" to the client and all services are provided on a nondiscriminatory basis.

2006 Statistics

- One-on-one consulting to 1,004 small businesses,
- Created over 250 new jobs
- Facilitated more than \$11 million in financing.
- Offered over 73 educational, networking programs and classes to over 1,800 attendees

For more information on any SBDC activity, call (614) 287-5294 or visit www.SBDC.csc.edu.

International Trade Assistance Center

The International Trade Assistance Center (ITAC) provides consulting and advising in international trade and international business and logistics. Specific services include developing export strategies; preparing products or services for export; international legal considerations; product shipping; pricing, quotation and terms; methods of payment; financing export transactions; business travel abroad, and selling overseas.

Manufacturing and Technology Small Business Development Center

The Manufacturing and Technology Small Business Development Center (MTSBDC) provides specialized assistance and high end business consulting to manufacturers, technology-based companies like R&D or testing firms, as well as individual inventors. In addition to core SBDC services, some MTSBDC specialized services include; product design, prototype development, intellectual property strategies and research, market research, focus group sessions, licensing, and manufacturer partnering. The program utilizes experts and facilities from Columbus State Community College, all of Ohio's colleges and universities, as well as all of the nation's federal research facilities.

Department of Continuing Professional Education Administrator (614) 287-5997

Continuing Professional Education provides a variety of professionals with continuing education through noncredit courses and seminars designed to meet 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 CPE are open to anyone who has an interest in the programs. For more information, visit www.csc.edu, click on "Community Education and Workforce Development," and then on "Continuing Professional Education."

Columbus State ACT/SkillsMax Center for Community Education and Workforce Development

The ACT/SkillsMax Center offers many opportunities to the community Columbus State serves using distance training, assessment and testing to assist customers of the center to meet their personal or professional goals. Distance training is available featuring the following subject areas:

- Adult Literacy
- Computer Basics
- Information Technology (Intermediate and Advanced Computer Skills)
- Industrial Technology Safety Skills
- Management/Leadership
- Personal Development

Users of online training can access courses through the Columbus State Web site. Instructions for purchasing courses are on the ACT Web site.

Server-based courses are provided at the Columbus State ACT/SkillsMax Center and can be delivered to the individual or on an instructor-facilitated basis.

Assessments that are offered include WorkKeys, Discover, DISC, and SHR. These assessments can be given either by individual appointment or on a contract basis at the ACT/SkillsMax Center or onsite, depending on the assessment tool requested. The center is a VUE, PROMETRIC and ETS testing site for various skill certifications such as CISCO, MOUS, MCSE, NET+, etc., and offers proficiency testing for CLEP. These tests are given by appointment. **The ACT high school assessment currently is not offered.**

Costs for these courses and services vary. Contact the Columbus State ACT/SkillsMax Center for Community Education and Workforce Development at (614) 287-ACT1(2281) or e-mail the center: act1@csc.edu.

Contact person: **Deborah Lyons**, dlyons@csc.edu.

The Lifelong Learning Institute (LLI)

The mission of the Lifelong Learning Institute of CSCC is to provide educational opportunities for mature learners in central Ohio to broaden and extend their knowledge, share life experiences, become more attuned to community resources, and interact with other “lifelong learners.” Peer-led and membership-driven, the LLI offers courses and special events that focus on the arts, literature, philosophy, science, languages, technology, spirituality, economics, and local, national and world affairs.

Launched in July 2004, the Institute offers a year-round menu of two-, three-, and four-week courses in September, January, April and July. “Coffee and Conversation” events and symposia are offered in other months (except October) in partnership with several central Ohio locations, including senior residence facilities and arts organizations.

LLI membership is open to all who are interested. The annual membership fee provides access to any or all scheduled offerings from September 1 to August 31. Individual courses or events are open to nonmembers for a per-event fee.

For information on the LLI, call **(614) 287-5997**.

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 offers many types of OPEN ENROLLMENT courses: Cisco Networking Academy, SHRM Learning System, which includes the PHR/SPHR Certification Exam Prep course and HR Essentials course, CEBS (Certified Employee Benefits Specialist), the Lifelong Learning Institute (see above), and the Institute for Public Health and Safety.

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

Introductory Language Courses

CPELNG 113/114 Introduction to Spanish Language and Culture

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

CPELNG 201 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 to a group at other sites by agreement.

CPELNG 202 Spanish for Health Care 2

This second-level Spanish course focuses 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.

CPELNG 105 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

Contact person for the following technical and computer courses is **David Watts, (614) 287-5787** or dwatts@csc.edu.

CISCO Academy

The Cisco Academy for CCNA (Cisco Certified Network Assistant) consists of a four-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 noncredit.

Course Objectives

The CCNA certification indicates knowledge of networking for the small office/home office (SOHO) market and the ability to work in small businesses or organizations whose networks have fewer than 100 nodes. A CCNA certified individual can:

- Install and configure Cisco switches and routers in multi-protocol internetworks using LAN and WAN interfaces
- Provide Level 1 troubleshooting service
- Improve network performance and security
- Perform entry-level tasks in the planning, design, installation, operation and troubleshooting of Ethernet, TCP/IP Networks.

CPECPT 210 Cisco CCNA 1: Networking for Home and Small Businesses

CCNA 1: Networking for Home and Small Businesses teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanner and cameras.

CPECPT 211 Cisco CCNA 2: Working at a Small-to-Medium Business or ISP

CCNA 2: Working at a Small-to-Medium Business or ISP prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught in context.

CPECPT 212/213 Cisco CCNA 3 and 4: Introducing Routing and Switching in the Enterprise

CCNA 3: Introducing Routing and Switching in the Enterprise familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior

Gateway Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises, including configuration, installation and troubleshooting reinforce student learning.

CCNA 4: Designing and Supporting Computer Networks introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role playing exercises that students complete while developing their network upgrade proposals.

CPECPT 214 Cisco CCNP 1: Advanced Routing

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP certification indicates knowledge of networking for the small office/home office (SOHO) market and enterprise markets and the ability to work in businesses or organizations whose networks have between 100 and 500 nodes. A CCNP certified individual should be able to:

- Implement appropriate technologies to build a scalable routed network
- Build campus networks using multilayer switching technologies
- Improve traffic flow, reliability, redundancy, and performance for campus LANs, routed and switched WANs and remote access networks
- Create and deploy a global Intranet
- Troubleshoot an environment that uses Cisco routers and switches for multiprotocol client hosts and services
- Perform entry-level tasks in the planning, design, installation, operation and troubleshooting of Ethernet, TCP/IP networks

CCNP1 introduces Cisco Networking Academy Program students to scaling IP networks. Students learn to use VLSM, private addressing and NAT optimize IP address utilization.

The majority of the course content relates to learning how to implement the RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols. In addition, the course details the important techniques used for route filtering and route redistribution. CCNP1 is an integral step towards achieving CCNP Certification.

Upon completion of this course, students will have performed tasks related to:

- Internetwork scalability
- Advanced IP addressing techniques
- Routing protocol operation, configuration and troubleshooting
- RIPv2, EIGRP, OSPF, IS-IS, BGP
- Route optimization

CPECPT 215 Cisco CCNP 2: Remote Access

Remote Access is the second of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 2 introduces student to the implementation of Cisco routers in WAN

applications. The course focuses on the selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links. Students will develop skills with the specific WAN technologies of analog dialup, ISDN BRI and PRI, Frame Relay, broadband, and VPN. This hands-on, lab-oriented course stresses the design, implementation, operation, and level 1 troubleshooting of common WAN connectivity options. CCNP 2 is an integral step towards achieving CCNP Certification.

Upon completion of this course, students will have performed tasks related to:

- WANs
- Modems and asynchronous connections
- PPP and serial connections
- ISDN BRI and PRI and DDR
- Frame Relay configuration
- Traffic shaping
- NAT and AAA
- Broadband connections and VPNs
- WAN backup, managing and optimizing traffic

CPECPT 216 Cisco CCNP 3: Multilayer Switching

Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 3 introduces students to the deployment of state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, multilayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab-oriented course stresses the design, implementation, operation and troubleshooting of switched and routed environments. CCNP 3 is an integral step towards achieving CCNP Certification.

Upon completion of this course, students will have performed tasks related to:

- Campus Networks and Design Models
- VLANs and VTP
- STP
- InterVLAN Routing
- Multilayer Switching
- Redundancy
- AVVID
- QoS
- Security
- Transparent LAN Services

CPECPT 217 Cisco CCNP 4: Network Troubleshooting Network Troubleshooting is the last of four courses leading to the Cisco Certified Network Professional (CCNP) certification. CCNP 4 teaches students about troubleshooting network problems and on documenting and baselining a network, troubleshooting methodologies and tools, and Layers 1 to 7 troubleshooting. CCNP 4 is an important step toward achieving CCNP certification.

Upon completion of this course, students will be able to perform tasks related to:

- Documenting and baselining the Network
- Troubleshooting methodologies and tools
- Layer 1-7 Troubleshooting

CPECPT 234 Cisco IT Essentials I–A+

Target Certifications: PC Hardware and Software V4.0 helps to prepare students for the CompTIA A+ certification exams (<http://www.comptia.org>). The fundamentals part of the course, chapters 1-10, prepares students for the required CompTIA A+ Essentials exam. The advanced part of the course, chapters 11-16, prepares students for the CompTIA's three job-environment certification exams:

- IT (field) Technician (220-602)
- Remote support technician (220-603)
- Bench technician (220-604)

This course also aligns to the objectives in the first three modules of the EUCIP IT Administrator certification (<http://www.eucip.org>): Module 1 PC Hardware, Module 2 Operation Systems, and Module 3 Local Area Networks and Network Services.

This course covers the fundamentals of computer hardware and software as well as advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble and configure a computer, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a network environment. New topics included in this version include laptops and portable devices, wireless connectivity, security, safety and environmental issues, and communication skills.

CPECPT 238 Cisco Academy: Panduit Network Infrastructure Essentials

Panduit Network Infrastructure Essentials familiarizes students with cabling issues related to data and voice connections, media and transmissions practices and cabling customer support. This course provides an overview of cabling and network industry standards as well as emerging cabling technologies.

By providing instruction in the most up-to-date practices in cabling, grounding and physical layer management, the course helps prepare student for opportunities in the networking field. Career options range from cabling technician and network maintenance positions to overall network management. The successful completion of this course is a critical differentiator in a job market where more than 100,000 companies worldwide require individuals with structured cabling expertise.

CPECPT 107 and 108 Cisco Network Security 1 and 2

Network Security is designed to prepare students for certification in this field. This course combines hands-on experience, instructor-led lectures and a Web-based curriculum for students. This 140-hour, two-part course is an introduction to network security and overall security processes.

The first component of the course, Network Security 1 (NS1) focuses on the overall security processes in a network with an emphasis on the following areas:

- Security policy design and management
- Security technologies, products, and solutions
- Firewall and secure router design, installation, configuration and maintenance
- AAA implementation using routers and firewalls

- Securing the network at Layers 2 and 3

Network Security 2 (NS2) builds on the topics introduced in NS1 with additional emphasis on the following areas:

- Intrusion prevention implementation using routers and firewalls
- VPN implementations using routers and firewalls

CPECPT 109 Cisco Fundamentals of Wireless LANs

Fundamentals of Wireless LANs teaches students to develop, implement, and troubleshoot wireless networks. This 70-hour, hands-on, skills-based course focuses on the design, planning, implementation, operation, and troubleshooting of wireless networks. It includes a comprehensive overview of technologies, security and design best practices.

CPECPT 101 Security+ Certification Training

This course teaches material that maps to all skill and knowledge objectives for the CompTIA Security+ certification exam (SY0-101). Skills covered include identifying access control and authentication methods, identifying services provided by encryption, and managing a Public Key Infrastructure (PKI). Following this course, students will better understand common types of network-based attacks and how to respond to them.

Students also will learn how to harden operating systems, secure remote access and ensure physical security. In addition to teaching firewall and intrusion-detection technologies, this course teaches critical incident response and system forensics concepts. This course also addresses essential auditing and documentation practices that help measure significant gaps between security policy and actual practice. Finally, students will learn the essentials of a disaster recovery plan, how to ensure business continuity, and how to create and manage a security policy. Throughout this course, students will review case studies to help ensure that best practices are employed throughout a network using the latest technologies, including wireless implementations.

Req. Text (PROVIDED): *Security+ Certification* (Published by ComputerPREP, Inc.)

Certifications: To earn Security+ certification, students must pass the Security+ exam.

CPECPT 151 Information Systems Risk Analysis

The Operationally Critical Threat, Asset, and Vulnerability Evaluation SM (OCTAVE) Training Workshop is a three-day workshop. It is designed for interdisciplinary analysis teams that will lead and perform information security risk evaluations for large organizations.

OCTAVE is a self-directed risk evaluation that provides an organization with control over security risks; balances critical information assets, business needs, threats, and vulnerabilities; and benchmarks the organization against known or accepted best practices for security. This workshop covers the OCTAVE approach, OCTAVE Method, and OCTAVE-S; preparation for implementing the methods; and guidelines for tailoring the methods.

The OCTAVE Training Workshop will help:

- Manage and control enterprise-wide information security risk evaluations
- Develop appropriate protection strategies by considering policy, management, administrative, technological, and other organizational issues to form a comprehensive view of the security state of your organization
- Perform information security assessments and act as a focal point for security improvement efforts
- Improve effectiveness at communicating business and security needs both internally and externally

Course Objectives

The three-day OCTAVE Training Workshop will help attendees:

- Understand the purpose of the OCTAVE approach and key characteristics of the methods
- Be ready to use OCTAVE implementation guides and do an evaluation
- Understand how to get started and when to tailor the process and artifacts to meet unique organizational needs

Course Topics:

- Introduction to the OCTAVE approach, the OCTAVE Method, and OCTAVE-S
- Preparation for OCTAVE
- Review of OCTAVE processes
- Identifying critical assets and threats to those assets
- Identifying vulnerabilities that expose those threats
- Developing an appropriate protection strategy for the organization's mission and priorities
- Tailoring OCTAVE to meet an organization's needs

Prerequisites: Workshop attendees should represent business, mission, and/or IT perspectives.

Business

Contact person for the following CPE Business Courses is **David Watts, (614) 287-5787** or dwatts@cscc.edu.

CPEBUS 201 Certified Employee Benefits Specialist GBA 1 Employee Benefits: Concepts and Health Care Benefits

The first two assignments of GBA 1 set the stage for the study of employee benefits to be pursued in the remainder of GBA 1 and 2 by examining the employee benefit environment, functional approach to benefit planning, and risk management and insurance techniques in employee benefits. Much of this introductory material encompasses retirement plans, covered in RPA 1 and 2 of the CEBS program, as well.

The coverage of health care benefits begins with a discussion of the environment of health care and health care plans, followed by health plan designs and cost-control techniques. An assignment is devoted to the managed care spectrum as well as one to the health care cost equation. Other assignments cover evaluating and selecting health and managed care plans, maintaining and improving employee health, medical benefits for retirees, and long-term care. Dental plans and specialized benefits—behavioral health, prescrip-

tion drugs, vision, and hearing care plans—also are covered as is the timely topic of consumer-driven health plans, including health reimbursement accounts and health savings accounts. The course concludes with quality health care purchasing and vendor management, as well as fiduciary liability and ethical responsibility.

CPEBUS 202 Certified Employee Benefits Specialist Course 2 GBA 2 Employee Benefits: Design, Administration and Other Welfare Benefits

Following coverage of the various forms of life insurance benefits provided through the employment relationship, GBA 2 examines a wide variety of other welfare benefits including: dependent care and family leave benefits; work/life benefits—such as financial planning, adoption assistance, legal services, and education assistance; and vacation and other time-off benefits. Two assignments deal with the important topic of flexible benefit plans and flexible spending accounts, and the course then covers various functions associated with welfare plans such as administration, funding, communication and taxation. One assignment is devoted to insuring and managing employee disabilities, and another to the timely topic of benefits technology and information management. The course concludes with assignments on workers' compensation and multiemployer plans.

CPEBUS 203 Certified Employee Benefits Specialist Course 3 RPA 1 Retirement Plan Design (CEBS)

This course focuses on individual retirement needs, employer-sponsored programs, and plan design considerations. The differences in defined contribution (DC) and defined benefit (DB) approaches are detailed. Additionally, an overview of various types of retirement plans, the primary provisions of Social Security, the fundamental characteristics of tax-qualified plans, and the workings of distinct types of DC plans are explained. The course examines prevalent retirement plan offerings in various labor market settings. An in-depth examination of 401(k) plans is provided, with additional coverage of the unique features of 403(b) and 457 plans found in the nonprofit and public sectors. Requirements mandated by the Pension Protection Act of 2006 also are included in the course.

CPEBUS 204 Certified Employee Benefits Specialist Course 4 RPA 2 Retirement Plan Management

This course examines approaches to enhancing retiree financial security. The impact of various types of retirement planning structures and the importance of effectively managing retirement assets are discussed. The course focuses on investment principles in accumulating retirement wealth and the essentials of fiduciary oversight and plan governance by plan sponsors. The course explores the appropriate use of individual retirement accounts (IRAs), Keoghs, defined benefit structures and other types of retirement savings plans. Use of these retirement savings programs are examined both during the accumulation phase prior to retirement and during the distribution phase once retirement begins. Requirements mandated by the Pension Protection Act of 2006 also are included in the course.

CPEBUS 207 Certified Employee Benefits Specialist Course 7 RPA 3 Asset Management

The investment of plan assets is a major function of employee benefit plan management. Every person working with employee

benefit plans should have an understanding of investment policies, security markets, asset selection, portfolio theory and evaluation of financial performance. These topics have an impact not just on pension benefits but on the overall management of employee benefit assets (e.g., self-funded medical plans, VEBA accounts, etc.); consequently, these relationships should be understood by professionals in the field. The course introduces asset management in the context of setting investment objectives for pension plan assets. The course then provides the necessary background on financial markets, how they are organized and how they operate. The concepts of risk versus return and efficient markets and the impact of modern portfolio theory are presented, followed by a detailed discussion on bonds, stocks and derivatives. The discussion is interwoven with the various approaches, some controversial used by investors in analyzing and evaluating these instruments and the overall performance of specific financial markets.

CPEBUS 208 Certified Employee Benefits Specialist Course 8 CMS 1 Human Resources and Compensation Management

Today's competitive global world is extremely dependent on highly skilled and technologically adept workers. Employee benefits continue to be an integral part of the human resource and compensation management functions of an organization. The first part of this course provides an overview of human resource management, including a discussion of internal and external factors affecting supervision. The legal and managerial requirements that human resource and compensation decisions be made in a nondiscriminatory manner are examined, the processes for carrying out effective recruitment and retention are presented, and issues related to creating effective training and development programs and dependable performance assessment systems are emphasized.

The course continues with assignments covering such topics as incentive programs, total compensation approaches and strategies for their implementation, and employee rights and the applications of such right in disciplinary, discharge and termination situations. One assignment is devoted to labor relations, a critical function in many human resource departments. The collective bargaining process, the motivations for employees to organize, the legislative and administrative roles of the government in this process, and the impact of unionization on employers are covered in this assignment.

CPEBUS 211 Certified Employee Benefits Specialist CMS 2 Compensation Concepts and Principles

This course provides a framework for understanding various types of compensation approaches. The course begins by presenting a pay model outlining strategic compensation objectives, policies that form the foundation of a compensation system, and alternate techniques that can be used in paying employees. The course distinguishes between job-based and person-based pay structures and the ongoing management functions that maintain internal alignment, enhance organizational competitiveness, and create employee incentives within these various types of pay systems. Methods for decision-making regarding pay level, pay mix and pay structures are explored. Various pay-for-performance plans are explained along with research evidence concerning their effectiveness in motivating employees and achieving business objectives. The course also examines the compensation of special groups, external

market forces that impact compensation, the collective bargaining process, and the role of government and legal compliance issues in determining compensation practices.

CPEBUS 212 Certified Employee Benefits Specialist CMS 3 Executive Compensation and Compensation Issues

This course presents an overview of executive compensation issues and practices. The course begins with an explanation of various organizational approaches in determining which employees comprise the executive group. The course proceeds to describe the various components of executive compensation including direct pay, employee benefits, perquisites, short-term incentives, and long-term incentives. Design considerations in using these alternate forms of pay and the business objectives they seek to achieve are discussed. The crucial design element of balancing current versus deferred incentives is addressed along with performance measurements and standards used in determining compensation awards. Tax and financial considerations are examined and put into context when applied to certain pay techniques such as the use of nonqualified plans and stock option grants. The role of the board of directors in establishing and monitoring executive compensation and the increased public scrutiny and accountability for excessive pay awards are discussed.

CPEBUS 216 Certified Employee Benefits Specialist Personal Financial Planning 1: Concepts and Principles

This course introduces the concepts and principles of personal financial planning. The initial assignment describes the steps in the personal financial planning process and the importance of formulating quantifiable client objectives. It also describes sources of information and tools used by the planner. Other assignments provide an overview of a distinct planning area in the financial planning process: insurance, investments, retirement planning, income taxation and estate planning. Subsequent assignments concentrate on life and health programs, property and liability converges, long-term care plans, equity analysis, investment strategy, retirement investment products and planning strategies. This course also describes relevant ethical issues and principles of professionalism required of the financial planning practitioner.

CPEBUS 217 Certified Employee Benefits Specialist Personal Financial Planning 2: Tax and Estate Planning Techniques

This course, which is complementary to Personal Financial Planning 1, concentrates on the two subject areas of income taxation and estate planning. These concepts are applied to special situations, and techniques are described for minimizing taxes and achieving client objects. Relevant individual income-tax saving techniques are presented. Planning for retirement plan distributions also is explored. The transfer tax system is described covering both estate and gift taxes. The probate process, strategies for gifting and the marital deduction also are covered. Further management of property and its disposition is described with use of such relevant tools as revocable living trusts, wills and will substitutes. This course also reviews various business structures and the special issues associated with creation, retention or disposition of a business interest in a family's financial planning.

CPEBUS 118 PayTrain Fundamentals

PayTrain Fundamentals teaches the fundamental payroll calcula-

tions and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. *These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.*

Topics covered in PayTrain Fundamentals include:

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefits basics
- Tax reporting
- Payroll accounting
- Professional administration

CPEBUS 119 PayTrain Mastery

A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. *For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals.*

Topics include:

- Payroll concepts
- Payroll calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Record keeping and payroll practices
- Payroll accounting
- Management and administration

For information on HRM 100 or 101 or CPEPDV 173, contact **Tracy LaMar-Nickoli, (614) 287-5436**, or tlamar@csc.edu.

HRM 100 PHR/SPHR Certification Exam Preparation

This course provides a comprehensive review of the entire body of HR knowledge. Using SHRM Learning System, it can help highlight areas participants may need to study further for the PHR/SPHR exam.

HRM 101 Essentials in HR Management

This course is designed to challenge participants and to provide the skills needed to confidently face today's complex HR situations as well as compliance issues within an organization. Offered in partnership with SHRM, this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process, and much more. Participants will also learn key information to keep organizations on track with compliance issues. Registration fee includes course materials and lunch for both days.

CPEPDV 173 Retirement Planning Today

This course addresses financial issues impacting the self-employed as well as employees of corporation and government agencies. Course is designed to teach participants how to build wealth and align that wealth with values to accomplish goals in life. The information gleaned is valuable for individuals of any age and career status.

The Institute for Public Safety and Health

For information on the courses offered by the IPSH (EMS, Fire, Public Safety and Health), contact **Tracy LaMar-Nickoli, (614) 287-5436** or **tlamar@cscc.edu**.

CPESAF 114 Tubular Assault: Bus, Train and Aircraft

This course provides the opportunity for tactical operations personnel to develop their skills using the live platforms of bus, train and aircraft. Skill set training foundations will be built upon using advanced firearms training, close-quarter battle defensive tactics, and tubular assault tactics that work on all platforms utilized—even in tight spaces like narrow school hallways. Students will receive information on the operational systems of school and passenger buses, AMTRAK passenger train systems (the basics of which can also be applied to light rail, subway or commuter systems), light/regional aircraft such as Lear/Citation jets and piston engine craft (with a view for drug courier intervention) and a Boeing 727 Passenger Jet. Columbus State's 727 aircraft is maintained in operational condition by the college's Aviation Maintenance Technology program.

CPESAF 119 Tactical Clan Lab Detection, Entry, Operation and Emergency Action

Designed for Narcotics Investigators and SWAT Operators, this 5-day class will certify the participant in "Detection, Entry, Operation and Emergency Action" in and around clandestine drug labs. Students will be training with full PPE gear in defensive tactics, high intensity (live fire) firearms training, and dynamic role playing simulations using air soft weapons. (Course does not certify participant in dismantling labs or as an operator in "Confined Space Lab" situations.)

CPESAF 126 School Bus Assault for Patrol Officers

School buses remain as vulnerable potential targets for terrorists or individual school shooters. Our School Bus Assault for Patrol Officers will train street level officers and school resource officers in SWAT type bus assault tactics utilizing the assets that these units have on hand. Officers will be able to apply these Emergency Intervention techniques in situations where SWAT is not available and the threat to life is high. Officers will be trained in emergency hostage negotiations as well. This class will be a one day, 8-hour format.

CPESAF 127 Advanced Use of Force Simulation Training

This training will provide officers and trainees with judgment-based video simulation training in the use of force procedures and options, including deadly force, less lethal force (Taser and OC spray) and verbal commands. The training simulations will be provided in both daylight conditions and condition requiring the use of tactical flashlight and will encourage the use of protective cover. Officers and trainees will also have the opportunity to build basic shooting skills using targeting scenarios. 1 hour per session.

CPESAF 130 High Rise Safety Training

The goal of this training program is to provide protection for occupants and to reduce damage or destruction to the building and its contents. Participants will receive instruction in the development of fire safety plans, evacuation plans, safety control teams, fire prevention programs, and WMD protection plans.

CPESAF 117 Hazardous Material Technician

The course provides participants an opportunity to learn background and techniques for protecting the health and safety of personnel, the environment, and property when responding to the accidental release of hazardous materials. Recognition and control of hazards at the scene are presented through illustrated lectures and small group activities. (No charge for non-profit, first responder organizations: PUCO grant)

CPESAF 118 Hazardous Material Technician Refresher

The 8-hour Emergency Response Refresher Program reviews topics covered during the 40-hour Hazardous Material Technician level training. Training will include tasks used during chemical incidents as well as hazard identification, incident management, and spill control. (No charge for nonprofit, first responder organizations: PUCO grant)

CPESAF 121 Hazardous Material and WMD Awareness

This 8-hour course was developed by the State of Ohio Homeland Security Task Force, Sub-Committee for Training and approved by the Office of Domestic Preparedness. This course is designed to meet NFPA, OSHA, EPA, and ODP standards and guidelines, and the needs of multiple disciplines such as Fire, Law Enforcement, EMS, Healthcare Providers, and Public Works, that may be involved with incidents involving hazardous materials or weapons of mass destruction.

CPESAF 122 Hazardous Material and WMD Operations

This 16-hour course has been approved by Ohio Homeland Security Task Force and the Federal Office of Domestic Preparedness. The course is designed to build upon the training and knowledge obtained from participating in the 8-hour HM and WMD Awareness course and is designed for students requiring both Hazardous Materials and Weapons of Mass Destruction operational training.

CPESAF 128 Business Continuity Planning and CyberSecurity

This course will provide information on creating business continuity plans to prepare organizations for threats. Course also involves a careful examination of IT infrastructure as it relates to the growing danger of attacks on private digital information. It will provide participants with a foundation of IT security by assessing, monitoring, preventing and responding to cyberthreats.

Green Health Care Program

CPEHCT 110 Green Health Care Program (Online)

This course introduces health care professionals to the benefits of Sustainable Medicine and how its practices can offer a safer, healthier clinical environment. It will help provide a practical, effective way of implementing environmentally responsible actions in medical offices, clinics, hospitals, labs, etc.

CPE/Ed2Go Online Instructor-Facilitated Courses

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Certificate of Successful Completion
- Courses Starting at \$95

CPE has partnered with Ed2Go to provide noncredit, instructor-facilitated online courses which are informative, fun, convenient, and highly interactive. Ed2Go instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Any course can be completed entirely from home or office, any time of the day or night. New course sessions begin on the third Wednesday of each month. Please visit the Online Instruction Center at www.ed2go.com/cpe for start dates for courses of interest.

Course List

Choose from over 300 courses in 21 categories. New courses are added monthly. Visit the Online Instruction Center at www.ed2go.com/cpe to view course topics and to read course descriptions in the following categories:

- The Internet
- Web Page Design
- Web Graphics and Multimedia
- Database Management and Programming
- Certification Prep
- Languages
- Writing and Publishing
- Entertainment Industry
- Grant Writing and Nonprofit Management
- Start Your Own Business
- Sales and Marketing
- Business Administration
- Test Preparation
- Personal Development
- Personal Finance and Wealth Building
- Health Care, Nutrition, and Fitness
- Personal Enrichment
- Art, History, Psychology, and Literature
- Math, Philosophy, and Science
- Law and Legal Careers
- Health Care Continuing Education
- Courses for Teaching Professionals
- Certificate Program

All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer Web browser. Some courses may have additional requirements.

To Enroll:

1. Visit the Online Instruction Center: www.ed2go.com/cpe
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for the course. Then enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Transitional Workforce Department

(614) 287-5397

The Transitional Workforce Department provides courses for a variety of students who want to gain the skills needed to enter, re-enter, or advance in the workforce. These include individuals include those who want to pursue initial career and educational goals via noncredit courses and those who are not yet eligible or ready for credit classes. **Nancy Case, (614) 287-2447** is the director of the Transitional Workforce Department.

TWBUS 270 Home Inspection Course

Covers everything needed to become self-employed as a home inspector. Students use their accumulated skills, experience and knowledge to reinvent themselves as home inspectors. Learn what it takes to start a home inspection business by networking with other students, performing actual home inspections, and submitting inspection reports.

OTAP (Orientation to Trade and Apprenticeship Programs)

This intense, 8-week, job training program teaches students the skills required to gain employment in the skilled trades and acceptance in apprenticeships or other career training programs. Students will have the opportunity to acquire skills in mechanical principles, applied technology, blueprint reading, basic electricity, fluid dynamics, thermodynamics, carpentry, hand power tools, OSHA ten-hour certification, and applied math. Students will gain knowledge to take entry-level exams for employment and training in trades-related fields.

For further information or to apply, call **Central Registration** at **287-5858**, 287-5206 or 287-5905. This program is funded by COWIC, Limited Brands, and Franklin County Job and Family Services.

OTAP for Youth

This creative, after-school training program for Franklin County youth 16 to 18 years of age teaches students the skills needed to become employed or accepted into the trades upon graduation from high school. This program provides the same hands-on training as the adult OTAP program but in a modified format. The program runs eight weeks, two days per week, from 4:30 - 7:00 p.m.

A hot meal is provided, bus passes are available to ensure transportation, and incentives are given for attendance and completion. This program is funded by Franklin County Job and Family Services, Ingram White Castle Corporation, The Columbus Foundation, Harry C. Morres Foundation, and The Siemer Foundation.

For further information or to apply, call **Central Registration** at **287-5858**, 287-5938 or 287-5905. **Carol Higgins, (614) 287-5921**, or **chiggins@csc.edu**, is the OTAP and OTAP for Youth coordinator.

Academic Enrichment Program

Classes in the Academic Enrichment Program are designed for students who want to improve their English language and/or mathematical skills in order to increase career and/or educational opportunities.

GED level classes include preparation for the General Educational Development test (GED) in order to earn an Ohio High School Equivalent Diploma and conclude with the administration of the Official GED Practice Test.

Classroom instruction is supported by extensive computer software covering basic-to-advanced lessons in reading fiction and non-fiction, essay structure, English grammar, and all areas of math. Extended computer lab hours offer opportunities for the student to receive individual assistance from the teaching staff. Classes offered include:

TWBSC 101	Language Arts 1 (writing and reading)
TWBSC 201	Language Arts 2
TWBSC 301	GED Language Arts
TWBSC 102	Fundamental Math 1
TWBSC 202	Fundamental Math 2
TWBSC 302	GED MaSS (Math, Science and Social Studies)
TWBSC 401	Independent, Computer-assisted Learning

PLATO courseware is available in the classroom lab and offers more than 2,000 hours of basic-to-advanced level instruction in reading, writing, math, science, and life and work skills.

Contact (614) 287-5397 for Academic Enrichment Program information.

Language Institute

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 Basic English as a Second Language for individuals, companies, and organizations. It also acts as a point of coordination for Basic English or introductory language courses through open enrollment and by contract. Courses in language and cultural topics can be customized to meet client needs for a particular industry or cultural focus. Further course information on other noncredit language courses can be found under the Continuing Professional Education Department section.

For information on the Language Institute, contact **Tara L. Narcross, Ph.D., (614) 287-5448**.

Basic English Program

LILNG 100 Basic English 1

In 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 it relates to life skills.

LILNG 200 Basic English 2

Using present and past tenses, students will expand their abilities and knowledge in written and spoken vocabulary, questions and answers, and descriptions. The course also includes a secondary emphasis on life skills, culture, and reading comprehension.

LILNG 300 Basic English 3

Basic English 3 is designed to improve vocabulary skills as well as reading comprehension and writing ability. Students will build on previous knowledge and pave the way for further learning.

LILNG 400 Basic English 4

In Basic English 4, students will work to improve vocabulary, writing skills, grammar competency, and reading comprehension.

LILNG 450 Basic English 5

This course is designed to further improve the reading, writing, grammar and vocabulary skills of students seeking to improve their ability in English. Mastery of Basic English 4 and 5 is especially important for those students who plan to continue toward credit coursework through the College, the Academic Enrichment Program, and/or preparation toward the GED.

LILNG 500 Intensive Basic English

The Intensive Basic English course presents the curriculum of Basic English 2 and Basic English 3 in a single intensive course, putting the student on the fast track to knowledge of the language.

Optional Basic English Courses

LIBSC 100 Basic Communication 1

This course focuses on oral communication for students. It can be taken alone or with other Basic English courses.

LILNG 600 Citizenship Preparation

In this course, students can improve their English, learn about U.S. customs, history, and culture, and prepare to take the U.S. Citizenship Exam.

LICPT 100 Introduction to Computers for ESL Speakers

In this course, students who are unfamiliar with computers can learn the basics of using a computer, including using a word processor, saving and printing documents, entering data on a spreadsheet, using e-mail, and finding information on the Internet.

DISTANCE LEARNING/

Global Campus

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Distance Learning/Global Campus

Distance Learning at Columbus State Community College

Columbus State's Distance Learning Global Campus is a unique alternative to traditional on-campus learning. Distance Learning allows students from around the city or around the globe to learn, using the latest interactive Web and video technologies, without the limits of time and place. Global Campus is the term used at Columbus State to describe the College's distance learning Web site, courses and programs.

At the Global Campus Website (<http://global.csc.edu>), students can find information on getting started with distance learning, current courses and programs being offered, free program downloads, free online training and much more. Many students save the Global Campus Web site as a favorite.

Go the Distance and Get the Degree

The Global Campus Website can assist students in finding individual online courses offered at Columbus State as well as with information on the following Associate Degrees and Certificates being offered through Distance Learning (DL) instruction.

Please contact individual departments for details on your program of interest. Certain programs may require some face-to-face learning experience. Look for new certificates and majors in the near future.

Distance Learning Degree Programs:

Associate of the Arts
Associate of Applied Science in Business Management
Associate of Applied Science in Geographic Information Systems (GIS)
Associate of Applied Science in Health Information Management
Associate of Applied Science in Marketing
Associate of Applied Science in Medical Laboratory Technology
Associate of Applied Science in Nursing
Associate of Applied Science in Sport and Exercise Studies (Sport Management Major)
Associate of Applied Science in Supply Chain Management

Distance Learning Certificates:

Digital Design
Direct Marketing
Geographic Information Systems (GIS)
Global Trade (Supply Chain Specialty)
Healthcare Management
Histology
Medical Coding
Pre-MBA Certificate (See Business & Marketing)
Strategic Procurement Certificate
International Commerce Certificate
Supply Chain Management
International Business Certificate
Sustainable Building
3D Visualization

Types of Distance Learning Courses

Web-Based

Web-based courses use a variety of new Web technologies and software to provide a stimulating and interactive learning experience. An Internet-ready computer with a minimum of Internet Explorer 6.0 is required for students to log onto courses daily. Communication and course materials or assignments, as well as interaction with classmates, all occur within the course management system called Blackboard. When proctored testing is required, testing can be completed in the vicinity of the student.

Video-Based

Video-based courses are televised on the Educational Access Channel or can be viewed on rented tapes from the library. Students can access broadcasting schedules as well as course information on their Blackboard course site or at <http://global.csc.edu>. Telecourses may require students to mail in assignments and/or meet throughout the quarter. When proctored testing is required, testing can be completed in the vicinity of the student.

Videoconferencing

Videoconferencing courses are offered using state-of-the-art videoconferencing equipment. The instructor is located at one site, and the course is broadcast to additional classrooms. This technology is highly interactive so that students have the opportunity to ask questions of the instructor and classmates at any site.

Blended

A blended course is comprised of multiple distance learning modalities, such as Web and video-based content, to offer an exciting way to learn. When proctored testing is required, testing can be completed in the vicinity of the student.

Hybrid

A hybrid course is one in which all the instructional and laboratory/clinical sessions are completed in a combination of traditional classes and at a distance. Students attend regularly scheduled sessions on campus. Because those on-campus meeting dates may be limited, please consult the academic department for specific information.

Getting Started in Distance Learning:

<http://global.csc.edu>

- Check out the latest opportunities, programs, and courses.
- Go through "Distance Learning Getting Started" to learn what skills are needed to be a successful Distance Learner.

Ohio Learning Network

The Ohio Learning Network is a collaboration of Ohio colleges and universities using technology and innovation to enhance distance-learning opportunities statewide. OLN offers access to a variety of distance education opportunities as outlined in the OhioLEARNS catalog, which can be found online at www.olin.org.

Baccalaureate Degree Completion Programs via Distance Learning

These programs allow students who have completed their associate degree at Columbus State, to complete related bachelor's and master's degrees via distance learning from the following universities:

University of Cincinnati

Bachelor's in Liberal Arts and Social Sciences-Addiction Studies
Bachelor of Science in Clinical Laboratory Science
Bachelor of Science in Health Information Management
Bachelor of Science in Early Childhood Education
Bachelor of Science in Fire Science Technology

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
Bachelor of Science in Marketing and Communication

Miami University

Bachelor's in Applied Science/Major Electro-Mechanical Engineering

Ohio University

Bachelor of Specialized Studies
Lifelong Learning Correspondence Course

University of Akron

Master of Applied Politics

University of Toledo

Bachelor of Science in Electronic Engineering and Computer Science

Bachelor of Arts program in Liberal Studies
Bachelor of Science in Health Informatics and Information Management

DeVry University

Bachelor of Science in Business Administration
Bachelor of Science in Computer Information Systems
Bachelor of Science in Health Information Management
Bachelor's in Game and Simulation Programming
Bachelor's in Network and Communication Management
Bachelor's in Technical Management

Mount Vernon Nazarene College

Bachelor of Science in Business Administration

Bowling Green State University

Bachelor of Science in Advanced Technological Education
Bachelor of Liberal Studies
Bachelor of Science in Nursing

Ohio Dominican University

Bachelor of Arts in Criminal Justice

Florida International University

Bachelor of Business Administration
Bachelor of Science in Nursing

California University of Pennsylvania

Bachelor of Science in Sport Management Studies:
Wellness and Fitness Track

United States Sports Academy

Bachelor of Science in Sport Management
Bachelor of Science in Sport Coaching

Global Campus Courses

The following is a list of distance learning courses. Consult the *Online Class Schedule* for courses added throughout the year.

ACCT 106	Introduction to Accounting I	ARCH 112	Construction Drafting: CAD I
ACCT 107	Introduction to Accounting II	ARCH 232	Building Construction Standards
ACCT 108	Introduction to Accounting III	ARCH 237	Structures: Steel, Concrete and Masonry
ACCT 211	Cost Accounting	ARCH 240	3D Modeling and Rendering: AutoCAD
ACCT 221	Financial Statement Analysis I	ARCH 242	3D Visualization: formZ I
ACCT 222	Financial Statement Analysis II	ARCH 243	3D Visualization: formZ II
ACCT 231	State and Local Taxation	ARCH 244	Rendering and Lighting: formZ
ACCT 266	Public Administration/Fund Accounting	ARCH 245	Computer Animation: formZ
ACCT 269	Foundations of Accounting	ARCH 246	3D Visualization: 3ds Max I
ANTH 200	Introduction to Physical Anthropology	ARCH 247	3D Visualization: 3ds Max II
ANTH 201	World Prehistory	ARCH 252	Post Production
ANTH 202	Introduction to Cultural Anthropology	ARCH 282	Sustainable Design Strategies
ANTH 290	Capstone Experience in Anthropology	ARCH 283	Sustainable Architectural Design

Global Campus Courses - continued

ARCH 299	Special Topics in Architecture	BOA 139	Keyboarding Improvement
ASC 190	Freshman Seminar	BOA 172	Excel (Modules 1 and 2)
AUTO 061	Basic Automotive Systems and Theories of Operation	BOA 172A	Excel Module 1
BIO 100	Introduction to Biological Sciences	BOA 172B	Excel Module 2
BIO 101	Introduction to Anatomy and Physiology	BOA 173A	Excel Module 3
BIO 111	Introductory Biology I	BOA 173B	Excel Module 4
BIO 112	Introductory Biology II	BOA 188	PowerPoint (Modules 1 and 2)
BIO 215	General Microbiology	BOA 188A	PowerPoint Module 1
BIO 261	Human Anatomy	BOA 188B	PowerPoint Module 2
BIO 262	Human Physiology	BOA 189	Access (Modules 1 and 2)
BIO 170	Human Pathophysiology	BOA 189A	Access Module 1
BIO 174	Biological Sciences I	BOA 189B	Access Module 2
BIO 175	Biological Sciences II	BOA 190A	Access Module 3
BIO 201	General Zoology: Animal Diversity and Systematics	BOA 190B	Access Module 4
BMGT 101	Introduction to Business	BOA 191	Word I (Modules 1 and 2)
BMGT 102	Managing Interpersonal Skill I	BOA 191A	Word Module 1
BMGT 103	Interpersonal Skills II	BOA 191B	Word Module 2
BMGT 104	Stress Management	BOA 192	Word II (Modules 3 and 4)
BMGT 105	Time Management	BOA 192A	Word Module 3
BMGT 106	Budgeting	BOA 192B	Word Module 4
BMGT 111	Management	BOA 193	Word III
BMGT 208	Organizational Communication	BOA 195	Office Integration I
BMGT 211	Organizational Behavior	BOA 196	Office Specialist Seminar I
BMGT216	Business Ethics	BOA 197	Office Specialist Seminar II
BMGT 218	Management Training for Supervisors	CHEM 100	Introduction to Chemistry
BMGT 219	International Business	CHEM 111	Elementary Chemistry I
BMGT 220	Leadership Fundamentals	CHEM 112	Elementary Chemistry II
BMGT 231	Small Business Development	CHEM 113	General and Biological Chemistry
BMGT 232	Small Business Operations	CHEM 171	General Chemistry I
BMGT 253	The Art and Science of Managing Conflict	CHEM 172	General Chemistry II
BMGT 271	Management Decisions	CHEM 173	General Chemistry III
BMGT272	Case Studies in Business Seminar	CIT 089	Introduction to FrontPage
BOA 101	Business Grammar	CIT 092	Introduction to HTML
BOA 102	Editing Business Documents (Hybrid)	CIT 094	Web Learning Tools
BOA 105	Desktop and Document Management	CIT 100	Computer Literacy
BOA 106	Internet Research	CIT 101	PC Applications 1
BOA 111	Bookkeeping Basics I	CIT 102	PC Applications 2
BOA 112	Bookkeeping Basics II	CIT 102A	Word Module PC Apps 2
BOA 113	QuickBooks I	CIT 102B	Excel Module PC Apps 2
BOA 114	QuickBooks II	CIT 102C	Access Module PC Apps 2
BOA 115	Computer Bookkeeping with Peachtree	CIT 139	Web Essentials
BOA 116	Adjusting Entries and Correction of Accounting Errors	CIT 141	Web Publishing
BOA 117	Payroll	CIT 145	HTML
BOA 118	Inventory and Depreciation	CIT 147	JAVA Script Fundamentals
BOA 125	Outlook	CIT 163	Visual Basic 1
BOA 131A	Keyboarding: Module 1 (Alphabetic Keyboarding)	CIT 231	Expert Excel
BOA 131B	Keyboarding: Module 2 (Symbols)	CIT 233	Expert Access
BOA 131C	Keyboarding: Module 3 (Numeric Keypad)	CIT 250	Network Communication Systems
BOA 131	Keyboarding I	CIT 253	TCP/IP
BOA 132	Keyboarding II	CIT 263	Visual Basic 2
BOA 133	Keyboarding III	CIT 266	Interactive COBOL
		CIT 268	Object-Oriented COBOL
		CIT 280	ACP Examination
		CMGT 105	Construction Contract Documents

Global Campus Courses - continued

CMGT 115	Building Construction Methods	ENGL 298	Special Topics in English
CMGT 121	Building Construction Drawings	ENGL 299	Special Topics in English
CMGT 282	Sustainable Construction	ENVR 101	Introduction to Environmental Science, Safety and Health
COMM 105	Speech	ENVR 158	Environmental Site Assessment
COMM 110	Conference and Group Discussion	ENVR 252	Health and Safety Training for Hazardous Waste Operations
COMM 115	Oral Interpretation	ENVR 256	Hazardous Materials Refresher Training
COMM 220	Introduction to Mass Communication	ENVR 282	Sustainable Building Strategies
DENT 111	Anatomy	FIRE 210	Construction/Collapse for Fire/Rescue
DENT 121	Complete Dentures I	FMGT 101	Personal Finance
DENT 132	Occlusion	FMGT 201	Business Finance
DENT 153	Fixed Partial Dentures I	FOTO 112	Photoshop for Photographers I
DENT 275	Ceramics I	FOTO 113	Photoshop for Photographers II
DEV 006	Basic Grammar Skills	FOTO 114	Digital Photography
DEV 007	Basic Punctuation Skills	FOTO 290	Business of Photography
DEV 030	Basic Mathematics	FOTO 299	Special Topics in Digital Photography
DEV 031	Pre-Algebra	GEOG 200	World Regional Geography
DEV 044	Critical Reading and Thinking	GEOG 207	Introduction to Geographic Information Systems
DEV 050	Career/Life Planning	GEOG 280	Elements of Cartography
DHY 282	Biostatistics and Research for the Dental Hygienist	GIS 100	Acquiring GIS Data
ECD 107	Curriculum Planning	GIS 105	Elements of Photogrammetry
ECON 100	Introduction to Economics	GIS 130	Introduction to Spatial Analysis
ECON 200	Principles of Microeconomics	GIS 203	Remote Sensing of Environment
ECON 240	Principles Macroeconomics	GIS 251	GIS Software I: ArcGIS
ECON 280	Intermediate Micro Economics	GIS 253	GIS Software II
EMS 125	Disaster Aid	GIS 275	Planning and Implementing GIS
ENGL 100	Language Development	GIS 277	Introduction to ArcIMS
ENGL 101	Beginning Composition	GIS 278	VBA Programming for GIS
ENGL 102	Essay and Research	GIS 279	Introduction to GIS Databases
ENGL 111	English Composition	GIS 280	Advanced GIS Applications
ENGL 200	Business Communications	GIS 281	Introduction to ArcGIS Server
ENGL 204	Technical Writing	GIS 283	GIS in Emergency Management
ENGL 207	Writing for the Web	GIS 290	Seminar for GIS
ENGL 210	Creative Writing	GIS 291	GIS Practicum
ENGL 220	Introduction to Literature	GRPH 110	Survey of Graphic Communications
ENGL 225	Introduction to Fiction	GRPH 112	Intro to Computer Graphics
ENGL 230	Introduction to Dramatic Literature	GRPH 114	Digital Photography
ENGL 235	Introduction to Poetry	GRPH 122	Electronic Publishing
ENGL 240	Introduction Science Fiction	GRPH 125	Image Assembly
ENGL 245	Introduction to Film	GRPH 131	Design and Typography
ENGL 250	Writing About the American Experience	GRPH 241	Estimating
ENGL 251	American Identity	GRPH 243	Computer Graphic Illustration
ENGL 252	Images of Men and Women in Literature	GRPH 251	Electronic Imaging
ENGL 253	Regional American Writing	GRPH 252	Digital Imaging II
ENGL 260	Survey of Modern US Literature	GRPH 273	Design II
ENGL 261	Survey of British Literature	GRPH 282	Electronic Publishing II
ENGL 262	Survey of British Literature	GRPH 291	Preparing a Professional Portfolio
ENGL 264	Introduction to Shakespeare	GRPH 294	Running a Photography Business
ENGL 265	European Literature in Translation	GRPH 299	Special Topics in Graphics
ENGL 270	African-American Writers	HIMT 111	Introduction to Health Information Management Technology
ENGL 281	Writing Fiction	HIMT112	Internet Applications in Heath Care
ENGL 282	Writing Poetry		
ENGL 284	Writing Creative Nonfiction		
ENGL 285	Writing to Publish		

Global Campus Courses - continued

HIMT113	Managed Care Trends	LAWE 115	Community and Personal Relationships
HIMT121	Advanced Medical Terminology	LAWE 253	Criminal Procedure
HIMT133	Legal Aspects of the Health Record	LAWE 273	Special Topics in Law Enforcement
HIMT135	Health Data Management	LEGL 101	Introduction to Legal Assisting
HIMT141	Pharmacology for HIMT	LEGL 102	The Legal System
HIMT243	Comparative Health Settings in HIM	LEGL 103	Law Office Procedures and Management
HIMT 245	ICD-9-CM Coding	LEGL 250	Intellectual Property
HIMT 255	CPT-4 Coding	LEGL 261	Business Law I
HIMT 256	Clinical Data Analysis	LEGL 262	Business Law II
HIMT 257	Introduction to Health Statistics	LEGL 264	Legal Environment of Business
HIMT 259	Quality and Resource Management	LOGI 100	Principles of Supply Chain Management
HIMT 265	Medical Reimbursement	LOGI 110	Transportation and Traffic Management
HIMT 267	Principles of Management	LOGI 151	Purchasing Principles I
HIMT 270	Certified Case Management	LOGI 152	Purchasing Principles II
HIMT 274	Issues in Health Information Management	LOGI 205	Freight Claims
HIMT 275	Intermediate Coding	LOGI 210	Warehouse Management
HOSP 143	Hospitality and Travel Law	LOGI 211	Inventory Management
HOSP 153	Nutrition	LOGI 225	International Shipping
HOSP 257	Computer Reservations Systems	LOGI 226	Introduction to Export Administration Regulations
HOSP 291	Hospitality Cooperative Work Experience I	LOGI 227	Electronic Import/Export Documentation
HOSP 292	Hospitality Cooperative Work Experience II	LOGI 228	Importing
HRM 121	Human Resources Management	LOGI 229	International Transportation Regulatory Compliance
HRM 220	Labor Relations	LOGI 241	Supply Chain Logistics Practicum
HRM 224	Human Resources Records Management	LOGI 242	Supply Chain Logistics Seminar I
HRM 225	Alcohol and Drugs in the Workplace	LOGI 246	Purchasing Negotiation
HUM 111	Civilization I	LOGI 250	Transportation of Hazardous Materials
HUM 112	Civilization II	LOGI 256	Advanced Purchasing Seminar
HUM 113	Civilization III	MASS 235	Massage Law and Business Principles for Massage Therapy
HUM 151	American Civilization to 1877	MASS 271	Massage Anatomy and Physiology I
HUM 152	American Civilization since 1877	MASS 272	Massage Anatomy and Physiology II
HUM 222	Classical Mythology	MASS 273	Massage Anatomy and Physiology III
HUM 270	Comparative Religions	MASS 274	Massage Anatomy and Physiology IV
IMMT 100	Digital Literacy	MAT 260	Ethical and Professional Principles in the Medical Office
IMMT 101	Principles of Interactive Media	MAT 296	Seminar
IMMT 111	Foundations of Media	MATH 101	Business Math
IMMT 121	Introduction to Multimedia	MATH 102	Beginning Algebra I
IMMT 122	Digital Media Preparation	MATH 103	Beginning Algebra II
IMMT 153	Formatting and Screenwriting for Digital Video and Audio	MATH 104	Intermediate Algebra
IMMT 213	Designing an e-Commerce Website	MATH 116	Mathematics for the Liberal Arts
IMMT 214	Web Database Development	MATH 135	Elementary Statistics
IMMT 236	Designing in 3rd Dimension	MATH 148	College Algebra
IMMT 237	Beginning Flash (Design)	MECH 244	Statistical Process Control
IMMT 238	Intermediate Flash	MECH 250	Materials Science
IMMT 250	Document Transfer Using Adobe Acrobat	MHCR 114	Introduction to Chemical Dependency
IMMT 251	Multimedia Practicum	MHCR 117	Introduction to Documentation Skills
IMMT 252	Seminar on Multimedia Production	MHCR 236	Foundations in Prevention
IMMT 280	Adobe Flash: Basic Level	MKTG 101	Introduction to Retailing
IMMT 283	Adobe Dreamweaver	MKTG 111	Marketing Principles
IMMT 290	Adobe Photoshop and ImageReady	MKTG 122	Business and the Internet
IMMT 297	Special Topics in Interactive Multimedia	MKTG 131	Market Research Principles
ITT 129	Current Research and Theory of Interpreting		
LAND 110	Landscape Computer Applications		
LAWE 101	Introduction to Criminal Justice		

Global Campus Courses - continued

MKTG 140	Advertising and Promotion	NURS 110	Introduction to Nursing
MKTG 141	Integrated Marketing Communications	NURS 111	Health Promotion of Women and Families
MKGT 142	Media Buying	NURS 112	Introduction to Nursing Concepts of Health Maintenance and Restoration
MKTG 145	Services Marketing	NURS 113	Nursing Skills
MKTG 146	Nonprofit Marketing	NURS 120	Health Assessment in Nursing I
MKTG 150	Introduction to e-Commerce	NURS 121	Health Assessment in Nursing II
MKTG 205	Quantitative Methods for Retailing	NURS 123	Nursing Skills I
MKGT 213	Merchandise Buying and Management	NURS 124	Nursing Skills II
MKTG 221	Consumer Behavior	NURS 130	Concepts of Pharmacology I
MKTG 223	Sales Principles and Practices	NURS 131	Concepts of Pharmacology II
MKGT 224	Public Relations	NURS 188	Neonatal Nursing
MKTG 226	Customer Service Principles and Practices	NURS 191	Basics of Gerontological Nursing
MKTG 229	Organizational Marketing	NURS 193	End of Life Care
MKTG 236	Direct Marketing	NURS 195	Nursing Concepts Enhancement I
MKTG 237	Database Marketing	NURS 196	Nursing Concepts Enhancement II
MKTG 265	Understanding Interactive Users	NURS 198	Information Technology in Health Care
MKTG 266	Marketing Communications on the Web	NURS 210	Nursing Concepts of Health Maintenance and Restoration
MKTG 267	Electronic Payment Systems	NURS 211	Nursing Concepts of Health Maintenance and Restoration II
MKTG 270	Global Marketing/International Business Practice Firm	NURS 212	Nursing Concepts of Health Maintenance and Restoration III
MKTG 285	Ads and Promo on Web	NURS 213	Concepts of Nursing Management
MKTG 286	Customer Service on the Web	OADM 101	Business Grammar Usage
MKTG 287	Public Relations on the Web	PHIL 101	Introduction to Philosophy
MKTG 288	Marketing Research on the Web	PHIL 130	Ethics
MKTG 289	Direct Marketing on the Web	PHIL 150	Introduction to Logic
MKTG 290	Government Marketing on the Web	PHYS 100	Introduction to Physics
MKGT 292	Nonprofit Marketing Using the Web	PHYS 117	College Physics (Mechanics and Heat)
MLT 100	Introduction to Health Care	PHYS 118	College Physics (Electricity, Magnetism and Light)
MLT 120	Role and Responsibility of the MLT	PHYS 177	General Physics I
MLT 130	Immunology	PHYS 178	General Physics II
MLT 141	Hematology I	PHYS 179	General Physics III
MLT 220	Immunohematology	PNUR 101	Foundations of Practical Nursing
MLT 240	Hematology II	PNUR 102	Introduction to Practical Nursing Concepts
MLT 242	Body Fluids	PNUR103	Practical Nursing Concepts Related to Health Promotion, Maintenance, Restoration
MLT 243	Body Fluids Lab	PNUR 104	Practical Nursing Concepts Related to Maternal and Child Health
MLT 244	Medical Laboratory Case Studies	PNUR 105	Concepts Related to Practical Nursing Practice
MLT 250	Clinical Microbiology	PNUR 122	Pharmacology II for the Practical Nurse
MLT 260	Clinical Chemistry	PNUR 190	Special Topics in Practical Nursing
MULT 101	Medical Terminology	POLS 101	Introduction to American Government
MULT 150	Histologic Techniques	POLS 165	Introduction to Politics
MULT 152	Tissue Identification	PSY 100	Introduction to Psychology
MULT 154	Chemistry of Stains I	PSY 200	Educational Psychology
MULT 156	Chemistry of Stains II	PSY 230	Abnormal Psychology
MULT 176	Fundamentals of Herbology	PSY 240	Human Growth and Development through the Life Span
MULT 270	Human Resources Management for Health Services	PSY 251	Adolescent Psychology
MULT 272	Health Care Resource Management	PSY 261	Introduction to Child Development
MULT 274	TQM/UM/Accreditation		
MULT 276	Legal Aspects and Risk Management		
NSCI 101	Natural Science I		
NSCI102	Natural Science II		
NSCI 103	Natural Science III		
NURS 100	Health Assessment in Nursing		
NURS 109	Student Transition		

Global Campus Courses - continued

QUAL 240 Total Quality Management
RAD 203 Anatomy and Physiology
RAD 204 Mammographic Positioning
RAD 205 Mammographic Physics and Quality Assessments
RAD 206 Mammography Special Procedures and Pathology
RAD 207 Clinical Experience in Mammography
RAD 208 Mammographic Physics and Quality Assessment Laboratory
REAL 240 Introduction to Entrepreneurship
SES 100 Personal Fitness
SES 222 Court Sports I
SES 223 Court Sports II
SES 225 Athlete Intervention
SES 230 Fitness Concepts for Special Population
SES 231 Exercise Physiology
SES 234 Sport Marketing
SES 235 Sport Law
SES 237 Corporate Health
SES 238 Aging Fitness and Exercise
SES 241 Kinesiology
SES 242 Exercise Prescription
SES 280 History of Sport in the United States: 1840 to Present
SES 292 Practicum I
SES 294 Practicum II
SES 298 Special Topics in Sport
SOC 101 Introduction to Sociology
SOC 202 Social Problems
SOC 210 Sociology of Deviance
SOC 230 Marriage and Family Relations
SOC 280 American Race and Ethnic Relations
SPAN 101 Elementary Spanish I
SPAN 102 Elementary Spanish II
SPAN 103 Intermediate Spanish I
SPAN 104 Intermediate Spanish II
SSCI 100 Globalization: Social Science Perspective
SSCI 101 Cultural Diversity
SSCI 102 America in Transition
SSCI 103 Social Problems
SSCI 104 World Economic Geography
SSCI 290 Capstone Experience in Social Sciences
SURV 299 Special Topics in Civil Engineering Technology
TCO 235 Instructional Design
TCO 236 Computer-Based Training
TCO 245 HTML-Based Online Documentation
TCO 297 Special Topics in Technical Communication
TCO 299 Special Topics in Technical Communication
THEA 100 Introduction to the Theater
VET 101 Animal Nutrition
VET 122 Veterinary Parasitology
VET 135 Veterinary Hematology

VET 254 Clinical Seminar
VET 266 Animal Health and Disease II
VET 267 Veterinary Urinalysis and Clinical Chemistry
VET 269 Veterinary Microbiology
VET 274 Clinical Seminar

Please refer to the course description section of this catalog to determine what type of distance learning courses are being offered by your program of study.

PROGRAMS OF STUDY

And

Course Descriptions

Pages 70-328



Programs of Study and Course Descriptions

General Education Goals

Central to the mission of Columbus State Community College is the provision of General Education studies for all degree programs. General Education comprises the measurable knowledge and skills that serve as the foundation for success in society and in one's discipline, vocation, and life. Columbus State Community College's General Education Goals are an integral part of the curriculum and central to the mission of the College. The faculty at Columbus State Community College has determined that these goals include the following competencies:

1. Critical Thinking

Critical thinking involves recognizing, analyzing, and defining problems, drawing logical well-supported conclusions and testing them against relevant criteria and standards. Critical thinking also includes examining issues by identifying and challenging assumptions (including one's own), developing alternative solutions or strategies, and evaluating practical and ethical implications.

2. Effective Communication

Effective communication involves writing, speaking, or communicating using language appropriate to the audience, technology, and purpose. Effective communication also includes receiving information/listening actively with understanding, demonstrating college-level reading comprehension, and writing in Standard English.

3. Community and Civic Responsibility

Community and civic responsibility involves collaborating and interacting effectively with others and identifying individual and group roles. Community and civic responsibility also includes recognizing social responsibilities, ethics, and individual rights in a democratic society. Other elements include recognizing social diversity, including contributions, traditions, cultures, lifestyles, and/or values of others.

4. Quantitative Literacy

Quantitative literacy involves performing mathematical computations using appropriate methods to arrive at accurate results. Quantitative literacy also includes analyzing, interpreting, and explaining the results of computations, including graphs, charts, tables, or statistical data.

5. Scientific and Technological Effectiveness

Scientific and technological effectiveness involves differentiating between scientific and nonscientific methods of inquiry and using scientific knowledge in the analysis of civic and environmental issues. Scientific and technological effectiveness also includes integrating technology appropriate to one's vocation or discipline. Other elements include recognizing the impact of science and technology on society and how scientific and technological principles are built and used in the modern world.

6. Information Literacy

Information literacy involves defining the information needed to accomplish a specific purpose and accessing, analyzing, synthesizing, and incorporating selected information effectively. Information literacy also includes evaluating information critically and drawing from a variety of perspectives and sources. Other elements include the ethical and legal use of information.

Career and 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. Baccalaureate Degree completion agreements have been made with Ashland University, Capital University, DeVry University, Franklin University, Ohio Dominican University, Otterbein College, Shawnee State University, the University of Akron, the University of Phoenix, and Wilberforce University that enable technology students to complete baccalaureate degrees in General Studies areas such as business management within two years of full-time study at those institutions. Technology Specific 2+2 Agreements for the Associate of Applied Science to the B.A./B.S. degrees have been developed with Bethel College, Ohio Christian College, DeVry University, Embry-Riddle Aeronautical University, Florida International University, Miami University of Ohio, Mount Carmel College of Nursing, Mount St. Joseph College, Ohio University, Sullivan University, The Ohio State University, Tiffin University, The United States Sports Academy, the University of Rio Grande, the University of Cincinnati, and the University of Toledo. Bachelor Degree completion information is available from the academic departments and Advising Services.

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

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. 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 are 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.

Specific agreements have been made with colleges at The Ohio State University, Antioch College, Ashland University, Capital University, Central State University, Franklin University, Kent State University, Mount Carmel College of Nursing, Ohio Dominican University, Ohio University, Otterbein College, Shawnee State University, the University of Akron, the University of Cincinnati, 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 Advising Services.

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 A.A. or A.S. degree are to be given preferential consideration for admission to all Ohio public colleges.

In 2005, at the urging of the Ohio Legislature, all publicly supported state institutions in Ohio agreed to enhance transfer opportunities for Ohio residents by establishing Transfer Assurance Guides (TAGs) which guarantee the transfer and application of disciplinary courses to specific baccalaureate majors. Certified TAGs or University Parallel guides are available in Advising Services or from the Dean of Arts and Sciences.

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 consecutive 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. These catalog rights are also applicable to the Ohio Transfer Module and Ohio Transfer Assurance Guides.

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, or a "D" or better from public Ohio institutions, if the course level equivalencies have been approved by the Dean of Arts and Sciences. Courses listed in the "Transfer Module" or "Transfer Assurance Guides" of an Ohio college, have been pre-approved for credit toward a Columbus State degree. Credits by examination, proficiency credit, nontraditional 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 Graduate" during the quarter preceding their graduation quarter. Refer to page 30 of this Catalog for complete details.

ASC 190 Freshman Seminar – 2 hours or ASC 150 Individual Learning and Motivation –5 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.

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 (5 hours required)

Additional courses in this category may not be taken as elective hours.

ENGL 250 Writing About the Amer. Exp. (5 hours)
ENGL 251 The American Identity (5 hours)
ENGL 252 Images of Men and 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 116 Mathematics for the Liberal Arts (5 hours) *or*
- MATH 148 College Algebra (5 hours) *or*
- MATH 130 Mathematical Analysis for Business (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 131 Business Calculus I (5 hours)
- MATH 132 Business Calculus II (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

- CIT 165 COBOL 1 (5 hours)
- CIT 265 COBOL 2 (5 hours)
- CIT 266 Interactive COBOL (5 hours)
- CIT 173 Database Programming (3 hours)
- CIT 273 Database Systems (3 hours)
- CIT 179 C++ Programming 1 (5 hours)
- CIT 279 C++ Programming 2 (5 hours)

Biological and Physical Sciences

Associate of Arts – 15-20 hours

Option 1: (15 hours) NSCI 101, NSCI 102, NSCI 103, and NSCI 110.

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, NSCI 103, NSCI 110 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 | Biological Sciences |
| CHEM 111 and 112 | BIO 111 and BIO 112 |
| CHEM 171 and 172 | BIO 111 and BIO 126 |
| PHYS 117 and 118 | BIO 111 and BIO 127 |
| PHYS 177 and 178 | BIO 111 and BIO 215 |

GEOL 121 and 122

BIO 111 and ANTH 200
 BIO 261 and BIO 262
 BIO 174 and BIO 175

Approved Individual Courses

Physical Sciences

- CHEM 110 (5 hours) (AA only)
- CHEM 113 (5 hours)
- CHEM 173 (5 hours)
- CHEM 251 (5 hours)
- CHEM 252 (5 hours)
- CHEM 253 (5 hours)
- CHEM 254 (5 hours)
- CHEM 255 (5 hours)
- CHEM 261 (5 hours)
- GEOL 101 (5 hours)
- GEOL 121 (5 hours)
- GEOL 122 (5 hours)
- PHYS 106 (5 hours)
- PHYS 119 (5 hours)
- PHYS 179 (5 hours)
- ASTR 161 (5 hours)
- ASTR 162 (5 hours)

Biological Sciences

- ANTH 200 (5 hours)*
- ANTH 240 (5 hours)*
- BIO 104 and 105 (6 hours)
- BIO 215 (5 hours)
- BIO 125 (5 hours)
- BIO 126 (5 hours)
- BIO 127 (5 hours)
- BIO 261 (5 hours)
- BIO 262 (5 hours)
- BIO 263 (5 hours)
- BIO 201 (5 hours)
- BIO 205 and 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 100 Globalization: The Social Science Perspective (5 hours)
- SSCI 101 Cultural Diversity (5 hours)
- SSCI 102 Popular Culture (5 hours)
- SSCI 104 World Economic Geography (5 hours)
- SSCI 105 Law and Society (5 hours)

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

Integrated/Interdisciplinary

- SSCI 100 Globalization: The Social Science Perspective
- SSCI 101 Cultural Diversity (5 hours)
- SSCI 102 American Popular Culture (5 hours)
- SSCI 104 World Economic Geography (5 hours)
- SSCI 105 Law and Society (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)
- ECON280 Intermediate Microeconomics (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 (5 hours)
- PSY 135 Psychology of Adjustment (3 hours)
- PSY 240 Human Growth and Development (4 hours)
- PSY 245 Children with Exceptionalities (5 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 202	Social Problems (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)

Option III (choose any 15 hours from the following courses)

HUM 131	Chinese Civilization (5)
HUM 132	Japanese Civilization (5)
HUM 181	Word Civilization I: Non-Western/Non US to 1500 (5)
HUM 182	Word Civilization II: Non-Western/Non US since 1500 (5)

4. 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 and 107, BMGT 111, BMGT 219, LEGL 261, 262, and 264

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

Creative Writing: ENGL 281 through ENGL 285, THEA 215

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 and 207

Other elective options may be chosen from pre-approved lists available from Advising Services. 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, Transfer Assurance Guide or University Parallel Guide available from Advising Services. On-line transfer advising support is available at csc.edu. Go to Arts and Sciences Home Page, Course Applicability System (CAS).

5. **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. The Capstone Experience should be selected in consultation with a faculty advisor.

6. **Complete and file a “Petition to Graduate” by deadline date during the quarter of graduation.**

Ohio Transfer Policy

Institutional Transfer

The Ohio Board of Regents in 1990, following a directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students’ ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Board of Regents will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

Transfer Module

The Ohio Board of Regents’ Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university’s General Education curriculum in A.A., A.S., and baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of course credit in English composition (minimum 5-6 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module.

Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student’s course of study. Each state-assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

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

Transfer Assurance Guides

Transfer Assurance Guides (TAGs) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university and community and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher-education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

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)

Intermediate Composition – 5 hours required

- 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 American Regional Writing (5)

Mathematics and Logical Analysis – select a minimum of one course

Mathematics—5 hours required

- MATH 116 Mathematics for the Liberal Arts (5)
- MATH 130 Mathematical Analysis for Business I (5)
- MATH 131 Business Calculus I (5)
- MATH 132 Business Calculus II (5)
- MATH 148 College Algebra (5)

- MATH 150 Pre-Calculus (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 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 215 General Microbiology (5)
- BIO 125 General Botany (5)
- BIO 126 Introduction to Ecology (5)
- BIO 261 Human Anatomy (5)
- BIO 262 Human Physiology (5)
- BIO 263 Human Pathophysiology (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 Elements of Organic and Biochemistry (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)

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 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 100	Globalization: A Social Science Perspective
SSCI 101	Cultural Diversity (5)
SSCI 102	American Popular Culture(5)
SSCI 105	Law and Society (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 (5)
PSY 135	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 202	Social Problems (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

1. Ohio residents with associate degrees from state-assisted institutions and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.
2. When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an A.A. or A.S. degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.

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

5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after Fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed A.A. or A.S. degrees prior to Fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level course they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D.) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting. Pass/fail courses, credit by examination courses, experiential learning courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

Responsibility of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and Course Applicability System for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

The Columbus State Community College appeals process begins after the student with previous college credit receives an e-mail, which indicates that some previous coursework may not be applicable to the student's new degree. The e-mail explains the procedure for requesting a second evaluation of the transcript. If the re-evaluation is not satisfactory to the student, the student may then appeal by asking the Registrar to initiate the next step in the appeals process, which consists of a review of the transcript and supporting documentation by the department housing the academic discipline of the course(s) in question. Appeals denied at the department level will automatically be forwarded to the Dean of Arts and Sciences for a final decision on behalf of the college. If the appeal is denied at this level, the student will be advised in writing of the reasons for the denial and how to appeal to the state level.

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
Ohio Dominican University
Ohio University
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

Online B.A. Degree Completion

University of Toledo: Associate of Arts
A.A.S. in Technical Communication
A.A.S. in Health Information Management

Degree Completion Programs for all Columbus State Degrees

Ashland University
Capital University
Central State University
DeVry University
Franklin University
Ohio Dominican University
Otterbein College
The University of Akron
University of Phoenix
Wilberforce University
Shawnee State University

Guaranteed Admission to all Graduates of Columbus State (A.A., A.S., or A.A.S.)

Ashland University
Central State University
Ohio Dominican University
Otterbein College
Shawnee State University
The University of Akron
University of Phoenix
Wilberforce University

Technology Specific Agreements for Associate of Applied Science Degrees

Bethel College

Interpreting/American Sign Language Education

Bowling Green State University

A.A.S. in Environmental Science, Safety and Health to a
B.S. in Environmental Health

Cleveland State University College of Business

Administration

Supply Chain Management (Logistics)
Marketing

Ohio Christian University

Accounting
Business Management
Early Childhood Development
Nursing

DeVry University:

Accounting
Business Management
Computer Information 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

Northern Kentucky University

A.A.S. in Construction Management to B.S. in Construction Management

Ohio University

All A.A.S. degrees in Health, Human and Public Services Hospitality Management to Hotel and Food Service Mgmt.

(NEW!) Ohio University Bachelor Completion Program: Please see your advisor for additional information.

The Ohio State University

A.A. with Business concentration to B.S. Business Education

A.A.S. in Business Management, Construction Management, Nursing, Engineering Technologies, and Applied Technologies to B.S. in Technical Education and Training, College of Education.

A.A.S. in Construction Management leading to the B.S. in Agriculture–Construction Systems Management

A.A.S. in Mechanical Engineering to B.S. in Industrial Technology Education

Sullivan University

Hospitality Management

Tiffin University

Business Management to B.S. in Business Administration

Law Enforcement to B.S. in Criminal Justice

United States Sports Academy

Sport and Exercise Studies to Bachelor of Sport Science

Associate of Arts or Associate of Science to Bachelor of Sport Science

University of Cincinnati

Chemical Dependency to Addictions Major, Sociology

University of Findlay

A.A.S. in Environmental Science, Safety and Health to a B.S. in Environmental Management

University of Rio Grande

Associate of Science Degree to B.S. in Mathematics

University of Toledo

Electronic Engineering Technology to Computer and Information Science Technology

Health Information Management to Health Information Management

Technical Communication to B.A. in Liberal Studies

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 nontechnical 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, nontraditional 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 of their graduation. Refer to page 30 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 200, ENGL 202, or ENGL 204.
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 100, SSCI 101, SSCI 102, SSCI 104, or SSCI 105.
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 Information Technology, Dietetic Technician Major, and Medical Office Administration students must take SSCI 100, SSCI 101, SSCI 102, SSCI 104 or SSCI 105 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 for the 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 (ATS) application, which includes the proposed program of study.

To prepare and submit the ATS application, applicants should first, call Advising Services in Aquinas Hall 116 to set up an appointment with an academic advisor, 614-287-2668. The advisor will then provide the application to the student. Second, the student should submit the application draft, which includes a personal statement and rationale for the ATS program.

The application will then be reviewed and the degree content will be developed by the Office of the Dean of Career and Technical Programs. Upon final approval, the Dean’s office will identify the faculty advisor(s) or others with whom the student will work for his/her A.T.S. program.

Columbus State reserves the right not to approve any A.T.S. request that, in the opinion of the appropriate department chair or dean, does not contain depth, rigor, and coherence at levels comparable with existing career and technical degree programs.

Graduation Requirements of all A.T.S. 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, nontraditional credit, and transfer credit do not apply toward meeting residency credit hour requirements.
4. All students must file a “Petition to Graduate” with Records and Registration during the quarter of their graduation. Refer to page 30 of this catalog for complete details.

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) 287-2512.

Specific Program Requirements

In the next section of the catalog, the requirements for Columbus State’s Programs of Study are listed alphabetically. Students can locate a program of interest and read through the listing of required courses. The first three or four alpha identifiers of each course number indicate which department offers the course. A chart in the Course Description Section shows all the departments and their corresponding identifiers.

What's New at Columbus State?

1) 1,000 Scholarships for Students Age 25 and Older

Columbus State is offering \$1,000 scholarships to 1,000 new students starting Fall Quarter. The Think Again scholarships will be available to new enrollees who are 25 years of age or older, who have never been to college or who haven't attended college for a year and don't have a degree.

The \$1,000 scholarship—which will be used to pay tuition over three academic quarters—is the equivalent of receiving free tuition for one entire quarter of full-time study at Columbus State. Students interested in the scholarship must first apply to Columbus State, which can be done online at www.csc.edu.

2) Three Plus One Bachelor's Degree: Columbus State and Ohio University Partnership

Students can now get an associate degree from Columbus State and a bachelor's degree from Ohio University in four years without leaving the Downtown Columbus campus. The new 3+1 bachelor's degree program, which begins this fall, will expand higher education opportunities in central Ohio.

Under the program, students will earn an associate degree in one of more than 55 career and technical programs at Columbus State, then take a year of Columbus State courses and a year of Ohio University classes—all offered at the downtown Columbus campus or via online courses. Students would graduate with a bachelor's degree in Applied and Technical Studies from Ohio University. Arrangements for additional degree majors are in the works.

3) Seniors to Sophomores Early College Credit Program

“Seniors to Sophomores” is a dual enrollment program that enables academically qualified high school seniors to get an early jump on college. Students can earn a year's worth of both high school and college credit at the same time, for free! High school seniors who elect to take a full load of courses on college campuses, including Columbus State, during their senior year will be able to enter a University System of Ohio college on a second-year level, or as college sophomores.

The program is funded through state grants and to date more than 40 public school districts will be offering special “Seniors to Sophomores” programs. It begins this fall.

For information on any of these programs, consult an Admissions or Academic Advisor at Columbus State. Phone numbers are (614) 287-2669 and 2668, respectively.

Academic Programs

ARTS AND SCIENCES DIVISION

Associate of Arts Degree
Associate of Science Degree
A.A.S. in Technical Communication

CAREER AND TECHNICAL PROGRAMS DIVISION

Associate of Applied Science
Associate of Technical Studies
Certificate Programs

(A.A.S. Degrees unless the A.T.S. degree is indicated or the program title contains the word "certificate")

Accounting

Certificate of Accounting Concentration
Certificate of Fraud Examination
Certificate of Internal Auditing

Applied Technologies

Apprenticeship Partnership Degree Programs
Associate of Technical Studies in Construction Trades
Facilities Maintenance
Facilities Maintenance Certificate
Introduction to the Construction Industry Certificate

Appraisal

Certification Licensing

Architecture

Architecture Transfer Option
3D Visualization Certificate
Facility Management Certificate

Automotive Technology

Vocational Education Transfer Option with The Ohio State University
Automotive Service Management Major
Ford ASSET Program
Maintenance and Light Repair Certificate
TechLINK Program
YAATC

Aviation Maintenance Technology

Aviation Maintenance Technician Certificate

Business Management

Vocational Education Transfer Option with The Ohio State University
Business Management Major
Entrepreneurship Major
Entrepreneurship Certificate
Leadership Development Certificate
Managing Interpersonal Skills Certificate
Nonprofit Management Certificate
Pre-MBA Certificate

Business Office Applications

Administrative Assistant Major
Administrative Assistant Legal Cognate
Administrative Assistant Medical Cognate
Bookkeeping Certificate
Office Skills Certificate
Office Specialist Certificate

Civil Engineering Technology

Civil Track
Survey Track
Surveying Certificate

Computer Information Technology

Vocational Education Transfer Option with The Ohio State University
MIS Project Management Track
Network Administrator Track
Software Developer Track
Web Developer Track
Computer Literacy Certificate
CCNA Discovery Certificate
Database Specialist Certificate
Information Security Certificate
Network Administrator Certificate
Software Developer Certificate

Construction Management

Vocational Education Transfer Option with The Ohio State University
Construction Project Management Assistant Certificate
Estimating/Bidding Certificate
Field Supervision Certificate
Residential Construction Management Certificate

Dental Hygiene

Dental Laboratory Technology/Small Business Management (A.T.S.)

Dental Laboratory Technology Certificate

Digital Design and Graphics

Desktop Publishing Certificate
Digital Design Certificate
Digital Media Certificate

Digital Photography

Photography Certificate

Early Childhood Development

Child Development Association (CDA) Credential
Preparation Certificate
Pre-School Education Certificate

Electro-Mechanical Engineering Technology

Electronic Engineering Technology

Computer Electronics Major (Technology Systems Technician Track)

Emergency Medical Services Technology

EMT-Basic Certificate
EMT-Paramedic Certificate

EMS/Fire Science (A.T.S.)

Engineering Technologies Certificates

Computer Aided Drafting Technician Certificate
Engineering Assembly Technician Certificate
Engineering Technician Certificate
Manufacturing Maintenance Technician Certificate

Environmental Science, Safety and Health

Health and Safety for Hazardous Waste Operations Certificate
Occupational Health and Safety Certificate
Sustainable Building Certificate
Water/Wastewater Technology Certificate

Finance

Fire Science

Geographic Information Systems

GIS Certificate

Health Information Management Technology

Medical Coding Specialist Certificate

Heating, Ventilating and Air Conditioning Technology

High Pressure Boiler License Training Program
Large Commercial Certificate
Residential/Light Commercial Certificate

Hospitality Management

Chef Apprenticeship Major
Dietetic Technician Major
Food Service/Restaurant Management Major
Travel/Tourism/Hotel Management Major
Baking Certificate
Dietary Manager Certificate
Meeting and Event Management Certificate
School Foodservice Manager Certificate
Travel Industry Certificate

Human Resources Management Technology

Interactive Media

Video Game Art and Animation Track
Digital Video and Sound Major

Interpreting/American Sign Language Education

American Sign Language/Deaf Studies Certificate

Landscape Design/Build

Law Enforcement

Corrections Major
Law Enforcement Major
Law Enforcement Major - Academy Track

Marketing

Direct Marketing Major
Retail Management Major
Direct Marketing Certificate
Pre-MBA Certificate

Massage Therapy

Massage Therapy Certificate

Mechanical Engineering Technology

Medical Assisting (A.T.S.)

Medical Assisting Certificate

Medical Laboratory Technology

Mental Health/Chemical Dependency/Mental Retardation

Mental Health Track
Chemical Dependency Track
Mental Retardation Track
Substance Abuse Prevention Track
Advanced Chemical Dependency Certificate
Advanced Mental Health Certificate
Advanced Mental Retardation Certificate
Community/Habilitation Assistant Certificate
Community Living Specialist Certificate
Substance Abuse Prevention Specialist Certificate

Multi-Competency Health

Basic Electrocardiography Certificate
Health Care Manager Certificate
Histology Certificate
Phlebotomy Certificate

Nuclear Medicine Technology

Nursing

Vocational Education Transfer Option with The Ohio State University
Practical Nursing Program
Complementary Care Certificate
Nurse Aide Training Program Certificate
Patient Care Skills Certificate
Pranic Healing Certificate
Registered Nurse First Assistant Certificate
Train the Trainer Nurse Aide Certificate

Paralegal Studies

Paralegal Studies Certificate (Post Baccalaureate Option)

Quality Assurance Technology

Radiography

Limited Radiography Certificate

Real Estate

Respiratory Care

Registered Respiratory Therapist Program
Sleep Study Certificate

Sport and Exercise Studies

Exercise Science Major
Physical and Recreational Instructor Major
Sport Management Major
Exercise Specialist Certificate

Supply Chain Management

International Commerce Major
Strategic Procurement Major
International Business Certificate
International Commerce Certificate
Strategic Procurement Certificate
Supply Chain Management Certificate

Surgical Technology

Surgical Technology Certificate

Veterinary Technology

Accounting

Accounting Associate Degree Bookkeeping Certificate (See Business Office Applications) Certificate of Accounting Concentration (CPA Exam Preparation) Certificate of Fraud Examination Certificate of Internal Auditing CPA Exam Review

Accountants, and the 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.

Certificate of Accounting Concentration (CPA Exam Preparation)

The Certificate of Accounting Concentration is intended for individuals who possess a bachelor's, master's, or Ph.D. degree in an area other than accounting and want to qualify under Ohio law to sit for the Ohio CPA exam. The 62 hours of course work recommended would provide candidates with the broadest possible knowledge of all four parts of the Ohio exam.

Certificate of Fraud Examination

The Certificate of Fraud Examination will develop the skills required to be successful in the challenging and interesting field of fraud examination. Students will learn how to prevent fraud, detect fraud, and investigate fraud within a company or government agency. Fraud examiners find employment in internal audit departments, private practice, and various governmental and regulatory agencies. Fraud examiners also serve as expert witnesses in both criminal and civil cases.

Certificate of Internal Auditing

The Certificate of Internal Audit program develops the competencies required for today's internal auditor or the business professional involved with, or responsible for, related issues. The topics covered in this certificate program include Sarbanes-Oxley compliance, internal auditing, operational auditing, fraud control, and fraud

prevention. These topics will be covered in eight 5-week courses. Courses meet one evening per week, making them convenient for the working professional. This certificate can be obtained easily in a year, taking one course at a time.

Traditional Classes and Distance Learning Choices at Columbus State

The Accounting program offers both traditional and distance learning (DL) options for students. The traditional learning experience provides students with high quality instruction in small classes at the Downtown campus and off-campus locations. Accounting also offers distance learning courses, which provide the same high quality learning as traditional instruction and provide the flexibility of completing course work online or through video based instruction.

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.

Accounting Associate Degree

COURSE

Quarter 1

ENGL 101	Beginning Composition	3
BMGT 111	Management	5
ACCT 106	Financial Accounting	5
ACCT 107	Managerial Accounting	5
ECON 200	Principles of Microeconomics	5
TOTAL CREDIT HOURS	23

Quarter 2

ENGL 102	Essay and Research	3
SSCI 104	World Economic Geography	5
ACCT 108	Introduction to Accounting III	4
ACCT 126	Accounting Systems.....	4
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
TOTAL CREDIT HOURS	21

Quarter 3		
ENGL 200	Business Communications	3
COMM 105	Speech	3
ACCT 250	Intermediate Accounting I	4
ACCT 231	State and Local Taxation	4
ACCT 211	Cost Accounting	4
TOTAL CREDIT HOURS		18

Quarter 4		
MATH 135	Elementary Statistics	5
ACCT 252	Intermediate Accounting II	4
ACCT 221	Fundamentals of Finance	4
ACCT 232	Federal Taxation I	4
TOTAL CREDIT HOURS		17

Quarter 5		
ACCT 253	Intermediate Accounting III	4
ACCT 236	Federal Taxation II	4
ACCT 222	Financial Analysis	4
ACCT 241	Auditing I: Principles	4
TOTAL CREDIT HOURS		16

Quarter 6		
BMGT 272	Case Studies in Strategic Management	4
ACCT XXX	Accounting Technical Elective	4
ACCT 242	Auditing II: Applications	3
LEGL 264	Legal Environment of Business	4
TOTAL CREDIT HOURS		15
TOTAL DEGREE CREDIT HOURS		110

Technical Elective must be selected from the following list of courses:

ACCT 121	Data Processing for Accountants	4
ACCT 128	Basic Internal Controls and Fraud Prevention	2
ACCT 239	Advanced Taxation II	4
ACCT 258	Advanced Accounting	4
ACCT 266	Public Administration/Fund Accounting	4
ACCT 271	Accounting Practicum*	3
ACCT 272	Practicum Seminar*	1
ACCT 275	Fraud Examination I	2
ACCT 276	Fraud Examination II	2
ACCT 277	Fraud the Legal Environment	4
ACCT 278	Fraud and Investigative Procedures	4
ACCT 281	Sarbanes-Oxley Act I	2
ACCT 282	Sarbanes-Oxley Act II	2
ACCT 285	CPA Exam Preparation: Auditing and Attestation	3
ACCT 286	CPA Exam Preparation: Business Environment	3
ACCT 287	CPA Exam Preparation: Financial Accounting & Reporting	3
ACCT 288	CPA Exam Preparation: Regulation	4
ACCT 291	Internal Audit I	2
ACCT 292	Internal Audit II	2
ACCT 293	Operational Auditing	2
ACCT 294	Internal Audit: Special Topics	2
ACCT 295-299	Studies in Contemporary Accounting	1-5

* Must be taken together

Certificate of Accounting Concentration

COURSE		CR
Quarter 1		
ACCT 106	Financial Accounting	5
ACCT 107	Managerial Accounting	5
TOTAL CREDIT HOURS		10
Quarter 2		
ACCT 108	Introduction to Accounting III	4
ACCT 126	Accounting Systems	4
TOTAL CREDIT HOURS		8
Quarter 3		
ACCT 250	Intermediate Accounting I	4
ACCT 211	Cost Accounting	4
TOTAL CREDIT HOURS		8

Quarter 4		
LEGL 265	Business Law for Accountants	5
ACCT 252	Intermediate Accounting II	4
ACCT 232	Federal Taxation I	4
TOTAL CREDIT HOURS		13

Quarter 5		
ACCT 253	Intermediate Accounting III	4
ACCT 236	Federal Taxation II	4
ACCT 241	Auditing I: Principles	4
TOTAL CREDIT HOURS		12

Quarter 6		
ACCT 266	Public Administration/Fund Accounting	4
ACCT 242	Auditing II: Applications	3
ACCT 258	Advanced Accounting	4
TOTAL CREDIT HOURS		11
TOTAL CERTIFICATE CREDIT HOURS		62

Certificate of Fraud Examination

Quarter 1		
ACCT 275	Fraud Examination I	2
ACCT 276	Fraud Examination II	2
TOTAL CREDIT HOURS		4

Quarter 2		
ACCT 277	Fraud and the Legal Environment	4
TOTAL CREDIT HOURS		4

Quarter 3		
ACCT 278	Fraud and Investigative Procedures	4
TOTAL CREDIT HOURS		4

Quarter 4		
ACCT 281	Sarbanes Oxley Act I	2
ACCT 282	Sarbanes Oxley Act II	2
TOTAL CREDIT HOURS		4
TOTAL CERTIFICATE CREDIT HOURS		16

Certificate of Internal Auditing

COURSE		CR
Quarter 1		
ACCT 275	Fraud Examination I	2
ACCT 276	Fraud Examination II	2
TOTAL CREDIT HOURS		4

Quarter 2		
ACCT 281	Sarbanes Oxley Act I	2
ACCT 282	Sarbanes Oxley Act II	2
TOTAL CREDIT HOURS		4

Quarter 3		
ACCT 291	Internal Audit I	2
ACCT 292	Internal Audit II	2
TOTAL CREDIT HOURS		4

Quarter 4		
ACCT 293	Operational Auditing	2
ACCT 294	Internal Audit: Special Topics	2
TOTAL CREDIT HOURS		4
TOTAL CERTIFICATE CREDIT HOURS		16

Quarter 4		
ACCT 293	Operational Auditing	2
ACCT 294	Internal Audit – Special Topics	2
TOTAL CREDIT HOURS		4
TOTAL CERTIFICATE CREDIT HOURS		16

Applied Technologies

Apprenticeship Partnership Degree Programs Associate of Technical Studies in Construction Trades

Introduction to the Construction Industry Facilities Maintenance Associate Degree Facilities Maintenance Certificate

The mission of 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 local industry partners to custom build certificate and/or degree programs that will best meet their educational and training needs. These programs can include employer-specific courses as well as integration of their employees into mainstream college coursework.

The goal of this initiative is to meet all of the educational and training needs of employers at all levels within their organization. These partnerships actively involve local employers in the educational process, including recruiting, selection, curriculum development, related work experience, and final placement.

Apprenticeship Partnership Degree Programs

These Applied Technologies degree programs are part of partnerships between area skilled trades apprenticeship programs and the College. Participation in these programs is limited to students who are currently enrolled in the full-time apprenticeship programs offered by the College's industry partner trades organizations.

Students in the Applied Technologies degree programs combine apprenticeship courses, advanced technical coursework, and basic and general education courses to earn an Associate of Applied Science in Applied Technologies. Electrician, carpentry, millwright, sheet metal and operating engineer majors are currently available. For further information, please contact (614) 287-5211.

Associate of Technical Studies in Construction Trades

In partnership with several central Ohio skilled trades apprenticeship programs, the College offers apprentices the opportunity to earn college credit in their apprenticeship programs. Students are awarded college credit for technical courses taken during each year of the apprenticeship, leading to a certificate in the program upon successful completion of their apprenticeship. Students who wish to continue their education can apply the credits they have earned toward an Associate of Technical Studies in Construction Trades with a technical minor in their trade and a major in construction management. All Applied Technology partnership programs have restricted enrollment, requiring that participants are accepted into their respective trade apprenticeship programs.

For more information about Applied Technologies programs, call (614) 287-5211. For information on how to build a college degree program for a specific industry or company, contact Dr. Andy Rezin, Department Chair, (614) 287-5303, e-mail: arezin@csc.edu.

Introduction to the Construction Industry

Applied Technologies has developed a series of courses to provide foundational information about the construction industry. These courses are intended to address the needs of everyone from the casual observer who simply wants to gain a better understanding of the construction industry to those who are seriously considering a career in construction. The courses provide information about career opportunities in the construction industry, ranging from the skilled trades to architecture, design, and management. They explore the skills and knowledge needed to be successful in each of these career paths. Finally, they help students who are interested in a career in construction to prepare to be better candidates to enter into a formal program of study to attain their career goals.

Introduction to the Construction Industry

APPL100	Survey of the Construction Industry	2
APPL109	Basic Skills for the Construction Industry	3
APPL119	Construction Industry Employability Skills	3

Facilities Maintenance

The Facilities Maintenance program prepares individuals for careers in technical jobs supporting the maintenance, upkeep, and light repair of commercial, industrial, and other multi-family properties. Facilities maintenance requires that employees have a broad range of knowledge and skills across multiple trades. The technical coursework in this program provides education and training in five of the core technical skill areas: carpentry, electricity, plumbing, heating and air conditioning, and welding. In addition, the nontechnical coursework provides the theoretical knowledge necessary to support the technical content.

Area facilities managers have been consulted and involved in the development of this program. Its goal is to prepare entry-level workers and to provide opportunities for ongoing training for current employees in this growing industry. Upon completion of the program, students earn an Associate Degree of Applied Science in Applied Technologies—Facilities Maintenance Major. The program is designed to:

- Provide students with basic skills and knowledge in the core trades of carpentry, electricity, plumbing, heating and air conditioning, and welding.
- Provide students with the foundational academic skills to support their success in trades-related employment.
- Prepare students for entry-level positions in facilities maintenance.

With their knowledge in this wide-range of technical trades, graduates will be prepared to enter the workforce as facilities maintenance technicians. Those who are interested in specializing in a specific trade may use this education as a foundation to help them qualify for entry into any of a variety of skilled trades apprenticeship programs. These 4-to 5-year programs combine full-time employment with additional related technical training leading to journeyman status.

Facilities Maintenance Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Basic Composition	3
CMGT 135 Safety and Loss Prevention.....	3
MATH 111 Technical Mathematics	4
APPL 115 Introduction to Carpentry.....	4
APPL 134 Introduction to Plumbing.....	4
TOTAL CREDIT HOURS	18
Quarter 2	
ENGL 102 Essay and Research.....	3
CMGT 115 Building Construction Methods.....	3
CIT 101 PC Applications I.....	3
APPL 125 Introduction to Electrical Work.....	4
HAC 161 Hand Tools Laboratory	4
TOTAL CREDIT HOURS	17
Quarter 3	
ENGL 200 Business Communications	3
HUM XXX Humanities 111, 112, 113, 151, 152, or 224	5
CMGT 121 Building Construction Drawings	3
APPL 107 Introduction to Welding	4
CMGT 153 Residential Construction.....	3
TOTAL CREDIT HOURS	18
Quarter 4	
SSCIXXX Social Sciences 100, 101, 102, 104, or 105	5
ARCH 110 Construction Drafting: Manual I.....	2
APPL 108 Fundamentals of MIG Welding.....	4
APPL 116 Carpentry: Structural Framing.....	4
APPL 126 Electrical: Basic Wiring, Grounding and Circuits	4
TOTAL CREDIT HOURS	19
Quarter 5	
COMM 105 Speech.....	3
MULT 104 Adult and Pediatric CPR.....	0.5
APPL 135 Plumbing: Fixtures, Valves, and Faucets	4
HAC 141 Principles of Refrigeration.....	4
APPL 118 Intermediate Welding Applications.....	4
TOTAL CREDIT HOURS	15.5
Quarter 6	
APPL117 Carpentry: Interior /Exterior Repair and Renovation	4
APPL127 Electrical: Repair and Renovation	4
APPL136 Plumbing: Repair and Renovation	4
HAC183 HAC Wiring Circuits I.....	4
TOTAL CREDIT HOURS	16
TOTAL DEGREE CREDIT HOURS	103.5

Facilities Maintenance Certificate Program

This short-term certificate program prepares students for employment as entry-level maintenance workers. The program can be completed in as little as three quarters. Since the certificate shares coursework with the Associate Degree Program, graduates have the options of immediately entering the workforce, continuing on at Columbus State to complete the Associate Degree in Facilities Maintenance, or doing both, now or in the future.

COURSE	CR
Quarter 1	
APPL100 Survey of the Construction Industry	2
APPL109 Basic Skills for the Construction Industry	3
APPL119 Construction Industry Employability Skills.....	3
APPL 107 Introduction to Welding	4
TOTAL CREDIT HOURS	12
Quarter 2	
APPL115 Introduction to Carpentry.....	4
APPL125 Introduction to Electrical Work.....	4

APPL134 Introduction to Plumbing	4
HAC141 Principles of Refrigeration	4
TOTAL CREDIT HOURS	16
Quarter 3 ELECTIVES (Select 4 courses out of the following list)	
APPL108 Fundamentals of MIG Welding.....	4
APPL116 Carpentry: Structural Framing	4
APPL126 Electrical: Basic Wiring, Grounding and Circuits	4
APPL135 Plumbing: Fixtures, Valves, and Faucets	4
HAC161 Hand Tools Laboratory (HVAC).....	4
TOTAL CREDIT HOURS	20
TOTAL CERTIFICATE CREDIT HOURS	48

Appraisal

Appraisal Associate Degree

The associate degree program in Real Estate Appraisal offers the coursework that meets the standards of professionalism in the appraisal industry and the educational requirements for appraisal registration, licensure, and certification in the state of Ohio.

The program meets the career objectives of persons interested in real estate appraisal and allied real estate professions. Licensed appraisers will find that the program provides training to upgrade their professional competence and to meet future education requirements. For students who plan to continue their education beyond the Associate Degree, it offers credit courses that may transfer to some four-year colleges and universities.

Continuing Education

Only courses approved by the Ohio Division of Real Estate and Professional Licensing qualify for continuing education credit for licensed appraisal professionals. Please check with the Real Estate Department staff or the Ohio Division of Real Estate and Professional Licensing for course approval before enrolling. Before registering for classes, students should contact the Real Estate Department if they are interested in taking 1) only classes to prepare for specific appraisal goals, or 2) only selected courses to meet continuing education requirements of the Ohio Division of Real Estate and Professional Licensing.

Columbus State offers the 7-Hour and 15-Hour National USPAP update courses quarterly.

Upon completion of the Associate Degree in Appraisal, the graduate will be able to:

- Think critically and solve problems
- Communicate effectively
- Recognize the value of human diversity
- Demonstrate interpersonal and life management skills
- Determine the best method to arrive at real property value
- Complete various standard appraisal forms and reports
- Demonstrate market analysis techniques and applications

- Complete appraisals for all real property including, but not limited to, residential, commercial, business and agricultural
- Apply appropriate technology as needed within the appraisal profession
- Continue appraisal education.

Appraisal Associate Degree

Courses	CR
First Quarter	
APPR 101 Principles of Appraisal	3
ENGL 101 Beginning Composition	3
MATH 104 Intermediate Algebra	5
REAL 101 Principles and Practices	4
REAL 102 Real Estate Law	4
TOTAL CREDIT HOURS	19
Second Quarter	
APPR 102 Procedures of Appraisal	3
CIT 101 PC Applications	3
COMM 105 Speech	3
ENG 102 Essay and Research	3
HUM XXX Humanities 111, 112, 113, 151, 152 or 224	5
TOTAL CREDIT HOURS	17
Third Quarter	
APPR 235 Residential Market Analysis and Highest and Best Use	2
APPR 284 USPAP and Fair Housing	2
CIT 102 PC Applications 2	3
ENGL 200 Business Communications	3
GIS 100 Acquiring GIS Data	3
NSCI 101 Natural Science 1	5
TOTAL CREDIT HOURS	18
Fourth Quarter	
ACCT 106 Financial Accounting	5
APPR 240 Residential Site Valuation and Cost Approach	2
CMGT 153 Residential Construction	3
ECON 200 Principles of Microeconomics	5
REAL 111 Real Estate Finance	2
TOTAL CREDIT HOURS	17
Fifth Quarter	
APPR 115 Report Writing/Case Studies	2
APPR 250 Residential Sales Comparison and Income Approaches	3
BMGT 111 Business Management	5
ECON 240 Principles of Macroeconomics	5
REAL 270 Real Estate Investing	3
TOTAL CREDIT HOURS	18
Sixth Quarter	
APPR 211 Litigation and Expert Testimony	3
APPR 260 Advanced Residential Applications	2
APPR 290 Appraisal Practicum I	1
APPR 291 Appraisal Seminar I	1
MATH 135 Elementary Statistics	5
REAL 275 Repair, Restore, Remodel	3
TOTAL CREDIT HOURS	15
TOTAL DEGREE CREDIT HOURS	104

Architecture

Architecture Associate Degree Architecture Transfer Option 3D Visualization Certificate 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 the 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 traditional manual drafting and drawing methods to express relevant ideas graphically. These include orthographic projection and one-point and two-point perspective generation.
- Use current CAD (Computer Aided Drafting) and 3D modeling software to prepare architectural drawings and other applicable graphics.
- Understand, interpret, organize, and generate architectural drawings.
- Understand and be familiar with the relationship and coordination implications between architectural and engineering drawings (site, structural, electrical, lighting, mechanical and plumbing).
- Research materials, consult with industry experts, and use CSI (Construction Specification Institute) standards relevant to the preparation of architectural drawings and specifications.
- Use applicable building and zoning codes relevant to the preparation of architectural drawings and specifications.
- Detail building structures utilizing wood, steel, and concrete manuals and handbooks.
- Understand and be familiar with project coordination, total project development, and professional practice.

Architecture Transfer Option

This plan of study should be considered in order to enhance a student's opportunity for transferring to a four-year institution with a major in architecture. 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.

3D Visualization Certificate

This post-associate certificate program will provide students with advanced coursework in 3D modeling, rendering and animation. Two separate tracks of study are available. One track concentrates upon the use of form*Z while the other track concentrates upon the use of Autodesk 3ds MAX. Each track is composed of five courses. The student may choose to pursue one track or the other or may choose to do both.

This certificate is geared towards professionals and students with prior experience in architecture, interior design, graphic design, or other related field. Prerequisites for entering this certificate program: Associate Degree or higher in a related field of study; completion of 50 or more credit hours within a related field of study; or permission from a faculty member.

Facility Management Certificate

The need for skilled facility managers is expected to increase dramatically in the Columbus area and in the national scene.

The Facility Management Certificate comprises six basic courses which will enable a student to understand basic facility management functions and apply current management techniques and principles to facility management situations. The student will acquire an awareness of Facility Management as a profession and become equipped with many of the basic tools in order to enter it successfully. These six courses may be taken by themselves or combined with other courses for an Associate of Technical Studies Degree (See “Designing Your Own Degree”).

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
Quarter 1	
ARCH 110 Construction Drafting: Manual I	2
CIVL 120 Basic Construction Materials	3
CMGT 121 Building Construction Drawings	3
ENGL 101 Beginning Composition	3
MATH 104 Intermediate Algebra	5
TOTAL CREDIT HOURS	16
Quarter 2	
ARCH 111 Architectural Drafting: Manual II	4
ARCH 112 Construction Drafting: CAD I	2
ENGL 102 Essay and Research	3
MATH 148 College Algebra	5
TOTAL CREDIT HOURS	14
Quarter 3	
ARCH 100 Intro to the History of Architecture	5
ARCH 113 Architectural Drafting: CAD II.....	2
ARCH 155 Residential Construction/Wood Structures	3
ARCH 161 Presentation Drawings	3
MECH 130 Statics.....	3
TOTAL CREDIT HOURS	16

Quarter 4	
ARCH 214 Electricity (First Term).....	2
ARCH 215 Lighting (Second Term).....	2
MECH 242 Strength of Materials.....	3
SSCI XXX Social Science 101, 102, or 104.....	5
COMM 105 Speech <i>or</i>	3
COMM 110 Conference and Group Discussion.....	3
TOTAL CREDIT HOURS	15

Quarter 5	
ARCH 114 Architectural Drafting: CAD III	2
ARCH 221 Design Studio I	3
ARCH 232 Building Construction Standards	3
ARCH 250 Building Enclosure Materials	3
LAND 152 Site Planning	4
TOTAL CREDIT HOURS	15

Quarter 6	
ARCH 223 Design Studio II.....	3
ARCH 237 Structures: Steel, Concrete and Masonry	4
ENGL 204 Technical Writing	3
ENVR 282 Sustainable Building Strategies	3
TOTAL CREDIT HOURS	13

Quarter 7	
ARCH 266 Working Drawings	5
ARCH 270 Professional Practice and Management	3
XXX XXX Technical Elective	3
HUM XXX Humanities 111, 112, 113, 151, 152 or 224	5
TOTAL CREDIT HOURS	16
TOTAL DEGREE CREDIT HOURS	105

Technical Electives must be selected from the following list of courses:

ARCH 276 Sketchup.....	2
ARCH 115 MicroStation CAD Drafting I.....	3
ARCH 291 Field Experience	3
ARCH 299 Special Topics in Architecture	1-5
CMGT 105 Construction Contract Documents	3
CMGT 282 Sustainable Construction	3
LAND 101 Landscape Principles	3
LAND 206 Landscape Graphics	4
ARCH 240 3D Modeling and Rendering: AutoCAD	3
ARCH 242 3D Visualization: form Z I.....	4
ARCH 282 Sustainable Design Strategies.....	3
ARCH 283 Sustainable Energy Performance	3

Architecture Transfer Option

COURSE	CR
Quarter 1	
ARCH 110 Construction Drafting: Manual I.....	2
CIVL 120 Basic Construction Materials	3
CMGT 121 Building Construction Drawings	3
ENGL 101 Beginning Composition	3
MATH 151 Calculus and Analytical Geometry I	5
TOTAL CREDIT HOURS	16

Quarter 2	
ARCH 111 Architectural Drafting: Manual II	4
ARCH 112 Construction Drafting: CAD I	2
ENGL 102 Essay and Research	3
MATH 152 Calculus and Analytical Geometry II	5
TOTAL CREDIT HOURS	14

Quarter 3	
ARCH 100 Intro to the History of Architecture	5
ARCH 113 Architectural Drafting: CAD II.....	2
ARCH 155 Residential Construction/Wood Structures	3
ARCH 161 Presentation Drawings	3
MECH 130 Statics.....	3
TOTAL CREDIT HOURS	16

Quarter 4	
ARCH 214	Electricity (First Term).....2
ARCH 215	Lighting (Second Term).....2
MECH 242	Strength of Materials.....3
SSCI XXX	Social Science 100, 101, 102, 104 or 105.....5
COMM 105	Speech <i>or</i>
COMM 110	Conference and Group Discussion.....3
TOTAL CREDIT HOURS15

Quarter 5	
ARCH 114	Architectural Drafting: CAD III.....2
ARCH 221	Design Studio I.....3
ARCH 232	Building Construction Standards.....3
ARCH 250	Building Enclosure Materials.....3
LAND 152	Site Planning.....4
TOTAL CREDIT HOURS15

Quarter 6	
ARCH 223	Design Studio II.....3
ARCH 237	Structures: Steel, Concrete and Masonry.....4
ENGL 204	Technical Writing.....3
ENVR 282	Sustainable Building Strategies.....3
PHYS 117	College Physics (Mechanical and Heat).....5
TOTAL CREDIT HOURS18

Quarter 7	
PHYS 118	College Physics.....5
ARCH 270	Professional Practice and Management.....3
XXX XXX	Technical Elective.....3
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224.....5
TOTAL CREDIT HOURS16
TOTAL DEGREE CREDIT HOURS110

Technical Electives must be selected from the following list of courses:

ARCH 291	Field Experience.....3
ARCH 299	Special Topics in Architecture.....1-5
ARCH 115	MicroStation CAD Drafting I.....3
CMGT 105	Construction Contract Documents.....3
CMGT 282	Sustainable Construction.....3
LAND 101	Landscape Principles.....3
LAND 206	Landscape Graphics.....4
ARCH 240	3D Modeling and Rendering: AutoCAD.....3
ARCH 242	3D Visualization: form Z I.....4
ARCH 282	Sustainable Design Strategies.....3
ARCH 283	Sustainable Energy Performance.....3

3D Visualization Certificate

COURSE	CR
Quarter 1	
form Z	
ARCH 242	3D Visualization: form Z I.....4
	<i>or</i>
	<i>Autodesk 3ds MAX</i>
ARCH 246	3D Visualization: 3ds MAX I.....4
TOTAL CREDIT HOURS4

Quarter 2	
form Z	
ARCH 243	3D Visualization: form Z II.....4
ARCH 252	Post Production (second term).....3
	<i>or</i>
	<i>Autodesk 3D MAX</i>
ARCH 247	3D Visualization: 3ds MAX II.....4
ARCH 252	Post Production (second term).....3
TOTAL CREDIT HOURS7
TOTAL CERTIFICATE CREDIT HOURS11

Facility Management Certificate

COURSE	CR
Quarter 1	
FAC 111	Introduction to Facility Management.....3
CMGT 121	Building Construction Drawings.....3
TOTAL CREDIT HOURS6

Quarter 2	
FAC 150	Operations and Maintenance.....3
XXX XXX	Technical Elective.....3
TOTAL CREDIT HOURS6

Quarter 3	
FAC 240	Voice and Data Systems.....3
ARCH 270	Professional Practice and Management.....3
TOTAL CREDIT HOURS6
TOTAL CERTIFICATE CREDIT HOURS18

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
FAC 250	Computers in Facility Management.....2
FAC 260	Problems in Facility Management.....4

Automotive Technology

Automotive Technology Associate Degree Automotive Service Management Major Ford ASSET Program Maintenance and Light Repair Certificate Vocational Education Transfer Option with The Ohio State University College of Education YAATC

Graduates of the Associate Degree program in Automotive Technology are qualified for entry-level positions as automotive service technicians, service advisors, 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.

Automotive Technology Associate Degree

The Automotive Technology program prepares students for successful careers as service technicians in the rapidly growing automotive repair industry. By providing students with exposure and hands-on experience on a variety of domestic and import vehicles, this broad-based curriculum prepares graduates for a wide range of job opportunities in new car dealerships, independent repair shops, or fleet repair facilities.

The Automotive Technology program at Columbus State offers courses designed for a variety of individuals ranging from the beginner to those with advanced skills and years of experience. Students may earn an associate degree, obtain ASE certification, or take individual courses to meet their educational goals. The associate degree program in Automotive Technology provides instruction in all aspects of the automobile, including the latest electronic systems. Students master the skills needed to diagnose and repair automobiles while working in the college's well-equipped auto lab. The experienced faculty work closely with students to prepare them for a career and to become certified A.S.E. (National Institute for Automotive Service Excellence) Master Automotive Technicians.

Columbus State's automotive program was the nation's first college automotive program to be certified by A.S.E. to train Master Automotive Technicians. To receive this certification, the program is evaluated against industry standards of quality every five years by a team of external evaluators. The certification process ensures that the curriculum includes all of the appropriate competencies needed to properly prepare entry-level technicians and is delivered by A.S.E. certified faculty, on current technology equipment and vehicles. All automotive faculty are A.S.E. Master Certified technicians with extensive industry repair experience. The program was recently reevaluated and granted accreditation until 2009.

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 engine performance concerns on a wide range of early to current car models.
- 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 (driveshafts, drive axles, transfer cases and differentials).
- Precisely measure engine and other automotive parts using the appropriate measuring instruments.
- Diagnose brake system problems and perform complete brake service and repairs (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 heating and air-conditioning systems.
- Demonstrate an understanding of the principles and operation of new technologies as they become incorporated into automobile designs.
- Prepare 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: Cooperative Work Experience

The Automotive Technology Department firmly believes that the best way to learn to become a highly skilled automotive technician is through a combination of on-campus learning and real-life work. Columbus State works closely with students to help those interested in finding paid cooperative work experience placements in local shops. Students who are actively working in cooperative work placements in area dealerships and independent repair shops follow the same curriculum as the general Automotive Technology Program. However, since students are working in the automotive repair industry as well as taking coursework on campus, the scheduling of courses is arranged to coordinate with the students' work schedule. Contact Bill Warner (614) 287-2675, the department cooperative work experience advisor, for further information on cooperative placement opportunities.

In addition to meeting all of the objectives of the general Automotive Technology program, participation in cooperative education is designed to:

- Fill the local shortage of qualified, entry-level technicians needed by area automotive repair shops.
- 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
Quarter 1	
ENGL 101 Beginning Composition.....	3
MATH 101 Business Mathematics.....	5
AUTO 061 Basic Automotive Systems and Theories of Operation.....	4
AUTO 062 Auto Shop Orientation and Service.....	4
CIT 101 PC Applications 1.....	3
TOTAL CREDIT HOURS	19

Quarter 2	
AUTO 150 Brake Systems: Theory and Operation.....	4
AUTO 160 Electrical Systems: Theory and Operation.....	4
ENGL 102 Essay and Research.....	3
HUM XXX Humanities 111, 112, 113, 151, or 224.....	5
BMGT XXX Business Management Elective.....	3-5
TOTAL CREDIT HOURS	19-21

Quarter 3	
AUTO 170 Heating/Air Conditioning Systems: Theory and Operation.....	4
AUTO 120 Automatic Transmission: Operation and Overhaul.....	4
AUTO 125 Automatic Transmission: Diagnosis and In-Car Repair.....	3
AUTO 165 Electrical/Electronic: Diagnosis and Repair.....	3
Science Elective: NSCI 101 or PHYS 100.....	4-5
TOTAL CREDIT HOURS	17-18

Quarter 4	
AUTO 110 Engine Operation and Overhaul.....	4
AUTO 115 Engine Diagnosis and In-Car Repair.....	3
AUTO 140 Suspension and Steering: Theory and Operation.....	4
SSCI XXX Social Science 101, 102, 104, or 105.....	5
AUTO 175 Heating/Air Conditioning Systems: Diagnosis and Repair.....	3
TOTAL CREDIT HOURS	19

Quarter 5	
AUTO 130 Manual Transmissions/Driveline: Operation and Overhaul.....	4
AUTO 135 Manual Transmissions: Diagnosis and In-Car Repair.....	3
AUTO 180 Engine Performance: Theory and Operation.....	4
ENGL 204 Technical Writing.....	3
AUTO155 Brake Systems: Diagnosis and Repair.....	3
TOTAL CREDIT HOURS	17

Quarter 6	
AUTO 185 Computerized Engine Performance.....	4
COMM 105 Speech.....	3
AUTO 145 Suspension and Steering: Diagnosis and Repair.....	3
AUTO Technical Elective.....	2
AUTO 300 Shop Experience.....	4
TOTAL CREDIT HOURS	16
TOTAL DEGREE CREDIT HOURS	107-109

TECHNICAL ELECTIVES

AUTO 210 Current Trends in Engine Repair.....	2
AUTO 220 Current Trends in Automatic Transmissions.....	2
AUTO 230 Current Trends in Manual Transmissions.....	2
AUTO 240 Current Trends in Suspension Steering.....	2
AUTO 250 Current Trends in Brake Systems.....	2
AUTO 260 Current Trends in Electrical Systems.....	2
AUTO 270 Current Trends in Heating and A/C.....	2
AUTO 280 Current Trends in Engine Performance.....	2
AUTO 181 Fundamentals of Alternative Fuels.....	3
AUTO 186 Advanced Alternative Fuel Systems.....	2
AUTO 190 Automotive Business Management.....	3
AUTO 191 Service Advising.....	3
AUTO 192 Automotive Service Management.....	3
AUTO 197 Automotive Parts Management.....	3
AUTO 245 Steering, Suspension and Brakes: Diagnosis and Evaluation.....	3
AUTO 265 Electrical Diagnosis and Evaluation.....	3
AUTO 297/298/299 Special Topics in Emerging Technology.....	1-2-3

Automotive Service Management Major

Service Management major prepares students for entry into management positions available in automotive repair facilities. Potential job titles for graduates include service director, service manager, service advisor, dispatcher, customer relations specialist, or independent shop owner. The Service Management major shares the general education courses and first year of basic technical courses within the Automotive Technology program. During the second year of the program, it supplements the foundational technical knowledge with the fundamental management principles and practices students need to know to be successful in a management career.

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
Quarter 1	
AUTO 061 Basic Automotive Systems and Theories of Operation.....	4
AUTO 062 Auto Shop Orientation and Service.....	4
MATH 101 Business Math.....	5
ENGL 101 Beginning Composition.....	3
CIT 101 PC Applications 1.....	3
TOTAL CREDIT HOURS	19

Quarter 2	
AUTO 110 Engine Operation and Overhaul.....	4
AUTO 150 Brake Systems: Theory and Operation.....	4
AUTO 160 Electrical Systems: Theory and Operation.....	4
BMGT 101 Introduction to Business.....	5
TOTAL CREDIT HOURS	17

Quarter 3	
AUTO 170 Heating/Air Conditioning Systems: Theory and Operation.....	4
AUTO 120 Automatic Transmissions Operation and Overhaul.....	4
AUTO 180 Engine Performance: Theory and Operation.....	4
BMGT 111 Management.....	5
ENGL 102 Essay and Research.....	3
TOTAL CREDIT HOURS	20

Quarter 4	
AUTO 140 Steering and Suspension: Theory and Operation.....	4
AUTO 130 Manual Transmissions/Driveline: Operation and Overhaul.....	4
ENGL 200 Business Communications.....	3
AUTO 190 Automotive Business Management.....	3
AUTO 191 Service Advising.....	3
TOTAL CREDIT HOURS	17

Quarter 5	
HUM XXX Humanities 111, 112, 113, 151, 152, or 224.....	5
COMM 105 Speech.....	3
AUTO 192 Automotive Service Management.....	3
NSCI 101 Natural Science I or	
PHYS 100 Physics.....	5
AUTO 193 Automotive Service Merchandising.....	3
TOTAL CREDIT HOURS	19

Quarter 6

SSCI XXX	Social Science 101, 102, 104, or 105	5
QUAL 240	Total Quality Management	3
AUTO 197	Automotive Parts: Management	3
XXX XXX	Technical Elective	2
XXX XXX	Technical Elective	2
TOTAL CREDIT HOURS		15
TOTAL DEGREE CREDIT HOURS		107

TECHNICAL ELECTIVES

BMGT 216	Business Ethics	3
AUTO 195	Automotive Parts: Inventory Control	2
AUTO 196	Automotive Parts: Sales	2
AUTO 101	Auto Care	3
AUTO 297/298/299	Special Topics in Emerging Technology	1-2-3

Ford ASSET

ASSET is a partnership between Ford Motor Company, Ford-Lincoln-Mercury dealers, and Columbus State Community College. The program provides students with an opportunity to become highly trained technicians employed by Ford, Lincoln and Mercury dealerships. The program:

- trains students to diagnose, service, and maintain Ford automotive products using Ford recommended procedures, special tools, and service publications.
- Ensures that ASSET-trained technicians can easily become familiar with new systems and components as they are introduced.
- Provides paid work experience during the program to reinforce what is being taught in the classroom.
- Allows ASSET-trained students to earn an Associate’s Degree in Automotive Technology, ASE Certifications, and most importantly, Ford Certifications.

ASSET is an Associate Degree program divided into two parts: 1) The Maintenance and Light Repair Certificate program is completed first; 2) Then Ford-specific instruction begins with 11 weeks of classroom/lab instruction alternating with 11 weeks of paid co-op work experience at a sponsoring Ford, Lincoln, or Mercury dealership for the remaining 18 months. For more information, students can refer to the Web site (www.csc.edu/autotech) and/or contact **ASSET Coordinator, Chuck Wilson (614) 287-5408**.

Ford ASSET Program

COURSE		CR
Quarter 1		
CIT 101	PC Applications 1	3
ENGL 101	Beginning Composition	3
AUTO 160	Electrical Systems: Theory and Operation	4
AUTO 150	Brake Systems: Theory and Operation	4
TOTAL CREDIT HOURS		14
Quarter 2		
AUTO 140	Steering and Suspension: Theory and Operation	4
AUTO 170	Heating/Air Conditioning Systems: Theory and Operation	4
ENGL 102	Essay and Research	3
Social Science Elective:	SSCI 101, 102, 104 or 105	5
TOTAL CREDIT HOURS		16
Quarter 3		
FORD 100	Introduction to Ford Technology	4
FORD 103	Manual Transmissions/Drivelines	4
FORD 101	Basic Engines	4
ENGL 200	Business Communication	3
TOTAL CREDIT HOURS		15

Quarter 4

FORD 301	Cooperative Work Experience 1	5
FORD 114	Steering and Suspension Diagnosis	2
MATH 101	Business Math	5
TOTAL CREDIT HOURS		12

Quarter 5

FORD 116	Auto Electronics/Engine Controls	4
FORD 165	Antilock Brake Systems	2
FORD 164	Electronic Steering and Suspension Systems	2
FORD 108	Engine Performance	5
HUM 111, 112, 113, 151, 152 or 224	Humanities Elective	5
TOTAL CREDIT HOURS		18

Quarter 6

FORD 111	Engine Repair	2
COMM 105	Speech	3
FORD 302	Cooperative Work Experience/Seminar 2	5
TOTAL CREDIT HOURS		10

Quarter 7

NSCI 101 or PHYS 100	Science Elective	5
FORD 102	Automatic Transmissions	5
FORD 270	Advanced Climate Control Diagnosis	2
FORD 126	Advanced Electronic Engine Controls	4
TOTAL CREDIT HOURS		16

Quarter 8

BMGT 101, BMGT 231 or FMGT 101	Business Elective	4
FORD 303	Cooperative Work Experience/Seminar 3	5
TOTAL CREDIT HOURS		9
TOTAL DEGREE CREDIT HOURS		110

Maintenance and Light Repair Certificate Program

Students whose needs demand a short-term career track program can choose the Light Maintenance and Repair Certificate program. This program can be completed in six to nine months and gives students the knowledge and skills necessary to enter the automotive repair industry quickly.

Upon completion of this program, graduates are employable at local auto repair companies performing automotive maintenance services. Since this program is part of the Automotive Technology program, certificate completers can continue their education in the college degree program at any time to expand their knowledge and skills and work toward A.S.E. Master Technician certification.

COURSE		CR
Quarter 1		
AUTO 061	Basic Automotive Systems and Theories of Operation	4
AUTO 062	Auto Shop Orientation and Service	4
Quarter 2		
AUTO 150	Brake Systems: Theory and Operation	4
AUTO 160	Electrical Systems: Theory and Operation	4
Quarter 3		
AUTO 140	Suspension and Steering System: Theory and Operation	4
AUTO 170	Heating/Air Conditioning Systems: Theory and Operation	4
Total Credit Hours		24
Optional (Ford Certifications):		
AUTO 245	Steering, Suspension and Brakes: Diagnosis and Evaluation	3
AUTO 265	Electrical Systems: Diagnosis and Evaluation	3
Total Credit Hours		6

YAATC

The Youth and Adult Automotive Training Center (YAATC) is designed for disadvantaged, at-risk individuals who have a desire to gain technical knowledge in automotive repair as well as increased self-sufficiency. This program allows a student to build a new perspective on life and on a career. YAATC prepares each dedicated student to graduate with the technical knowledge to perform automotive maintenance and light repairs and the opportunity to begin an extremely rewarding career in the automotive industry. YAATC helps create a more diverse workforce in the automotive industry and helps fill the void of qualified automotive technicians. It provides 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. For more information, contact (614) 287-5504.

Vocational Education Transfer Option with The Ohio State University College of Education

The Automotive Technology program at Columbus State has completed an articulation agreement with the Technical Education and Training Program of The Ohio State University College of Education. This agreement allows Automotive students to complete an associate degree at Columbus State, transfer their credits to Ohio State, and complete a baccalaureate degree in Technical Education Training. Students completing the program at OSU are eligible for certification by the Ohio Department of Education to teach in related high school vocational programs throughout the State of Ohio. Interested students should contact their Columbus State department chairperson for curriculum requirements and additional details. Note: Course requirements for this transfer option may differ from the standard plan of study published in the catalog.

Aviation Maintenance Technology

Aviation Maintenance Technology Associate Degree

Aviation Maintenance Technician Certificate

Aviation Maintenance Technicians (AMT) are a vital component of the fast-paced and exciting aviation industry. Aerospace industry growth creates a continual demand for newly trained AMTs and interesting job locations abound. The Aviation Maintenance Technician has many career opportunities within the aviation industry, as well as in nonaviation industries due to the skills of the AMT.

Students in the Aviation Maintenance Technology program may pursue technical training for the Airframe and Powerplant Certificate or the Associate Degree of Applied Science. The Airframe and Powerplant Certificate program covers the structural, electrical, hydraulic, environmental, and powerplant systems of many types of aircraft. Students who complete the certificate program may take additional course work in English, mathematics, physics, and other electives to receive an Associate Degree in Applied Science. The certificate and Associate Degree can be completed in eight quarters.

The Aviation Maintenance facility is located at the Columbus State Southwest Center at Bolton Field Airport (KTZR), southwest of Columbus. The 10,000 square foot hangar houses the college's fleet of single- and multi-engine, reciprocating, and jet engine aircraft and helicopter. 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 exams for the FAA Airframe and Powerplant certificate rating.

Upon completion of the Aviation Maintenance Technology curriculum, the graduate will be able to:

- Service, inspect, and complete repairs and alterations on airframes, engines, propellers, and associated systems (including environmental, electrical, fuel, hydraulic, and pneumatic systems).
- Utilize the regulations and technical manuals to safely complete inspections, repairs and alterations of aircraft, and complete the required maintenance entries after completion.
- Properly use precision measuring equipment for the accuracy demanded by the aviation industry.
- Understand blueprints used for the repair and alteration of aircraft and utilize them to affect the repair or alteration.
- Identify aircraft materials and hardware and their structural properties. Correctly identify corrosion and the proper treatment and prevention methods and techniques.
- Identify and use nondestructive testing methods used in the Aviation Industry.
- Meet FAA certification requirements for the Airframe and Powerplant Certificates.

Aviation Maintenance Technology Associate Degree

COURSE		CR
Quarter 1		
AMT 101	Introduction to Aviation	4
AMT 110	AMT Regulations, Privileges and Documentation.....	4
AMT 115	Aircraft DC Electricity.....	5
MECH 120	Mechanical Drafting 1	3
ENGL 101	Beginning Composition.....	3
TOTAL CREDIT HOURS.....		19
Quarter 2		
AMT 130	Aircraft Ground Handling and Safety.....	2
AMT 140	Aircraft Tools, Hardware and Materials	5
AMT 145	Aircraft AC Electricity.....	5
AMT 150	Basic Aircraft Inspection Systems.....	2
ENGL 102	Essay and Research.....	3
MATH 103	Beginning Algebra II.....	4
TOTAL CREDIT HOURS.....		21
Quarter 3		
AMT 160	Aircraft Reciprocating Engine Maintenance 1	4
AMT 162	Aircraft Reciprocating Engine Maintenance 2	5
AMT 165	Aircraft Propellers.....	3
AMT 175	Aircraft Electrical Systems 1	3
MATH 111	Technical Math I	4
TOTAL CREDIT HOURS.....		19
Quarter 4		
AMT 180	Aircraft Turbine Engine Maintenance 1	5
AMT 182	Aircraft Turbine Engine Maintenance 2	5
AMT 190	Aircraft Ice/Rain Protection Systems	2
AMT 195	Aircraft Electrical Systems 2	4
PHYS 181	Technical Physics (Mechanics).....	4
TOTAL CREDIT HOURS.....		20
Quarter 5		
AMT 210	Aircraft Sheet Metal Structures	5
AMT 212	Aircraft Wood, Dope and Fabric.....	3
AMT 215	Aircraft Environmental Controls	3
AMT 220	Aircraft Fuel Systems	3
MECH 250	Materials Science	3
ENGL 204	Technical Writing.....	3
TOTAL CREDIT HOURS.....		20
Quarter 6		
AMT 235	Aircraft Instrumentation.....	4
AMT 240	Aircraft Composite Structures	3
AMT 245	Aircraft Landing Gear and Fluid Power Systems.....	6
AMT 250	Advanced NDI for Aircraft	3
SSCI XXX	Social Science 100, 101, 102, 104, or 105	5
TOTAL CREDIT HOURS.....		21
Quarter 7		
AMT 255	Aircraft Navigation and Communication Systems.....	4
AMT 260	Aircraft Rigging and Assembly	3
AMT 262	Fundamentals of Helicopter Maintenance.....	3
AMT 270	Aircraft Conformity Inspections.....	5
Basic Related Elective – BMGT 101, ENVR 101, or EET 115		3-5
COMM 105	Speech	3
TOTAL CREDIT HOURS.....		21-23
Quarter 8		
AMT 280	Advanced Aircraft Maintenance Practices	6
AMT 285	Aircraft Weight and Balance.....	3
AMT 290	Human Factors in Aviation Maintenance	4
AMT 295	Aircraft Systems Review	3
HUM XXX	Humanities 111, 112, 113, 151, 152, or 224.....	5
TOTAL CREDIT HOURS.....		21
TOTAL DEGREE CREDIT HOURS.....		162-164

Aviation Maintenance Technician Certificate

COURSE		CR
Quarter 1		
AMT 101	Introduction to Aviation	4
AMT 110	AMT Regulations, Privileges and Documentation.....	4
AMT 115	Aircraft DC Electricity.....	5
MECH 120	Mechanical Drafting 1	3
TOTAL CREDIT HOURS.....		16
Quarter 2		
AMT 130	Aircraft Ground Handling and Safety.....	2
AMT 140	Aircraft Tools, Hardware and Materials	5
AMT 145	Aircraft AC Electricity.....	5
AMT 150	Basic Aircraft Inspection Systems	2
TOTAL CREDIT HOURS.....		14
Quarter 3		
AMT 160	Aircraft Reciprocating Engine Maintenance 1	4
AMT 162	Aircraft Reciprocating Engine Maintenance 2	5
AMT 165	Aircraft Propellers.....	3
AMT 175	Aircraft Electrical Systems 1	3
TOTAL CREDIT HOURS.....		15
Quarter 4		
AMT 180	Aircraft Turbine Engine Maintenance 1	5
AMT 182	Aircraft Turbine Engine Maintenance 2	5
AMT 190	Aircraft Ice/Rain Protection Systems	2
AMT 195	Aircraft Electrical Systems 2	4
TOTAL CREDIT HOURS.....		16
Quarter 5		
AMT 210	Aircraft Sheet Metal Structures	5
AMT 212	Aircraft Wood, Dope and Fabric.....	3
AMT 215	Aircraft Environmental Controls	3
AMT 220	Aircraft Fuel Systems	3
TOTAL CREDIT HOURS.....		14
Quarter 6		
AMT 235	Aircraft Instrumentation.....	4
AMT 240	Aircraft Composite Structures	3
AMT 245	Aircraft Landing Gear and Fluid Power Systems.....	6
AMT 250	Advanced NDI for Aircraft	3
TOTAL CREDIT HOURS.....		16
Quarter 7		
AMT 255	Aircraft Navigation and Communication Systems.....	4
AMT 260	Aircraft Rigging and Assembly	3
AMT 262	Fundamentals of Helicopter Maintenance.....	3
AMT 270	Aircraft Conformity Inspections.....	5
TOTAL CREDIT HOURS.....		15
Quarter 8		
AMT 280	Advanced Maintenance Practices	6
AMT 285	Aircraft Weight and Balance.....	3
AMT 290	Human Factors in Aviation Maintenance	4
AMT 295	Aircraft Systems Review	3
TOTAL CREDIT HOURS.....		16
TOTAL CERTIFICATE CREDIT HOURS		122

Business Management

**Associate of Applied Science Degree
Vocational Education Transfer Option with
The Ohio State University College of Education
Business Management Major
Entrepreneurship Major**

**Entrepreneurship Certificate
Leadership Skills Development Certificate
Managing Interpersonal Skills Certificate
Nonprofit Management Certificate
Pre-MBA Certificate**

In order to compete effectively in the 21st century, successful managers and entrepreneurs need strong interpersonal, communication, analytical, and decision-making skills. Columbus State's Business Management curriculum focuses on meeting these requirements for students who wish to attain an Associate 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.

*Note: To meet the demands of students desiring to own or operate a small business, the program includes an Entrepreneurship Major described later in this section.

The Entrepreneurship Certificate provides the developing small business student/entrepreneur an expedient opportunity to gain specific knowledge of small business operations. This certificate is composed of two (2) courses in basic business development and operations, three (3) business finance related courses, (bookkeeping basics, personal finance, and an accounting software program), a basic marketing course, and a course that addresses the legal environment of business.

NOTE: For those Entrepreneurship students whose work schedules do not allow for the traditional classroom instruction, all of these certificate courses are offered via distance learning (DL). All seven (7) courses may be applied toward a degree program.

The Business Management Leadership Skills Development Certificate teaches an awareness of current trends in leadership and develops the skills necessary for leaders to face today's organizational challenges. Students learn to identify and acquire fundamental skill sets that serve to strengthen their leadership potential, including conflict resolution, communication skills, creative thinking, and managing diversity. This four (4) course certificate program is available to both degree, as well as non-degree seeking students interested in improving their leadership skills

The Managing Interpersonal Skills Certificate provides 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 for effective job performance. This sequence of innovative, highly interactive

courses provides students with the opportunity to learn about themselves as well as others. This four (4) course certificate program is available to both degree, as well as non-degree-seeking students interested in improving their interpersonal skills.

Business Management also offers a Certificate in Nonprofit Management. This four course sequence prepares individuals for leadership roles in a variety of nonprofit organizations, including those in the fields of adult human service, health care, cultural arts, the environment, youth service, faith-based, and professional/trade. The program is dynamic, interactive, and practical and yields insights and skills immediately applicable to the workplace. The curriculum was validated by professionals in the field and is taught by faculty with significant practical and academic nonprofit experience. This four (4) course certificate program is available to both degree, as well as non-degree seeking students, interested in improving their non-profit skills.

The MBA (Master of Business Administration) is one of the most sought-after professional degrees not only by those currently working in business but also by many other professionals (such as physicians, attorneys, public-sector managers, and entrepreneurs) who are increasingly in need of these types of skills. The Pre-MBA Certificate is designed for individuals who have already completed a baccalaureate degree and wish to pursue an MBA, or for professionals in various fields who wish a basic grounding in business principles through an introduction to the basic business disciplines. All of the courses in this certificate can be completed online.

Columbus State Community College's Business Management program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Vocational Education Transfer Option with The Ohio State University College of Education.

The Business Management program at Columbus State has completed an articulation agreement with the Technical Education and Training Program of The Ohio State University College of Education.

This agreement allows Business Management students to complete their associate degree at Columbus State, transfer their credits to Ohio State, and complete a baccalaureate degree in Technical Education and Training. Students completing the Ohio State program may be eligible for certification by the Ohio Department of Education to teach in related high school career and technical education programs throughout the State of Ohio.

Interested students should contact their assigned faculty advisor for curriculum requirements and additional details. Please note that course requirements for this transfer option may differ from the standard plan of study published in the catalog.

Traditional Classes and Distance Learning Choices at Columbus State

The Business Management program is proud to offer traditional and distance learning (DL) options for our students. The traditional classroom experience continues to provide students with high quality instruction in a small classroom setting at the Downtown Campus and off-campus locations. The Business Management

program also offers distance learning courses that provide the same high quality learning as traditional instruction, yet with the added flexibility of being able to complete course work online.

Business Management Major

Upon completion of the program for an Associate Degree in Business Management with a Business Management major, the graduate will be able to:

- Demonstrate knowledge of the management functions and skills within an organizational system as they interact in a dynamic and diverse global environment.
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Prepare and present effective written and oral business related reports.
- Work effectively as a member of a team.
- Use appropriate technology and other resources to research, analyze and integrate both quantitative and qualitative data to solve business problems.
- Appropriately apply the management functions both departmentally and to the organization as a whole.
- Assess and develop individual communication, leadership and team building styles.
- Recognize and adapt to the communication, leadership and team building styles of others.

Business Management Major

COURSE	CR
Quarter 1	
BOA 101 Business Grammar	4
MATH 103 Beginning Algebra II.....	4
CIT 101 PC Applications 1	3
BMGT 101 Principles of Business	5
BMGT 102 Managing Interpersonal Skills I.....	3
TOTAL CREDIT HOURS	19
Quarter 2	
BMGT 111 Management.....	5
PSY 100 Introduction to Psychology	5
ENGL 101 Beginning Composition	3
XXX XXX Business or Technical Elective	3
TOTAL CREDIT HOURS	16
Quarter 3	
ENGL 102 Essay and Research	3
BMGT 211 Organizational Behavior	4
COMM 110 Conference and Group Discussion or	3
COMM 105 Speech	3
LEGL 264 Legal Environment of Business	4
ECON 200 Principles of Microeconomics	5
TOTAL CREDIT HOURS	19
Quarter 4	
ENGL 200 Business Communication.....	3
BMGT 216 Business Ethics and Leadership	4
HRM 121 Human Resource Management.....	4
ACCT 106 Financial Accounting	5
MKTG 111 Marketing Principles.....	5
TOTAL CREDIT HOURS	21

Quarter 5	
ACCT 107 Managerial Accounting.....	5
HRM 220 Labor Relations or	5
BMGT 253 The Art and Science of Managing Conflict.....	4
FMGT 201 Corporate Finance	5
BMGT 258 Operational Planning and Analysis	4
TOTAL CREDIT HOURS.....	18

Quarter 6	
NSCI 101 Natural Science	5
BMGT 272 Case Studies in Strategic Management.....	4
HUM XXX 111,112,113,151,152 or 224	5
XXX XXX Business or Technical Elective	3
TOTAL CREDIT HOURS	17
TOTAL DEGREE CREDIT HOURS	110

Computing Skills Requirement:

Business Management majors are expected to have mastered MS Word, Excel, PowerPoint, and Access software applications.

Students who HAVE proficiency in ONE OR MORE of the foregoing applications should choose from the following courses to complete the three (3) credit Computer Skills Requirement.

BOA 113 QuickBooks I	1
BOA 172A Excel (Module 1)	1
BOA 188A Power Point (Module 1)	1
BOA 189A Access (Module 1)	1
BOA 191A Word (Module 1)	1

Business and Technical Electives:

In the courses listed below, BMGT prefix courses are approved for “business elective” requirements; *ALL courses listed are approved for “technical elective” requirements.*

BMGT 103 Managing Interpersonal Skills II	3
BMGT 104 Stress Management	1
BMGT 105 Time Management	1
BMGT 106 Budgeting.....	1
BMGT 107 Gateway to Business for ESL Students.....	5
BMGT 201 Creative Problem Solving.....	3
BMGT 208 Organizational Communication.....	3
BMGT 218 Management Training for Supervisors.....	5
LOGI 219 International Business.....	3
BMGT 230 Organizational Development & Change	5
BMGT 231 Entrepreneurship I.....	4
BMGT 245 Introduction to Nonprofit Management	5
BMGT 257 Project Management Principles.....	3
BMGT 261 Business Management Practicum	4
BMGT 262 Special Problems in Business Management	2
BMGT 280 Business Professional Development	4
BMGT 281-285 Studies in Contemporary Business	1-5
BOA 113 QuickBooks I	1
BOA 172A Excel (Module 1)	1
BOA 188A Power Point (Module 1)	1
BOA 189A Access (Module 1)	1
BOA 191A Word (Module 1)	1
FMGT 101 Personal Finance	4
FMGT 211 Investments	4
HRM 124 Personnel Interviewing	4
MATH 135 Elementary Statistics (Math 103 prerequisite).....	5
MKTG 266 Customer Service	3

Entrepreneurship Major

In addition to the Business Management core outcomes, a graduate pursuing the Entrepreneurship major will be able to:

- Demonstrate knowledge of the skills needed to start a new business.
- Demonstrate knowledge of the research methods and skills needed

- to start, expand, or purchase a business.
- List and explain the major factors influencing the success or failure of a small business.
- Develop a business plan.
- Demonstrate knowledge of the functional and interpersonal management skills needed to operate a small business.

Entrepreneurship Major

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
MATH 103	Beginning Algebra II.....	4
CIT 101	PC Applications 1	3
BMGT 101	Principles of Business.....	5
BMGT 102	Managing Interpersonal Skills	3
TOTAL CREDIT HOURS		18

Quarter 2		
ENGL 102	Essay and Research	3
ECON 200	Principles of Microeconomics	5
BMGT 111	Management	5
MKTG 111	Marketing	5
TOTAL CREDIT HOURS		18

Quarter 3		
ENGL 200	Business Communications	3
PSY 100	Introduction to Psychology	5
LEGL 264	Legal Environment of Business.....	4
ACCT 106	Financial Accounting	5
TOTAL CREDIT HOURS		17

Quarter 4		
COMM 105	Speech	3
ACCT 107	Managerial Accounting.....	5
HRM 121	Human Resources Management	4
BMGT 231	Entrepreneurship I.....	4
NSCI 101	Natural Science.....	5
TOTAL CREDIT HOURS		21

Quarter 5		
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
BMGT 232	Entrepreneurship II	4
MKTG 226	Customer Service Principles	3
FMGT 201	Corporate Finance	5
XXX XXX	Technical Elective.....	3
TOTAL CREDIT HOURS		20

Quarter 6		
BMGT 234	Cases Studies in Entrepreneurship	4
BMGT 235	Strategic Business Planning.....	5
BMGT 238	Entrepreneurship Practicum	4
BMGT 239	Entrepreneurship Seminar.....	2
TOTAL CREDIT HOURS		15
TOTAL DEGREE CREDIT HOURS		109

Computing Skills Requirement:

Entrepreneurship majors are expected to have mastered MS Word, Excel, PowerPoint, and Access software applications.

Students who HAVE proficiency in ONE OR MORE of the foregoing applications should choose from the following courses to complete the three (3) credit Computer Skills Requirement.

BOA 113	QuickBooks I	1
BOA 172A	Excel (Module 1)	1
BOA 188A	Power Point (Module 1)	1
BOA 189A	Access (Module I)	1
BOA 191A	Word (Module 1)	1

Business and Technical Electives:

Note: The following courses may be used by Entrepreneurship majors to satisfy the Business and 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 Practicum/Seminar

Experience.		
BMGT 107	Gateway to Business for ESL Students.....	5
BMGT 201	Creative Problem Solving	3
BMGT 211	Organizational Behavior	4
BMGT 216	Business Ethics and Leadership	4
LOGI 219	International Business	3
BMGT 236	Franchising.....	3
BMGT 237	Home-Based Business	3
BMGT 253	The Art and Science of Managing Conflict.....	4
BMGT 280	Business Professional Development	4
BOA 113	QuickBooks I	1
BOA 114	QuickBooks II.....	1
BOA 172A	Excel (Module 1)	1
HRM 124	Personnel Interviewing	4
MKTG 150	Introduction to e-Commerce	3

Entrepreneurship Certificate

COURSE		CR
Quarter 1		
BMGT 231	Entrepreneurship I.....	4
BOA 111	Bookkeeping Basics	4
Quarter 2		
BMGT 232	Entrepreneurship II	4
BOA 113	QuickBooks I	1
MKTG 111	Marketing.....	5
Quarter 3		
LEGL 264:	Legal Environ of Business	4
FMGT 101:	Personal Finance.....	4
TOTAL CERTIFICATE CREDITS		26

Leadership Development Certificate

COURSE		CR
Quarter 1		
BMGT 216	Ethics and Leadership.....	4
Quarter 2		
BMGT 201	Creative Problem Solving <i>or</i>	3
BMGT 253	The Art and Science of Managing Conflict.....	4
Quarter 3		
BMGT 208	Organizational Communications.....	3
Quarter 4		
BMGT 230	Organizational Development and Change Management	5
TOTAL CERTIFICATE CREDIT HOURS		15/16

Managing Interpersonal Skills Certificate

COURSE		CR
Quarter 1		
BMGT 102	Managing Interpersonal Skills I.....	3
Quarter 2		
BMGT 103	Managing Interpersonal Skills II	3
Quarter 3		
BMGT 201	Creative Problem Solving	3
Quarter 4		
BMGT 253	The Art and Science of Managing Conflict.....	4
TOTAL CERTIFICATE CREDIT HOURS		13

Nonprofit Management Certificate

COURSE		CR
Quarter 1		
BMGT 245	Introduction to Nonprofit Management	5
Quarter 2		
BMGT 246	Operational Management of Nonprofit Organizations.....	5
Quarter 3		
BMGT 247	Legal and Financial Issues in Nonprofit Management	5
Quarter 4		
BMGT 248	Leadership Seminar in Nonprofit Management.....	5
TOTAL CERTIFICATE CREDIT HOURS		20

Pre-MBA Certificate

COURSE		CR
Quarter 1		
ACCT 269	Foundations of Accounting	5
FMGT 201	Business Finance.....	5
Quarter 2		
BMGT 111	Management	5
ECON 200	Principles of Microeconomics	5
Quarter 3		
MATH 135	Elementary Statistics	5
MKTG 111	Principles of Marketing	5
TOTAL CERTIFICATE CREDITS		30

NOTE: Individuals who have completed one or more of the above courses can substitute the following:

LEGL 261	Business Law I.....	3
LOGI 100	Principles of Supply Chain Management	5
ECON 240	Principles of Macroeconomics.....	5
BMGT 257	Project Management Principles.....	3
Quarter 3		
BMGT 278	Training Delivery Skills	4
TOTAL CERTIFICATE CREDIT HOURS		12

Business Office Applications (formerly Office Administration)

Associate of Applied Science Degree

Administrative Assistant Major
Administrative Assistant Legal Cognate
Administrative Assistant Medical Cognate
Office Skills Certificate
Office Specialist Certificate
Bookkeeping Certificate

The Occupational Outlook Handbook, published by the United States Department of Labor, has forecast that there will be a shortage of office workers well into the new millennium. This handbook indicates that office workers will need technical skills as well as management skills in order to be successful. The Business Programs/Business Office Applications Department offers an Associate Degree in Business Office Applications with an Administrative Assistant major that will enable students to have not only keyboarding skills and software knowledge but also management and team-building skills. Students also receive instruction in personalized and 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.

The Legal Cognate 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. The Medical Cognate prepares students to work in medical settings such as hospitals, physician offices, clinics, dental offices, and insurance companies.

Three certificates are also available. The Office Skills Certificate program prepares students for entry-level office positions. Students develop skills and knowledge in keyboarding, word processing, spreadsheets, database basics, presentation graphics, information management, and basic bookkeeping.

The second certificate available is the Office Specialist Certificate. Columbus State's program prepares students for the globally recognized Microsoft® Business Applications Specialist certification. In today's workplace, more employers are requiring that office workers be knowledgeable in all areas of Microsoft Office software applications. Students develop skills in word processing, electronic spreadsheets, presentation graphics, database management, and desktop management. These skills prepare students to work faster and be more productive while using the most up-to-date technologies. This certificate is available as a distance learning (DL) option.

The Bookkeeping Certificate prepares students for a career in office bookkeeping processes. This bookkeeping certificate will include preparatory courses enabling students to sit for a nationally recognized Bookkeeping certification exam. This certificate program

may be completed in three quarters and provides a solid foundation of accounting and bookkeeping principles, computerized accounting software packages, and electronic spreadsheets. This certificate is also available as a distance learning (DL) option.

Columbus State Community College's business degree programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Upon completion of the Associate Degree in Business Office Applications, 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 employ punctuation rules accurately.
- Perform basic bookkeeping tasks.
- Prepare written and oral presentations using currently accepted presentation graphics software.
- Demonstrate knowledge of management theory, functions, and skills.
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Use appropriate business technology and other resources to research, analyze, and integrate data to solve business problems.
- Work effectively as a member of a team.

Administrative Assistant Major

In addition to the general Business Office Applications competencies, a graduate in the Administrative Assistant major will be able to:

- Use operating systems and desktop features and functions to organize and manage files and documents effectively to increase productivity.
- Prepare presentation graphics and present information.
- Research information using a variety of resources including the Internet.
- Use computers to integrate graphics and other applications into documents.
- Transcribe a variety of documents accurately and at an acceptable production rate.

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 an ability to use law office and management procedures.
- Demonstrate an understanding of the rules and documents involved in litigation practice and procedures.
- 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 organiza-

tion of current health care systems.

- Demonstrate the ability to spell, pronounce, and define basic medical terminology.

Administrative Assistant Major

COURSE	CR
Quarter 1	
MATH 101 Business Math.....	5
BOA 101 Business Grammar	4
BOA 121 Records Management	3
BOA 132 Keyboarding II.....	3
BOA 105 Desktop and Document Management.....	1
TOTAL CREDIT HOURS	16

Quarter 2	
BMGT 101* Principles of Business.....	5
BOA 102 Editing Business Documents	3
BOA 133 Keyboarding III	3
BOA 191 Word I (Modules 1 and 2).....	2
BOA 188 PowerPoint (Modules 1 and 2).....	2
BOA 172 Excel I (Modules 1 and 2)	2
TOTAL CREDIT HOURS	17

Quarter 3	
BMGT 102 Managing Interpersonal Skills.....	3
ENGL 101 Beginning Composition	3
BOA 134 Keyboarding IV	3
BOA 111 Bookkeeping Basics I	4
BOA XXX* Technical Elective.....	3
BOA 192 Word II.....	2
TOTAL CREDIT HOURS	18

Quarter 4	
BOA 173A Excel Module 3.....	1
BOA 173B Excel Module 4.....	1
BOA 138 Computer Transcription.....	3
BOA 193 Word III.....	3
BOA 189 Access I (Modules 1 and 2)	2
BOA XXX* Technical Elective.....	3
ENGL 102 Essay and Research.....	3
BOA 106 Internet Research	1
TOTAL CREDIT HOURS	17

Quarter 5	
BOA 195 Office Integration.....	1
NSCI 101 Natural Science I.....	5
FMGT 101 Personal Finance.....	4
HUM XXX 111, 112, 113, 151, 152, or 224.....	5
BOA 125 Outlook	3
TOTAL CREDIT HOURS	18

Quarter 6	
BMGT 216* Business Ethics and Leadership.....	4
ENGL 200 Business Communications.....	3
COMM 105 Speech or	3
COMM 110 Conference and Group Discussion	3
LEGL 264 Legal Environment of Business.....	4
BOA 261 Electronic Office Procedures	4
TOTAL CREDIT HOURS	18
TOTAL DEGREE CREDIT HOURS.....	104

*Students specializing in legal or medical cognates will substitute from the cognate lists for this course.

Technical Electives	
BOA 113 QuickBooks I.....	1
BOA 114 QuickBooks II.....	1
BOA 139 Keyboarding Improvement.....	3
BOA 190A Access Module 3.....	1
BOA 190B Access Module 4.....	1
BOA 112 Bookkeeping Basics II.....	4
BOA 167 Desktop Publishing.....	3
BOA 164 WordPerfect	3
BOA 115 Computer Bookkeeping with Peachtree	3
BOA 195 Office Integration.....	1
BOA 131c Numeric Keypad.....	1

Administrative Assistant Legal Cognate

The following four courses are required:

LEGL 102	The Legal System	2
LEGL 103	Law Office Procedures and Management	3
LEGL 201	General Practice	4
LEGL 205	Litigation Practice and Procedure	3

Choose 3 or more additional credit hours from the following courses:

LEGL 210	Criminal Law and Procedure I	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 261	Human Anatomy	5
HIMT 112	Electronic Health Concepts	2
HIMT 113	Managed Care Trends	2
HIMT 121	Advanced Medical Terminology	3
HIMT 133*	Legal Aspects of Health Information	3
HIMT 135*	Health Data Management	3

*Check prerequisites; signature may be required to enroll in this class.

Office Skills Certificate

COURSE		CR
Quarter 1		
BOA 101	Business Grammar	4
BOA 105	Desktop and Document Management	1
BOA 121	Records Management	3
BOA 132	Keyboarding II	3
BOA 188A	PowerPoint Module 1	1
TOTAL CREDIT HOURS		12

Quarter 2		
BOA 102	Editing Business Documents	3
BOA 133	Keyboarding III	3
BOA 191	Word I (Modules 1 and 2)	2
BOA 111	Bookkeeping Basics I	4
TOTAL CREDIT HOURS		12

Quarter 3		
BOA 188B	PowerPoint Module 2	1
BOA 138	Computer Transcription	3
BOA 172	Excel I (Modules 1 and 2)	2
BOA 192	Word II (Modules 3 and 4)	2
BOA 125	Outlook	3
BOA 189A	Access Module 1	1
TOTAL CREDIT HOURS		12
TOTAL CERTIFICATE CREDIT HOURS		36

Office Specialist Certificate

COURSE		CR
Quarter 1		
BOA 191A	Word Module 1	1
BOA 172A	Excel Module 1	1
BOA 188A	PowerPoint Module 1	1
BOA 189A	Access Module 1	1
BOA 131	Keyboarding I	3
BOA 105	Desktop and Document Management	1
TOTAL CREDIT HOURS		8

Quarter 2		
BOA 191B	Word Module 2	1
BOA 172B	Excel Module 2	1
BOA 188B	PowerPoint Module 2	1
BOA 189B	Access Module 2	1
TOTAL CREDIT HOURS		4

Quarter 3

BOA 192A	Word Module 3	1
BOA 173A	Excel Module 3	1
BOA 190A	Access Module 3	1
BOA 125	Outlook	3
BOA 196	OS Specialist Seminar I	1
TOTAL CREDIT HOURS		7

Quarter 4

BOA 192B	Word Module 4	1
BOA 173B	Excel Module 4	1
BOA 190B	Access Module 4	1
BOA 197	OS Specialist Seminar II	1
BOA 195	Office Integration	1
TOTAL CREDIT HOURS		5
TOTAL CERTIFICATE HOURS		24

Bookkeeping Certificate

COURSE		CR
Quarter 1		
BOA 172	Excel I (Modules 1 and 2)	2
BOA 111	Bookkeeping Basics I	4
BOA 113	QuickBooks I	1
TOTAL CREDIT HOURS		7

Quarter 2

BOA 173A	Excel Module 3	1
BOA 173B	Excel Module 4	1
BOA 115	Computer Bookkeeping with Peachtree®	3
BOA 112	Bookkeeping Basics II	4
TOTAL CREDIT HOURS		9

Quarter 3

BOA 114	QuickBooks II	1
BOA 116	Adjusting Entries and Error Corrections	2
BOA 117	Payroll	2
BOA 118	Inventory and Depreciation	2
ACCT 128	Basic Internal Controls and Fraud Prevention	2
TOTAL CREDIT HOURS		9
TOTAL CERTIFICATE CREDIT HOURS		25

Civil Engineering Technology

Civil Engineering Technology – Civil Track

Associate Degree

Surveying Certificate

Civil Engineering Technology – Survey Track

Associate Degree

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. Program graduates 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, fulfill 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:

- Prepare engineering drawings for public and private work projects utilizing computer aided drafting (CAD).
- 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.
- Apply regulatory and industry standards to design storm water management systems.
- 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.
- 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 platted 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 and estimates for heavy construction projects.
- Apply an integrated system of digital levels, total stations, data collectors/controllers, global positioning system equipment, and associated software in surveying and construction related problem-solving applications.

Civil Engineering Technology – Civil Track

COURSE	CR
Quarter 1	
ARCH 110 Construction Drafting: Manual I	2
CIVL 120 Basic Construction Materials	3
CMGT 105 Construction Contract Documents	3
CMGT 121 Building Construction Drawings	3
ENGL 101 Beginning Composition	3
MATH 148 College Algebra	5
TOTAL CREDIT HOURS	19
Quarter 2	
ARCH 112 Construction Drafting: CAD I	2
CIVL 121 Heavy Construction Materials	3
CIVL 123 Heavy Construction Drawings	3
CIVL 125 Heavy Construction Methods	3
ENGL 102 Essay and Research	3
MATH 150 Pre-Calculus	5
TOTAL CREDIT HOURS	19
Quarter 3	
ARCH 113 Architectural Drafting: CAD II	2
CMGT 131 Construction Quantity Survey	3
COMM 105 Speech <i>or</i>	
COMM 110 Conference and Group Discussion	3
SURV 141 Basic Surveying	4
ENVR 160 OSHA 10-Hour Construction Safety and Health	1
PHYS 181 Technical Physics	4
TOTAL CREDIT HOURS	17
Quarter 4	
CIVL 221 Elementary Hydraulics	3
ENGL 204 Technical Writing	3
ENVR 252 Health and Safety Training	3
CIVL 243 Heavy Construction Estimating	3
MECH 130 Statics	3
SURV 241 Route Surveying	4
TOTAL CREDIT HOURS	19
Quarter 5	
ARCH 115 MicroStation CAD Drafting I	3
CIVL 223 Public Utility Systems	3
MECH 242 Strength of Materials	3
SSCI XXX Social Science 100, 101, 102, 104 or 105	5
SURV 245 Survey Law	3
TOTAL CREDIT HOURS	17

Quarter 6		
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224	5
SURV 243	Heavy Construction Standards	4
SURV 248	Advanced Surveying Systems	4
SURV 249	Land Subdivision Systems	3
XXX XXX	Technical Elective	3
TOTAL CREDIT HOURS		19
TOTAL DEGREE CREDIT HOURS		110

Technical Electives must be selected from the following list of courses:

ARCH 237	Structures: Steel, Concrete and Masonry	4
CIVL 291	Field Experience	3
CIVL 299	Special Topics in Civil Engineering Technology	1-5
SURV 242	Computer Applications in Surveying	3
SURV 247	Townsite/Urban Development	3
ENVR 265	OSHA 30-Hour Construction Safety and Health	4

Surveying Certificate

COURSE		CR
Quarter 1		
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
TOTAL CREDIT HOURS		19

Quarter 2		
ENGL 102	Essay and Research	3
MATH 135	Elementary Statistics (or) MATH 150 Pre-Calculus	5
REAL 102	Real Estate Law	3
SURV 241	Route Surveying	4
SURV 245	Survey Law	3
TOTAL CREDIT HOURS		18

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
TOTAL CREDIT HOURS		17
TOTAL CERTIFICATE CREDIT HOURS		54

***Technical Elective Options**

LAND 152	Site Planning	4
SURV 248	Advanced Surveying Systems	4
SURV 299	Special Topics in Surveying	1-5

Civil Engineering Technology – Survey Track

COURSE		CR
Quarter 1		
ARCH 110	Construction Drafting: Manual I	2
SURV 100	Introduction to Geomatics	2
CIVL 120	Basic Construction Materials	3
CMGT 121	Building Construction Drawings	3
ENGL 101	Beginning Composition	3
MATH 148	College Algebra	5
TOTAL CREDIT HOURS		18

Quarter 2		
ARCH 112	Construction Drafting: CAD I	2
CIVL 121	Heavy Construction Materials	3
CIVL 123	Heavy Construction Drawings	3
ENGL 102	Essay and Research	3
GIS 105	Photogrammetry	2
MATH 150	Pre-Calculus	5
TOTAL CREDIT HOURS		18

Quarter 3		
ARCH 113	Architectural Drafting: CAD II	2
LAND 152	Site Planning	4
EET 144	PC Hardware	3
SURV 141	Basic Surveying	4
PHYS 181	Technical Physics	4
TOTAL CREDIT HOURS		17

Quarter 4		
GIS 251	GIS Software I	3
COMM 105	Speech (or)	
COMM 110	Conference and Group Discussion	3
ENGL 204	Technical Writing	3
SURV 242	Computer Applications in Surveying	3
SURV 241	Route Surveying	4
ENVR 160	OSHA 10-Hour Construction Safety and Health	1
TOTAL CREDIT HOURS		17

Quarter 5		
GIS 203	Remote Sensing	3
ENVR 252	Health and Safety Training	3
GEOG 280	Introduction to Cartography	5
SSCI XXX	Social Science 100, 101, 102, or 104,	5
SURV 245	Survey Law	3
TOTAL CREDIT HOURS		19

Quarter 6		
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224	5
SURV 243	Heavy Construction Standards	4
SURV 248	Advanced Surveying Systems	4
SURV 249	Land Subdivision Systems	3
XXX XXX*	Technical Elective	3
TOTAL CREDIT HOURS		19
TOTAL DEGREE CREDIT HOURS		108

***Technical Electives must be selected from the following list of courses:**

ARCH 115	MicroStation CAD Drafting I	3
CIVL 291	Field Experience	3
SURV 247	Townsite/Urban Development	3
SURV 299	Special Topics in Surveying	1-5

Computer Information Technology

Computer Information Technology

Associate Degree

Network Administrator Track

Software Developer Track

Web Developer Track

CCNA Discovery Certificate

Computer Literacy Certificate

Database Specialist Certificate

Information Security Certificate

MIS/Project Management Track

Network Administrator Certificate

Software Developer Certificate

The Computer Information Technology curriculum provides graduates with a foundation of logic, programming, operating systems, applications, systems analysis, and networking through a core set of courses. Learners may choose to specialize in a particular plan of study: Network Administrator, Software Developer, User Support, or Web Developer. CIT offers a number of industry subject-specific certificates in database, networking, hardware/software, and applications.

Upon completion of the Associate Degree in Computer Information Technology, Network Administrator Track, the graduate will be able to:

- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).
- Determine project requirements of a computer network system.
- Create project documentation using PC-based applications software.
- Install a variety of server configurations using current network software and protocols.
- Apply workstation configurations using a variety of operating systems commands.
- Integrate project requirements utilizing current database technology.
- Apply operating systems commands for effective disk management.
- Complete a series of exercises to prepare for a popular vendor certification program.

Upon completion of the Associate of Applied Science Degree in Computer Information Technology, Software Developer Track, the graduate will be able to:

- Determine project requirements.
- Design an information technology solution pertaining to the student's degree.
- Develop applications using programming languages.
- Identify networking concepts.
- Prepare project documentation.
- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).

Upon completion of the Associate Degree in Computer Information Technology, Web Developer, the graduate will be able to:

- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).
- Determine project requirements.
- Create project documentation using PC-based applications software.
- Develop applications using Web programming languages.
- Create a multiple page, multiple presentation Web site.
- Integrate project requirements for an e-commerce Web site using current database and networking technology.
- Complete a series of exercises to prepare for a popular vendor certification program.
- Apply operating systems fundamentals for effective disk management.

Upon completion of the Associate Degree in Computer Information Technology, MIS/Project Management, the graduate will be able to:

- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).
- Determine project requirements of a computer Network System.
- Create project documentation using PC-based applications software.
- Define project goals clearly.
- Design and produce a UML requirement model.
- Implement a UML design in IT Project.
- Determine task dependencies and schedules.
- Assign and optimize resources.
- Produce the implementation plan.
- Manage and respond to change.
- Measure and present results effectively.
- Apply practical aspects learned in the classroom by managing or assisting in managing IT projects.

In addition to many of the Computer Information Technology competencies, a graduate with a Certificate in the Software Developer Track will be able to:

- Demonstrate techniques of object analysis and object design.
- Design and code programs in C++ and Visual Basic.NET.
- Debug a C# or Visual Basic.NET program.
- Develop Web front-end applications.
- Utilize a database for a Web application.

In addition to many of the Computer Information Technology competencies, a graduate with a Certificate in Database Specialist will be able to:

- Prepare a systems design utilizing a database management system.
- Design and implement an Oracle and Access database.
- Perform basic administration functions of a database management system.
- Understand data warehousing systems.
- Use the Visual Basic.NET language to interface with a database management system.

In addition to many of the Computer Information Technology competencies, a graduate with a Certificate in Information Security will be able to:

- Describe and analyze security threats.
- Protect and organization's system and data.

- Design disaster recovery strategies for the enterprise.
- Design and implement computer forensics strategies.
- Assess network vulnerabilities.
- Recognize and respond to security threats.
- Design and develop security audits for an organization.
- Understand the ethical issues related to network security.
- Design and implement wireless networks.
- Work with VPNs and firewalls.
- Protect Internet connections and intranets as well as critical data from attacks.
- Learn how to carry out and implement secure communications across unsecured networks.

In addition to many of the Computer Information Technology competencies, a graduate with a Certificate in Network Administration 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.
- Complete 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 this certificate, the student will learn the fundamental components and terminology of personal computer hardware and software basic concepts. This certificate is designed for beginning computer users to develop computer literacy skills.

Upon completion of the Computer Literacy Certificate, the student will be able to:

- Use the Windows operating system to manage files and folders, including creating, renaming, copying, deleting, and moving.
- Demonstrate proficiency within the Blackboard environment.
- Navigate and explore the Internet and the World Wide Web utilizing Microsoft Internet Explorer.
- Utilize the Internet as an effective research tool.
- Describe the basic elements and terminology of the Windows operating system.
- Create and edit Word documents including a research paper, a resume, and a business letter.
- Create and format an Excel worksheet with embedded charts, formulas, and functions.
- Perform a What-if Analysis in Excel.
- Create and use an Access database including tables, queries, and reports.
- Create a slide show in PowerPoint.
- Integrate Office 2003 Applications and the WWW.

Specific Program Admissions Information

Listed below are additional requirements for admission to the Computer Information Technology and Certificate programs.

Network Administrator Track

- MATH 102 – Beginning Algebra I
- OADM 131 – Keyboarding I
- Placement into ENGL101 – English Composition

Software Developer Track

- MATH 104 Intermediate Algebra
- Placement into ENGL101 or 111

Web Developer Track

- Placement into ENGL101 English Composition
- MATH 102 Beginning Algebra I
- OADM 131 Keyboarding I

Database Specialist Certificate

- Complete MATH 102 and faculty advisor approval

Information Security Certificate

- CIT 151 Networking 1

Network Administrator Certificate

- Complete CIT 151 Networking 1

Software Developer Certificate

- MATH 104 Intermediate Algebra
- Work experience approved by the Department Chair

Computer Information Technology Associate Degree, Network Administrator Track

COURSE	CR
Quarter 1	
CIT 101	PC Applications3
CIT 103	Computer Concepts and Logic.....3
CIT 121	PC Operating Systems3
CIT 151	Networking 13
ENGL 101	Beginning Composition3
BMGT 257	Project Management3
TOTAL CREDIT HOURS18
Quarter 2	
CIT 102C	PC Applications 2 Module 3 (Access).....1
CIT 123	Workstation Installation and Configuration3
CIT 251	Networking 23
MATH 104	Intermediate Algebra5
MKTG 226	Customer Services Principles and Practices4
ENGL 102	Essay and Research3
TOTAL CREDIT HOURS19
Quarter 3	
CIT 175	Systems Analysis 14
CIT 233	Expert Access.....3
CIT 250	Network Comm. Systems3
CIT 252	Enterprise Networking.....4
ACCT 269	Foundations of Accounting.....5
TOTAL CREDIT HOURS19
Quarter 4	
CIT 171	Database Administration/SQL4
CIT 253	TCP/IP.....3
CIT 255	Server Admin I.....4
IMMT 214	Web Database Development3
LAW 215	Introduction to Cyberlaw3
TOTAL CREDIT HOURS17
Quarter 5	
CIT 163	Visual Basic 14
CIT 257	Network Security3
CIT 271	Data Mining and Data Warehousing4
HUM XXX	Humanities 111, 112, 113, 151, 152, or 2245
ENGL 204	Technical Writing.....3
TOTAL CREDIT HOURS19

Quarter 6	
CIT 258	Wireless Networking.....3
CIT 282	Capstone for Web Dev., Net Admin., and User Support5
SSCIXXX	SSCI 100, 101, 102, 104, or 1055
COMM105	Speech <i>or</i>
COMM 110	Conference and Group Discussion.....3
TOTAL CREDIT HOURS	16
TOTAL DEGREE CREDIT HOURS	108

Computer Information Technology Associate Degree, Software Developer Track

COURSE	CR
Quarter 1	
CIT 101	PC Applications3
CIT 103	Computer Concepts and Logic3
MATH 104	Intermediate Algebra.....5
ACCT 269	Foundations of Accounting.....5
ENGL 101	Beginning Composition3
TOTAL CREDIT HOURS	19

Quarter 2	
CIT 121	PC Operating Systems3
CIT 163	Visual Basic 14
CIT 175	Systems Analysis 14
ENGL 102	Essay and Research3
BMGT 111	Management.....5
TOTAL CREDIT HOURS	19

Quarter 3	
CIT 137	Advanced Information Presentation3
CIT 151	Networking 13
CIT 263	Visual Basic 24
CIT 275	Systems Analysis 24
MKTG 226	Customer Services Principles and Practices4
TOTAL CREDIT HOURS	18

Quarter 4	
CIT 179	C# Programming 1.....4
CIT 169	Java Programming 13
CIT 173	Database Programming.....3
CIT 264	Visual Basic 34
COMM 105	Speech <i>or</i>
COMM 110	Conference and Group Discussion3
TOTAL CREDIT HOURS	17

Quarter 5	
CIT 279	C# Programming 24
CIT 269	Java Programming 23
CIT 273	Database Systems.....3
ENGL 200	Business Communications.....3
HUM XXX	HUM 111, 112, 113, 151, 152, or 2245
TOTAL CREDIT HOURS	18

Quarter 6	
CIT 280	ACP Examination1
CIT 281	Capstone for Software Developer5
CIT 200	Certification Review1
IMMT 122	Digital Media Preparation.....3
SSCI XXX	SSCI 100, 101, 102, 104, 1055
TOTAL CREDIT HOURS	15
TOTAL DEGREE CREDIT HOURS	106

Computer Information Technology Associate Degree, Web Developer Track

COURSE	CR
Quarter 1	
CIT 101	PC Applications3
CIT 103	Computer Concepts and Logic.....3
MATH 104	Intermediate Algebra.....5
SSCI XXX	Social Sciences 100, 101, 102, 104, 105.....5
ENGL 101	Beginning Composition3
TOTAL CREDIT HOURS	19

Quarter 2	
CIT 121	PC Operating Systems3
CIT 102	PC Applications 23
CIT 139	Web Essentials3
CIT 175	Systems Analysis 14
ENGL 102	Essay and Research3
TOTAL CREDIT HOURS	16

Quarter 3	
CIT 137	Advanced Information Presentation3
CIT 163	Visual Basic 14
CIT 233	Expert Access.....3
ENGL 207	Writing for the Web3
IMMT 216	Media Graphics and Optimization4
TOTAL CREDIT HOURS	17

Quarter 4	
CIT 145	HTML3
CIT 151	Networking 13
CIT 169	Java Programming 13
MKTG 111	Marketing Principles.....5
ACCT 269	Foundations of Accounting.....5
TOTAL CREDIT HOURS	19

Quarter 5	
CIT 147	Scripting Languages.....3
CIT 171	Database Administration/SQL4
CIT 269	Java Programming 23
ENGL 204	Technical Writing.....3
MKTG 226	Customer Service Principles & Practices4
IMMT 262	Web Publishing Site Design.....4
TOTAL CREDIT HOURS	21

Quarter 6	
CIT 200	Certification Review1
CIT 270	Advanced Web Programming4
CIT 282	Capstone for Web Dev., Net Admin., and User Support.....5
HUM XXX	HUM 111, 112, 113, 151, 152 or 2245
COMM105	Speech <i>or</i>
COMM110	Conference and Group Discussion.....3
TOTAL CREDIT HOURS	18
TOTAL DEGREE CREDIT HOURS	110

Computer Information Technology Associate Degree, MIS/Project Management Track

COURSE	CR
Quarter 1	
CIT 101	PC Applications3
CIT 103	Computer Concepts and Logic3
MATH 104	Intermediate Algebra.....5
ACCT269	Foundations of Accounting.....5
ENGL 101	Beginning Composition3
TOTAL CREDIT HOURS	19

Quarter 2	
CIT 121	PC Operating Systems3
CIT 163	Visual Basic 14
CIT 110	Unified Modeling Language3
ENGL 102	Essay and Research3
BMGT 257	Project Management3
IMMT 122	Digital Media Preparation.....3
TOTAL CREDIT HOURS	19

Quarter 3	
CIT 175	Systems Analysis 14
CIT 151	Networking 13
CIT 263	Visual Basic 24
BMGT 111	Management5
MKTG 226	Customer Service Principles.....4
TOTAL CREDIT HOURS	20

Quarter 4		
CIT 275	Systems Analysis II	4
CIT 173	Database Programming.....	3
CIT 264	Visual Basic 3	4
CIT 130	MIS II: Project Management Fundamentals	3
COMM 105	Speech (or)	
COMM 110	Conference and Group Discussion	3
TOTAL CREDIT HOURS		17

Quarter 5		
CIT 230	MIS III: Project Management Case Studies	3
CIT 251	Networking II.....	3
CIT 273	Database Systems.....	3
ENGL 200	Business Communications	3
HUM XXX	HUM 111, 112, 113, 151, 152, or 224	5
TOTAL CREDIT HOURS		17

Quarter 6		
CIT 137	Advanced Information Presentation	3
CIT 281	Final Project	5
SSCI XXX	SSCI 101, 102, 103, 104,	5
CIT 200	Certification Review	1
CIT 283	MIS Internship	3
TOTAL CREDIT HOURS		17
TOTAL DEGREE CREDIT HOURS		109

Vocational Education Transfer Option with The Ohio State University College of Education

The Computer Information Technology, Web Developer program at Columbus State has completed an articulation agreement with the Technical Education and Training Program of the Ohio State University College of Education. This agreement allows Computer Information Technology, Web Developer students to complete their associate degree at Columbus State, transfer their credits to Ohio State, and complete a baccalaureate degree in Technical Education and Training. Students completing the Ohio State program may be eligible for certification by the Ohio Department of Education to teach in related high school career and technical education programs throughout the State of Ohio. Interested students should contact their Columbus State department chairperson for curriculum requirements and additional details. Please note that course requirements for this transfer option may differ from the standard plan of study published in the catalog.

Computer Literacy Certificate

COURSE			CR
Quarter 1			
CIT 095	Computer File Management	1	
CIT 100	Computer Literacy	1	
Quarter 2			
CIT 094	Web Learning Tools	1	
Quarter 3			
CIT 101	PC Applications	3	
TOTAL CERTIFICATE CREDIT HOURS			6

Database Specialist Certificate

COURSE			CR
Quarter 1			
CIT 233	Expert Access	3	
CIT 175	Systems Analysis 1	4	
TOTAL CREDIT HOURS			7
Quarter 2			
CIT 171	Database Administration/SQL	4	
CIT 173	Database Programming	3	
TOTAL CREDIT HOURS			7

Quarter 3		
CIT 273	Database Systems.....	3
CIT 271	Data Mining and Data Warehousing	4
TOTAL CREDIT HOURS		7

Quarter 4		
CIT 163	Visual Basic 1	4
CIT 200	Certification Review	1
TOTAL CREDIT HOURS		5
TOTAL CERTIFICATE CREDIT HOURS		26

Information Security Certificate

COURSE			CR
Quarter 1			
CIT 257	Network Security	3	
CIT 258	Wireless Networking.....	3	
TOTAL CREDIT HOURS			6
Quarter 2			
CIT 259	Advanced Network Security	3	
CIT 260	Web Security.....	3	
TOTAL CREDIT HOURS			6

Quarter 3		
CIT 276	Information Security Audit	3
TOTAL CREDIT HOURS		3

Quarter 4		
CIT 277	Computer Forensics	3
TOTAL CREDIT HOURS		3

Quarter 5		
CIT 278	Business Continuity and Disaster Recovery	3
TOTAL CREDIT HOURS		3

Quarter 6		
CIT 200	Certification Review	1
TOTAL CREDIT HOURS		1
TOTAL CERTIFICATE CREDIT HOURS		22

Network Administrator Certificate

COURSE			CR
Quarter 1			
CIT 250	Network Communication Systems	3	
TOTAL CREDIT HOURS			3

Quarter 2		
CIT 251	Networking 2	3
CIT 253	TCP/IP.....	3
TOTAL CREDIT HOURS		6

Quarter 3		
CIT 252	Enterprise Networking	4
TOTAL CREDIT HOURS		4

Quarter 4		
CIT 255	Server Administration 1	4
TOTAL CREDIT HOURS		4

Quarter 5		
CIT 257	Network Security	3
CIT 258	Wireless Networking.....	3
CIT 200	Certification Test Review	1
TOTAL CREDIT HOURS		7
TOTAL CERTIFICATE CREDIT HOURS		24

Software Developer Certificate

COURSE		CR
Quarter 1		
CIT 145	HTML	3
CIT 179	C# Programming 1	4
CIT 163	Visual Basic 1	4
TOTAL CREDIT HOURS		11
Quarter 2		
CIT 169	JAVA Programming 1	3
CIT 279	C# Programming 2	4
CIT 263	Visual Basic 2	4
TOTAL CREDIT HOURS		11
Quarter 3		
CIT 269	Java Programming 2	3
CIT 264	Visual Basic 3	4
TOTAL CREDIT HOURS		7
Quarter 4		
CIT 173	Database Programming	3
CIT 270	Advanced Web Programming	4
TOTAL CREDIT HOURS		7
TOTAL CERTIFICATE CREDIT HOURS		36

CCNA Discovery Certificate

COURSE		CR
Quarter 1		
CIT 150	Networking for Home and Small Business	4
TOTAL CREDIT HOURS		4
Quarter 2		
CIT 152	Working at a Small-to-Medium Business	4
TOTAL CREDIT HOURS		4
Quarter 3		
CIT 154	Introducing Routing and Switching in the Enterprise	4
TOTAL CREDIT HOURS		4
Quarter 4		
CIT 156	Designing and Supporting Communications Technology	4
TOTAL CREDIT HOURS		4
Quarter 5		
CIT 158	CISCO Certification Review	1
TOTAL CERTIFICATE CREDIT HOURS		17

Construction Management

Associate of Applied Science Degree

Field Supervision Certificate

Estimating/Bidding Certificate

Construction Project Management Assistant Certificate

Residential Construction Management Certificate

2+2 and formal articulation agreements are in place for many Ohio and U.S. colleges and universities. Contact program advisor for details.

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 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.
- Develop conceptual programs and detail in order to calculate quantities of material, labor, and equipment needed for a project.
- Analyze financial data relative to cost budget data of construction work in the field and office.
- Apply data analysis to identify construction problems, specify goals, and execute projects including understanding risk management and safety loss prevention.
- Utilize the critical path and Gantt bar chart methods to organize, track and update construction projects as necessary.
- Identify, understand and apply the elements in construction employee relations and contract law.
- Utilize industry standard software for estimating, planning, scheduling and cost control.
- Understand the processes of construction disputes, claims and project documentation.
- Obtain working knowledge of safety, health and environmental issues.

Construction Management Associate Degree

COURSE	CR
Quarter 1	
ENGL 101	Beginning Composition3
CMGT 105	Construction Contract Documents3
CMGT 115	Building Construction Methods3
CMGT 121	Building Construction Drawings3
CIVL 120	Basic Construction Materials3
ENVR 101	Introduction to Environmental Science, Safety and Health...4
TOTAL CREDIT HOURS	19

Quarter 2	
ARCH 110	Construction Drafting: Manual I2
CIT 101	PC Applications 13
CMGT 106	Supervision of Field Operations3
CIVL 123	Heavy Construction Drawings3
CMGT 131	Construction Quantity Survey3
ENGL 102	Essay and Research3
TOTAL CREDIT HOURS	17

Quarter 3	
CIVL 125	Heavy Construction Methods3
CMGT 221	Managing a Construction Company3
CMGT 135	Safety and Loss Prevention3
CMGT 141	Building Estimating3
MATH 147*	Trigonometry Module1
ENVR 265	OSHA 30-Hr. Construction Safety and Health4
ARCH 112	Construction Drafting: CAD I2
TOTAL CREDIT HOURS	19

Quarter 4	
CMGT 241	Planning and Scheduling3
CIVL243	Heavy Construction Estimating3
MATH 135	Elementary Statistics5
SURV 141	Basic Surveying4
XXXX XXX	Technical Elective3
TOTAL CREDIT HOURS	18

Quarter 5	
COMM 105	Speech or COMM 1103
CMGT 251	Construction Cost Controls3
CMGT 252	Construction Law3
HUM XXX	Humanities 111, 112, 113, 151, 152 or 2245
ECON 200	Principles of Microeconomics5
TOTAL CREDIT HOURS	19

Quarter 6	
CMGT 261	Project Management3
CMGT XXX	CMGT 231 or 2813
ENGL 200	Business Communications3
SSCI XXX	Social Science 100, 101, 102, 104 or 1055
XXX XXX	Tech Elective3
TOTAL CREDIT HOURS	17
TOTAL DEGREE CREDIT HOURS	109

Technical Electives must be selected from the following list of courses:

CIVL 121	Heavy Construction Materials3
CMGT 231	Computer Estimating3
CMGT 153	Residential Construction3
CMGT 291	Field Experience4
SURV 241	Route Surveying4
SURV 245	Survey Law3
CMGT 281	Computer Estimating Residential3
CMGT 282	Sustainable Construction3
ENVR 282	Sustainable Building Strategies3
ARCH 282	Sustainable Design Strategies3
ARCH 283	Sustainable Energy Performance3
ACCT 106	Financial Accounting5
BMGT 102	Managing Interpersonal Skills3
CMGT 299	Special Topics1 – 5
GIS 100	Acquiring GIS Data3

*Students planning to transfer to a related baccalaureate program at a four-year institution must take MATH 148.

Field Supervision Certificate

Quarter 1	
CMGT 105	Construction Contract Documents3
CMGT 115	Building Construction Methods3
CMGT 121	Building Construction Drawings3
MATH 135	Elementary Statistics5
MATH 147	Trigonometry Module1
CIT 101	PC Applications 13
TOTAL CREDIT HOURS	18

Quarter 2	
CMGT 106	Supervision of Field Operations3
CIVL 123	Heavy Construction Drawings3
CIVL 125	Heavy Construction Methods3
CMGT 131	Construction Quantity Survey3
ENGL 111	English Composition5
ENVR 160	OSHA 10-Hr Construction Safety and Health1
TOTAL CREDIT HOURS	18

Quarter 3	
CMGT 135	Safety and Loss Prevention3
CMGT 241	Planning and Scheduling3
CMGT 252	Construction Law3
ENGL 200	Business Communications3
SURV 141	Basic Surveying4
TOTAL CREDIT HOURS	16
TOTAL CERTIFICATE CREDIT HOURS	52

Estimating/Bidding Certificate

Quarter 1	
CMGT 105	Construction Contract Documents3
CMGT 115	Building Construction Methods3
CMGT 121	Building Construction Drawings3
MATH 135	Elementary Statistics5
MATH 147	Trigonometry Module1
CIT 101	PC Application 13
TOTAL CREDIT HOURS	18

Quarter 2	
CIVL 123	Heavy Construction Drawings3
CIVL 125	Heavy Construction Methods3
CMGT 131	Construction Quantity Survey3
CMGT 153	Residential Construction3
ENGL 111	English Composition5
ENVR 160	OSHA 10-Hr Construction Safety and Health1
TOTAL CREDIT HOURS	18

Quarter 3	
CMGT 141	Building Estimating3
CMGT 231	Computer Estimating Buildings3
CMGT 281	Computer Estimating Residential3
CIVL 243	Heavy Construction Estimating3
ENGL 200	Business Communications3
TOTAL CREDIT HOURS	15
TOTAL CERTIFICATE CREDIT HOURS	51

Construction Project Management Assistant Certificate

This certificate program is designed for office and administrative assistants and office managers in the construction and related industries. Available in traditional or distance learning (DL).

Quarter 1

CMGT 121	Building Construction Drawings	3
BOA 111	Bookkeeping Basics	4
BMGT 105	Time Management	1
TOTAL CREDIT HOURS		8

Quarter 2

CMGT 105	Construction Contract Documents	3
ACCT 107	Managerial Accounting	5
TOTAL CREDIT HOURS		8

Quarter 3

BMGT 111	Management	5
CMGT 115	Building Construction Methods	3
TOTAL CREDIT HOURS		8

Quarter 4

BMGT 201	Creative Problem Solving Applications in the Workplace	3
BMGT 257	Project Management Principles	3
TOTAL CREDIT HOURS		6
TOTAL CERTIFICATE CREDIT HOURS		30

Residential Construction Management Certificate

Quarter 1

CMGT 105	Construction Contract Documents	3
CMGT 121	Building Construction Drawings	3
CMGT 153	Residential Construction	3
MATH 135	Elementary Statistics	5
MATH 147	Trigonometry Module	1
CIT 101	PC Applications 1	3
TOTAL CREDIT HOURS		18

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
ENVR 160	OSHA 10-Hr Construction Safety and Health	1
TOTAL CREDIT HOURS		15

Quarter 3

CMGT 135	Safety and Loss Prevention	3
CMGT 241	Planning and Scheduling	3
CMGT 252	Construction Law	3
ENGL 200	Business Communications	3
SURV 141	Basic Surveying	4
TOTAL CREDIT HOURS		16
TOTAL CERTIFICATE CREDIT HOURS		49

Vocational Education Transfer Option with Ohio State University College of Education

The Construction Management Program at Columbus State has completed an articulation agreement with the Technical Education and Training Program of the Ohio State University College of Education. This agreement allows Construction Management students to complete their associate degree at Columbus State, transfer their credits to Ohio State, and complete a baccalaureate degree in Technical Education and Training. Students completing the Ohio State program may be eligible for certification by the Ohio Department of Education to teach in related high school career and technical education programs throughout the State of Ohio.

2 + 2 Program: A.A.S. in Construction Management to a B.S. in Construction Systems Management from The Ohio State University

2 + 2 Program: A.A.S. in Construction Management to a B.S. in Applied Management from Franklin University

2 + 2 program: A.A.S. in Construction Management to a B.S. in Construction Management from Northern Kentucky University

Additional formal transfer agreement options:

Baccalaureate degree in Business Management from Capital University, Otterbein University, Mount Union College, Mount Vernon Nazarene, Franklin University, Ohio Wesleyan University

Baccalaureate degree in Construction Management from Bowling Green State University and more than 90 other colleges and universities around North America

Baccalaureate degree in Construction Engineering from University of Cincinnati and other colleges and universities around North America

Interested students should contact the Columbus State department chairperson for curriculum requirements and additional details. Please note that course requirements for this option may differ from the standard plan of study published in the catalog.

Dental Hygiene

The Dental Hygiene program at Columbus State Community College is designed to prepare graduates for successful entry into the oral health profession. The dental hygienist is a member of the dental health team and provides a variety of quality oral hygiene services including health education, prevention, and treatment of oral disease to a wide variety of patients. The Columbus State dental hygiene program emphasizes the didactic and clinical skills required to meet ever-changing oral health care needs. Admission to the program is both limited and selective. Graduates of the program will be eligible to sit for the state, regional, and national examinations for licensure. The Ohio State Dental Board requires a full FBI background check for initial application for licensure.

This program is fully accredited by the American Dental Association's Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Upon completion of the Associate of Applied Science Degree in Dental Hygiene, the graduate will:

- Possess the skills and knowledge to manage the ethical and professional issues of dental hygiene practice.
- Be able to acquire and analyze information in a scientific and effective manner using critical thinking skills.
- Be able to demonstrate written comprehension, critical thinking, and skills for the application of assessment, dental hygiene diagnosis, planning, implementation, and evaluation related to the provision of optimal preventive, therapeutic, and educational dental hygiene services to individuals of diverse populations.
- Be able to demonstrate knowledge of safe and effective patient care by adherence to proper infection control, HIPAA requirements, and emergency protocol during the provision of client care.
- Be able to initiate and assume responsibility for general health promotion and oral disease prevention through participation in community activities using appropriate interpersonal communication and educational strategies.
- Be able to apply self-assessment skills in preparation for life-long learning.

Specific Program Admissions Information

Listed below are additional requirements for admission to the Dental Hygiene program. The application deadline is March 30, yearly. The last mandatory information session is held before February 15 of each year. Students are advised to attend an information session before February 15. Applications to the Dental Hygiene program are provided at the information session.

Students may obtain additional information by visiting the Dental Hygiene website at www.csc.edu/DentalHygiene or by contacting Leslie Washington at (614) 287-3655 or at lwashi01@csc.edu.

Admissions Requirements

- Attend one mandatory Dental Hygiene Information Session within 12 months before applying to the program to obtain current admission information and application.
- Achievement of a minimum overall GPA of 2.95 on a 4-point scale based upon the completion of courses at the college most recently attended or Columbus State Community College.
- Students must complete all General Education (G) and Basic-related (B) courses with a grade of "C" or better.
- Placement into MATH 148 or completion of MATH 104
- Placement into ENGL 101 or completion of ENGL 100 or ESL 100
- Placement into "No Reading Required" or completion of DEV 044
- BIO 261 Human Anatomy with grade "C" or better
- BIO 262 Human Physiology with grade "C" or better
- Mandatory observation (20 hours) of a dental hygienist working in a dental office, clinic, or other dental hygiene setting. Further specific information is given during the information sessions.
- Students applying to the Dental Hygiene program must submit official high school and college transcripts to Columbus State Community College, Records and Registration Office, by January 20 of the year of application so that transcripts may be evaluated and posted.
- International students or students who have international transcripts must submit official transcripts to an official transcript evaluation agency by November 30. Further information is given during the information session. Records and Registration may have further requirements for international students, thus international students should contact them before November 30.
- Completion of the Nurse Entrance Test (NET) is required for admission to Dental Hygiene. Further specific information is given during the information session.
- ALL admission criteria MUST be met by March 30 of the application year.

Statement Regarding Infectious Diseases

Students in any of the Health, Dental, and Veterinary 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 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, herpes, tuberculosis, measles, mumps, rubella, etc.

All students are required to have appropriate immunizations after being 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. Students are required to maintain personal health insurance.

Dental Hygiene Program

COURSE	CR
Quarter 1	
PSY 135 Psychology of Adjustment	3
CHEM 113 Elements of Organic and Biochemistry	5
DHY 101 Preventive Concepts I	1
DHY 110 Introduction to Dental Hygiene	4
DHY 140 Head and Neck Anatomy and Tooth Morphology	3
DHY 145 Head and Neck Anatomy and Tooth Morphology Lab	1
DHY 250 Oral Histology	1
TOTAL CREDIT HOURS	18
Quarter 2	
BIO 263 Human Pathophysiology	5
DHY 102 Preventive Concepts II	1
DHY 120 Pre-Clinic	4
DHY 130 Dental Radiography	3
DHY 135 Dental Radiography Lab	1
DHY 260 Periodontology	3
TOTAL CREDIT HOURS	17
Quarter 3	
ENGL 101 Beginning Composition	3
BIO 215 Microbiology	5
DHY 103 Techniques I	1.5
DHY 121 Clinic I	4
DHY 214 Treatment Planning	0.5
DHY 282 Biostatistics and Research for Dental Hygiene	1
DHY 283 Community Dental Health I	1
TOTAL CREDIT HOURS	16
Quarter 4	
ENGL 102 Essay and Research	3
HOSP 153 Nutrition	5
DHY 204 Techniques II	1.5
DHY 220 Clinic II	4
DHY 240 Dental Materials	1
DHY 245 Dental Materials Lab	1
DHY 251 Oral Pathology	3
TOTAL CREDIT HOURS	18.5
Quarter 5	
HUM XXX Humanities 111,112,113, 151,152, or 224	5
DHY 205 Techniques III	2
DHY 221 Clinic III	4
DHY 270 Pharmacology	2
DHY 290 Pain Control Management	1.5
DHY 295 Pain Control Management Lab	1
TOTAL CREDIT HOURS	15.5
Quarter 6	
COMM 105 Speech	3
ENGL 200 Business Communications	3
DHY 206 Techniques IV	1
DHY 222 Clinic IV	4
DHY 275 Dental Hygiene in Review Lab	0.5
DHY 284 Community Dental Health II	2
TOTAL CREDIT HOURS	13.5
Quarter 7	
SSCI XXX Social Science 100, 101, 102, 104, 105	5
DHY 207 Techniques V	1
DHY 215 Case Studies	0.5
DHY 223 Clinic V	4
DHY 285 Community Dental Health III	1
TOTAL CREDIT HOURS	11.5
TOTAL DEGREE CREDIT HOURS	110

Dental Laboratory Technology

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 program 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 Autumn 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 Technology/Small Business Management A.T.S. program will be able to:

- Identify the fundamentals in planning and executing the start up of a new small business.
- 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 A.T.S. programs:

- High school graduate or GED equivalency
- Contact with Dental Laboratory Technology personnel for an information packet or to schedule an interview. Call Cathi Brownfield, (614) 287-2547, or Leslie Washington, (614) 287-3655, or e-mail them at cbrownfi@cscc.edu or lwashi01@cscc.edu.

Dental Laboratory Technology/Small Business Management (Associate of Technical Studies)

COURSE	CR
Quarter 1	
DENT 101 Materials I	3
DENT 111 Anatomy	3
DENT 121 Complete Dentures I	3
DENT 132 Occlusion	3
TOTAL CREDIT HOURS	12
Quarter 2	
ENGL 101 Beginning Composition	3
DENT 142 Removable Partial Dentures I	3
DENT 153 Fixed Partial Dentures I	3
DENT 275 Ceramics I	4
TOTAL CREDIT HOURS	13
Quarter 3	
ENGL 102 Essay and Research.....	3
DENT 285 Orthodontics	2
DENT 296 Applied Lab I	3
DENT 123 Complete Dentures III or	3
DENT 244 Removable Partial Dentures III or	3
DENT 256 Fixed Partial Dentures IV or	3
DENT 276 Ceramics II	3
TOTAL CREDIT HOURS	11
Quarter 4	
DENT 297 Applied Lab II	7
ENGL 200 Business Communication.....	3
SSCI XXX Social Science 100,101, 102, 104 or 105	5
TOTAL CREDIT HOURS	15
Quarter 5	
COMM 105 Speech.....	3
HUM XXX Humanities, 111, 112, 113, 151, 152, or 224	5
MATH 101 Business Math.....	5
CIT 101 PC Applications II.....	3
TOTAL CREDIT HOURS	16
Quarter 6	
BMGT 101 Principles of Business	5
BMGT 231 Small Business Development	4
ACCT 106 Introduction to Accounting	5
CIT 102 PC Application II	3
TOTAL CREDIT HOURS	17

Quarter 7	
BMGT 232 Small Business Operations	4
BMGT 102 Managing Interpersonal Skills I.....	3
MKTG 111 Marketing Principles.....	5
TOTAL CREDIT HOURS	12
TOTAL CERTIFICATE CREDIT HOURS	96

Dental Laboratory Technology Certificate

COURSE	CR
Quarter 1	
DENT 101 Materials I	3
DENT 111 Anatomy	3
DENT 121 Complete Dentures I	3
DENT 132 Occlusion	3
TOTAL CREDIT HOURS	12
Quarter 2	
ENGL 101 Beginning Composition	3
DENT 142 Removable Partial Dentures I	3
DENT 153 Fixed Partial Dentures I	3
DENT 275 Ceramics I	4
TOTAL CREDIT HOURS	13
Quarter 3	
ENGL 102 Essay and Research.....	3
DENT 285 Orthodontics	2
DENT 296 Applied Lab I	3
DENT 123 Complete Dentures III or	3
DENT 244 Removable Partial Dentures III or	3
DENT 256 Fixed Partial Dentures IV or	3
DENT 276 Ceramics II	3
TOTAL CREDIT HOURS	11
Quarter 4	
DENT 297 Applied Lab II	7
TOTAL CREDIT HOURS	7
TOTAL CERTIFICATE CREDIT HOURS	43

All Dental Lab classes are held in the mornings from 8:00 a.m. until 1:00 p.m. New classes start each Autumn Quarter.

Digital Design and Graphics

(Formerly Graphic Communications)

Digital Design and Graphics Associate Degree

Desktop Publishing Certificate

Digital Design Certificate

Digital Media Certificate

Digital Design and Graphics incorporates all of the processes and industries that create, develop, produce or disseminate ideas, concepts, and information utilizing words or images. Digital Design and Graphics is the interaction of advertising, graphic design, publishing, package design, marketing, interactive media and photography.

This program will prepare the student for various positions in the expanding field of visual communications or for transfer to a four-year institution. Students will prepare a portfolio that will show the work they created in this program, develop a strong visual and verbal resume, and practice the skills needed to effectively present their portfolio to perspective employers.

Upon completion of the Associate Degree in Digital Design and Graphics the graduate will be able to:

- Understand the Digital Design and Graphics business and be able to interact with clients, marketing, copy writers, Web designers, photographers and printing companies.
- Be able to utilize the most widely used software programs in this business: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, QuarkXpress and be introduced to Fireworks and Dreamweaver.
- Understand the management of color for print media, photography, and interactive media.
- Understand digital photography and how it works with other creative areas.
- Understand how an advertising agency works on projects for clients.
- Work in a creative environment as an individual and as a team member.
- Effectively prepare and present a creative portfolio.
- Understand the importance of good verbal and written communications.

Certificates in Desktop Publishing and Digital 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 digital design and graphics.

The Digital Media Certificate is a multi-disciplinary certificate combining the fields of branding, design and graphics, digital audio/video production, e-Commerce, interactive media, photography, and marketing communications. This certificate prepares students for employment in the advertising industry.

Digital Design and Graphics Associate Degree

COURSE	CR
Quarter 1	
GRPH 110 Survey of Digital Design	5
GRPH 112 Introduction to Computer Design	5
GRPH 113 Fundamentals of Storyboarding	4
ENGL 101 Beginning Composition	3
TOTAL CREDIT HOURS	17

Quarter 2	
FOTO 114 Digital Photography	4
GRPH 122 Publishing with Quark Xpress and Adobe InDesign	5
GRPH 251 Photoshop and Design I	5
ENGL 102 Essay and Research	3
MATH 103 Beginning Algebra II	4
TOTAL CREDIT HOURS... ..	21

Quarter 3	
GRPH 131 Advertising and Design I	5
GRPH 115 Fundamentals of Illustration	4
GRPH 150 Packaging Design I	5
COMM 105 Speech	3
MKTG 102 Branding	3
TOTAL CREDIT HOURS	20

Quarter 4	
FOTO XXX Digital Photography Technical Elective	4
GRPH 255 Digital Painting	4
GRPH 292 Business of Design	4
IMMT 216 Media Graphics and Optimization	4
TOTAL CREDIT HOURS... ..	16

Quarter 5	
IMMT 262 Web Publishing: Site Design	4
BMGT 257 Project Management	3
ENGL 200 Business Communications	3
SSCI 100 Globalization and the Social Sciences	5
TOTAL CREDIT HOURS	15

Quarter 6	
GRPH 291 Portfolio Development	4
GRPH XXX Technical Elective	4
HUM XXX Humanities 111,112,113,151,152 or 224	5
GRPH 284 Ad Agency I	4
TOTAL CREDIT HOURS	17
TOTAL DEGREE CREDIT HOURS	106

Technical Electives must be selected from the following list of courses:

FOTO 111 Black and White Photography	4
GRPH 123 Electronic Publishing with InDesign	4
GRPH 242 Media Color Management	5
GRPH 243 Vector Illustration	5
GRPH 253 Package Prototyping (Form Z)	4
GRPH 260 Digital Design and Graphics Practicum	4
GRPH 261 Digital Design and Graphics Seminar	2
FOTO 150 Advanced Black and White Photography	4
FOTO 220 Studio Lighting	4
GRPH 273 Advertising Design II	5
FOTO 178 Photo Lab	1
FOTO 160 Color Photography	4
FOTO 214 Advanced Digital Photography	3
MKTG 223 Sales Principles	4
MKTG 226 Customer Services	4
IMMT 112 Fundamentals of Interactive Design	3
IMMT 250 File Transfer Using Adobe	2
GRPH 297/298/299 Special Topics in Digital Design and Graphics	1-3
IMMT 123 Video Basics	3

Students should request a program plan of study from their faculty advisor.

Desktop Publishing Certificate

COURSE	CR
Quarter 1	
GRPH 122 Publishing with Quark Xpress and Adobe InDesign	5
GRPH 112 Introduction to Computer Design	5
TOTAL CREDIT HOURS	10
Quarter 2	
GRPH 131 Advertising Design I	5
TOTAL CREDIT HOURS	5
Quarter 3	
GRPH 251 Photoshop and Design I	5
GRPH 282 Digital Publishing II	5
TOTAL CREDIT HOURS	10
CERTIFICATE TOTAL.....	25

Digital Design Certificate

COURSE	CR
Quarter 1	
GRPH 112 Introduction to Computer Design	5
GRPH 122 Publishing with Quark Xpress and Adobe InDesign	5
TOTAL CREDIT HOURS	10
Quarter 2	
GRPH 131 Advertising Design I	5
GRPH 251 Photoshop and Design I	5
TOTAL CREDIT HOURS	10
Quarter 3	
GRPH 273 Advertising Design II.....	5
TOTAL CREDIT HOURS	5
CERTIFICATE TOTAL:	25

Digital Media Certificate

COURSE	CR
Quarter 1	
GRPH 112 Introduction to Computer Design	5
IMMT 122 Fundamentals of Digital Media	4
IMMT 150 Basic Cinematography Editing	4
TOTAL CREDIT HOURS	13
Quarter 2	
IMMT 216 Media Graphics and Optimization	4
FOTO 114 Digital Photography	4
TOTAL CREDIT HOURS	8
Quarter 3	
GRPH 251 Photoshop and Design I	5
IMMT 262 Web Publishing: Site Design.....	4
IMMT 280 Adobe Flash: Basic Level	4
TOTAL CREDIT HOURS	13
CERTIFICATE TOTAL.....	34

Digital Photography (FOTO)

Digital Photography Associate Degree Photography Certificate

The Digital Photography Program has been created to satisfy the growing need for qualified digital photographers in the short and long term in Columbus and central Ohio. This program is designed to allow graduates to take full advantage of the benefits of a comprehensive college education while building a strong foundation in a broad range of courses spanning digital design, marketing, communications and Web design courses. This multi-disciplinary digital integration reflects the needs of the professional digital photography industry. This digital evolution has lowered the barriers to professional entry, forcing existing film photographers to switch to digital while allowing many new people in related fields to pursue the craft of digital photography.

Graduates of this program will be prepared for careers in a variety of digital photography, digital services and imaging-related fields, be able to pursue self-employment options or be prepared to continue their education at a four year institution. The majority of the digital photography curriculum will revolve around digital capture, digital workflow, and digital image management. Students will develop a balance of technical and aesthetic skills that relate to digital photography, equipment and related software that is complemented by coursework in digital design, Web site design, interactive video/audio, and marketing/branding on the Web.

Upon completion of the Associate Degree in Digital Photography the graduate will be able to:

- Demonstrate an understanding of the principles associated with the craft, scholarly theory, and profession of digital photography.
- Recognize, evaluate, combine and utilize all appropriate skills and techniques of digital photography in relation to digital capture, digital equipment imaging needs, and digital workflow management.
- Learn to balance complex technical and aesthetic concerns when fulfilling digital photography assignments from conception to completion.
- Develop strategic, business and implementation plans for digital photography projects including budgeting, software and hardware procurement and use, staffing, training, and legal issues.
- Describe how digital photography is utilized in local and regional career applications and processes.
- Demonstrate appropriate digital image-editing software and computer skills that directly support digital photography editing/enhancement and post-production workflow techniques.
- Demonstrate aesthetic and technical problem-solving skills to determine the best visual solutions for different assignments and situations.
- Think critically.
- Communicate effectively.
- Model professional and ethical behavior.
- Recognize the value of human diversity.
- Demonstrate self-management skills, life management skills, and interpersonal skills.

Students will need to own class-specific equipment to pursue this degree. For example, FOTO 111, 150 and 160 require a student-provided, film-based SLR camera. A Digital SLR (DSLR) with a minimum of 6 meg. capture will be needed to enter any 200 level course that is focused on digital capture. The school will provide medium and large format film cameras for in-class projects and use. Check with the photography advisor to discuss specific course needs and options.

The Photography Certificate is designed to prepare students for employment as photography assistants in the photography industry. This program focuses on the development of skills and competencies in the use of traditional and digital cameras, advanced black and white and color photography, and studio photography. A course on how to develop and manage a successful photography business is also included.

Digital Photography Associate Degree

(F)=Film-based course

COURSE	CR
Quarter 1	
FOTO 111 Black and White Photography (F)	4
FOTO 114 Digital Photography	4
GRPH 112 Introduction to Computer Design	5
ENGL 101 Beginning Composition	3
MATH 103 Algebra II	4
TOTAL CREDIT HOURS	20
Quarter 2	
FOTO 112 Photoshop for Photographers I	5
FOTO 115 Digital Photography and Design	3
FOTO 150 Advanced Black and White Photography (F)	4
ENGL 102 Essay and Research	3
GRPH 131 Advertising and Design I	5
TOTAL CREDIT HOURS	20
Quarter 3	
FOTO 160 Color Photography	3
FOTO 214 Advanced Digital Photography	5
IMMT 216 Media Graphics and Optimization	4
MKTG 102 Branding	3
FOTO XXX Specialization Track 1 or Technical Elective	3
TOTAL CREDIT HOURS	18
Quarter 4	
FOTO 220 Studio Lighting	4
FOTO 250 View Camera Photography (F)	4
IMMT 262 Web Publishing Site Design	4
ENGL 200 Business Communications	3
MKTG 285 Advertising and Promotion on the Web	1
COMM 105 Speech	3
TOTAL CREDIT HOURS	19
Quarter 5	
FOTO 260 Studio and Environmental Portraiture	4
FOTO 265 Photojournalism	3
SSCI 100 Globalization and the Social Sciences	5
FOTO XXX Specialization Track 2 or Technical Elective	3
TOTAL CREDIT HOURS	15
Quarter 6	
FOTO 290 Business of Photography	4
FOTO 292 Portfolio Development	3
FOTO XXX Specialization Track 3 or Technical Elective	3
HUM XXX Humanities 111,112,113,151,152 or 224	5
BMG 257 Project Management	3
TOTAL CREDIT HOURS	18
TOTAL DEGREE CREDIT HOURS	110

Technical Electives must be selected from the following list of courses:

FOTO 113	Photoshop for Photographers II	5
FOTO 117	Digital Panoramic Photography	3
FOTO 118	Real Estate Photography	3
FOTO 119	Digital Infrared Photography	3
FOTO 122	Landscape Photography	3
FOTO 125	Night Photography	3
FOTO 130	Macro and Close-Up Photography	3
FOTO 232	Industrial Photography	3
FOTO 266	Photojournalism II	3
FOTO 297	Field Studies in Digital Photography	1-5
FOTO 299	Special Topics in Photography	1-5

Students should request a program plan of study from their faculty advisor.

Photography Certificate

COURSE	CR
Quarter 1	
FOTO 111 Black and White Photography	4
FOTO 112 Photoshop for Photographers	5
FOTO 114 Digital Photography	4
TOTAL CREDIT HOURS	13
Quarter 2	
FOTO 150 Advanced Black and White Photography	4
FOTO 160 Color Photography	3
FOTO 214 Advanced Digital Photography	5
TOTAL CREDIT HOURS	12
Quarter 3	
FOTO 220 Studio Lighting	4
FOTO 265 Photojournalism	3
FOTO 290 Business of Photography	4
TOTAL CREDIT HOURS	11
CERTIFICATE TOTAL	36

Early Childhood Development

Early Childhood Development Associate Degree Preschool Education Certificate Child Development Associate (CDA) Credential Preparation

Family needs and increased focus on appropriate early education for all young children continues to drive the demand for qualified professionals in early childhood education. Early childhood educators are responsible for planning daily routines and curriculum, utilizing community resources to enrich programs and support the needs of children and their families. The ECD graduate is employed as a pre-kindergarten teacher, Head Start teacher, 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 to offer 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 for 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 eight.
- 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.
- Demonstrate knowledge of content areas and familiarity with Ohio Department of Education pre-kindergarten standards and K-3 benchmarks.
- Reflect and evaluate one’s professional, interdisciplinary role as teacher, team member, lifelong 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 GED equivalency
- Placement out of or completion of DEV 044
- Placement into ENGL 101 Beginning Composition
- Completion of the following six courses with a grade of “C” or above:
 - ECD 101 Introduction to Early Childhood Development
 - ECD 105 Self Concept
 - ECD 106 Observing and Recording
 - ECD 107 Curriculum Planning
 - ECD 108 Creative Curriculum
 - PSY 261 Introduction to Child Development

Early Childhood Development Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
PSY 100 Introduction to Psychology	5
ECD 101 Introduction to ECD.....	1
ECD 105 Emotional Development	3
ECD 106 Observing and Recording	1
ECD 107 Curriculum Planning	3
TOTAL CREDIT HOURS	16

Quarter 2	
ENGL 102 Essay and Research	3
PSY 261 Child Development	5
ECD 108 Creative Curriculum.....	3
ECD 109 Language Experiences in Early Childhood Programs	3
ECD 201 Health and Safety <i>or</i>	3
ECD 200 First Aid and	1
ECD 202 Communicable Disease and	1
ECD 204 Child Abuse and Neglect	1
TOTAL CREDIT HOURS	17

Quarter 3	
MATH 101 Business Mathematics	5
ENG 200 Business Communication.....	3
ECD 110 Infant and Toddler Curriculum	3
ECD 112 Physical Development Curriculum	3
ECD 181 Infant and Toddler Seminar	1
ECD 191 Infant and Toddler Practicum	1
TOTAL CREDIT HOURS	16

Quarter 4	
COMM 105 Speech	3
ECD 114 Cognitive Curriculum	3
ECD 182 Preschoolers Seminar.....	1
ECD 192 Preschoolers Practicum.....	1
ECD 120 Interpersonal Communications in Human Services	3
SSCI101 Cultural Diversity.....	5
TOTAL CREDIT HOURS	16

Quarter 5	
SOC 101 Introduction to Sociology	5
ECD 205 Family Dynamics	5
ECD 206 Social Development Curriculum	3
ECD 210 Administration and Staff Dynamics.....	3
ECD 183* Three to Five Seminar.....	1
ECD 193* Three to Five Practicum.....	1
*To be taken concurrently	
TOTAL CREDIT HOURS	16

Quarter 6	
HUM XXX	Humanities 111, 112, 113, 151, 152 or 2245
ECD 207	Guidance and Discipline.....5
ECD 208	Young Children with Special Needs3
ECD 212	Family Ecology.....3
ECD 284	Special Needs Seminar1
ECD 294	Special Needs Practicum1
TOTAL CREDIT HOURS16

Quarter 7	
NSCI 101	Natural Science5
ECD 285	Pre-Kindergarten Seminar <i>and</i>1
ECD 295	Pre-Kindergarten Practicum <i>or</i>1
ECD 286	Administration Seminar <i>and</i>1
ECD 296	Administration Practicum <i>or</i>1
ECD 287*	Student Teaching Seminar <i>and</i>2
ECD 297*	Student Teaching Practicum.....3
*The Student Teaching option is required for transfer to Otterbein College or Capital University.	
TOTAL CREDIT HOURS 7-10
TOTAL DEGREE CREDIT HOURS 104-107

***Technical Electives**

ECD 101	Introduction to Child Development Associate.....1
ECD 115	School Age Child Care.....3
ECD 151	ECD Media Resource I1
ECD 152	ECD Media Resource II1
ECD 190	Activity Plan Seminar1
ECD 221-230	Contemporary Issues in Early Childhood 1-3
ECD 231*	Phonics and the Structure of Language5
*ECD 231 is for ECD majors who plan to attend Otterbein College.	

Preschool Education Certificate

COURSE	CR
Quarter 1	
ECD 101	Introduction to Early Childhood Development.....1
ECD 105	Emotional Development3
ECD 106	Observing and Recording1
ECD 107	Curriculum Planning3
ECD 108	Creative Curriculum.....3
PSY 261	Child Development5

Based on personal interests and goals, student adds one of the following:

ECD 109	Language Experiences in Early Childhood Programs <i>or</i>3
ECD 114	Cognitive Curriculum3
TOTAL CREDIT HOURS19
TOTAL CERTIFICATE CREDIT HOURS19

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.

Child Development Associate CDA/ Credentialing Preparation

COURSE	CR
Quarter 1	
ECD 101	Introduction to Early Childhood Development.....1
ECD 102	Introduction to CDA1
ECD 105	Emotional Development3
ECD 106	Observing and Recording1
ECD 107	Curriculum Planning3
ECD 108	Creative Curriculum.....3
ECD 104	CDA Competencies.....1
TOTAL CREDIT HOURS13
TOTAL CERTIFICATE CREDIT HOURS13

Electro-Mechanical Engineering Technology Associate Degree

The Electro-Mechanical program is a marriage of Columbus State's Mechanical Engineering Technology and Electronics Engineering Technology programs. The skills Electro-Mechanical Technicians possess are used in virtually every industry—from manufacturing, to environmental control, to food and pharmaceutical production, to power plants. Electro-Mechanical Technicians are immediately able to contribute to the companies that hire them.

Electro-Mechanical Technicians are in great demand. Any industry that uses electrical components and/or has any level of automation and process control needs and will always need EMEC technicians. Electro-Mechanical Engineering Technicians perform both preventive and corrective maintenance on electro-mechanical systems as well as aiding in the design of such systems. The most rewarding part of this field is the variety and creativity it affords. EMEC technicians use their knowledge and skills to solve problems and come up with creative solutions daily.

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
Quarter 1	
MATH 111	Technical Mathematics I4
EET 105	Basic Electronic Systems.....5
MECH 112	Computer Applications in Manufacturing3
ENGT 100	Introduction to Engineering Technology4
TOTAL CREDIT HOURS 16
Quarter 2	
ENGL 101	Beginning Composition3
MATH 112	Technical Math II4
EET 115	Basic Digital Systems5
PHYS 117	College Physics (Mechanics and Heat).....5
TOTAL CREDIT HOURS 17
Quarter 3	
ENGL 102	Essay and Research3
MECH 145	2D CAD4
EET 125	Electronic Switching Systems.....5
MECH 115	Engineering Graphics.....4
TOTAL CREDIT HOURS 16
Quarter 4	
EET 255	Instrumentation and Controls.....3
PHYS 118	College Physics (Electricity, Magnetism and Light)5
MECH 243	Robotics4
EMEC 250	Motors and Controls4
HUM XXX	Humanities 111,112,113,151, 152 or 2245
TOTAL CREDIT HOURS 21
Quarter 5	
COMM 105	Speech <i>or</i>3
COMM 110	Conference and Group Discussion.....3
ENGL 204	Technical Writing3

EMEC 251	Controls and Control Logic	4
MECH 270	Engineering Statistics.....	4
QUAL 240	Total Quality Management	3
TOTAL CREDIT HOURS	17

Quarter 6

SSCI XXX	Social Sciences 100, 101, 102, 104, or 105	5
MECH 240	Machine Tools	4
EMEC 260	PLC Programming	4
MECH 260	Basic Mechanisms	4
TOTAL CREDIT HOURS	17
TOTAL DEGREE CREDIT HOURS	104

Electronic Engineering Technology

Electronic Engineering Technology Associate Degree

Computer Electronics Major Technology Systems Technician (TST)

Columbus State’s six-quarter associate degree program in Electronic Engineering Technology prepares students to read and interpret complex instructions, engineering drawings, reports, technical literature, and to solve a variety of problems. Students will learn to use the language of electronics to communicate clearly with engineers, scientists, and skilled trade workers. Coursework includes basic electronic systems, digital systems, electronic switching systems and microprocessors, each with corresponding labs. Students may also qualify for work-study cooperative experiences with local industry.

Electronic Engineering Technologists are in demand in a variety of fields ranging from biomedicine to manufacturing. They also are involved in an impressive array of activities—from computer repair to telecommunications, from fiber optics to robotics. Graduates receive more than just a good paying job, they have the satisfaction of knowing the work they do provides a product or service which improves the quality of life of those who use it.

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.

Electronic Engineering Technology shares related coursework

with the Electro-Mechanical Engineering and Quality Assurance Technologies. For additional information, refer to those sections of the Catalog.

Computer Electronics Major

Students interested in combining Electronics with Computer Technology Systems should consider the Computer Electronics Major, Technology Systems Technician (TST) track. This program prepares the student to enter career fields related to Computer Technology Systems and Support.

Career fields associated with the TST track are:

- Information Technology Technician
- Field PC Technician
- Computer Technician
- Information Technology Administrator
- Help Desk Technician
- Remote Support Technician
- Service Desk Technician
- Call Center Technician
- Depot Technician
- Bench Technician

The TST track focus includes:

- Preparing the student for the CompTIA A+ Certification Exam
- Preparing the student for the CISCO CCNA Certification Exam
- Demonstrating and applying effective tools and strategies for supporting and troubleshooting hardware and software
- Analyzing strategies for troubleshooting and debugging Networks and Network Devices
- Developing expertise in supporting both proprietary and Open Source software and operating systems.
- Applying effective interpersonal skills and communication.

Electronic Engineering Technology Associate Degree

COURSE		CR
Quarter 1		
EET 105	Basic Electronic Systems	5
ENGL 101	Beginning Composition	3
ENGT 100	Introduction to Engineering Technology	4
MATH 111	Tech Math I	4
TOTAL CREDIT HOURS	16
Quarter 2		
EET 115	Basic Digital Systems	5
EET 110	Electronic Drafting.....	2
EET 154	Electronic Fabrication.....	2
ENGL 102	Essay and Research	3
MATH 112	Tech Math 2	4
TOTAL CREDIT HOURS	16
Quarter 3		
EET 125	Electronic Switching Systems.....	5
ENGL 204	Technical Writing	3
COMM 105	Speech <i>or</i>	
COMM 110	Conference and Group Discussion.....	3
PHYS 117	College Physics (Mechanics and Heat).....	5
TOTAL CREDIT HOURS	16

Quarter 4		
EET 146	Computer Network Communications	3
EET 243	Digital Electronics II	4
EET 244	Digital Electronics II Lab	2
PHYS 118	College Physics (Electricity, Magnetism and Light)	5
TOTAL CREDIT HOURS		14

Quarter 5		
EET 241	Electronic Devices II	4
EET 242	Electronic Devices II Lab	2
EET 252	Microprocessors	4
EET 253	Microprocessors Lab	2
EET 255	Instrumentation and Controls	3
TOTAL CREDIT HOURS		15

Quarter 6		
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
EET 260	Capstone Experience	4
SSCI XXX	Social Science 100,101, 102, 104, or 105	5
TOTAL CREDIT HOURS		14
TOTAL DEGREE CREDIT HOURS		91

Computer Electronics Major Technology System Technician

COURSE	CR
Quarter 1	
EET 105	Basic Electronic Systems
MATH 111	Technical Math I
ENGL 101	Beginning Composition
CIT 101	PC Applications 1
CIT 150	Networking
TOTAL CREDIT HOURS	

Quarter 2	
EET 115	Basic Digital Systems
ENGL 102	Essay and Research
CIT 152	Networking Small-Medium
EET 123	Technology Systems Essentials I
COMM 1XX	COMM 105 or COMM 110
TOTAL CREDIT HOURS	

Quarter 3	
EET 125	Electronic Switching Systems
MECH 252	Computer Programming for Technicians
CIT 154	Route and Switch
EET 143	Technology Systems Essentials II
EET 136	Introduction to Open Source
TOTAL CREDIT HOURS	

Quarter 4	
CIT 156	Communications Technology
EET 146	Computer Network Communications Systems
EET 154	Electronic Fabrication
ENGL 204	Technical Writing
PHYS 117	College Physics (Mechanics and Heat)
TOTAL CREDIT HOURS	

Quarter 5	
EET 241	Electronic Devices II
EET 242	Electronic Devices II Lab
EET 252	Microprocessors
EET 253	Microprocessors Lab
CIT 103	Computer Concepts and Logic
TOTAL CREDIT HOURS	

Quarter 6	
EET 260	Capstone Experience
CIT 121	PC Operating Systems
HUM XXX	Humanities 111,112,113,151, or 224
SSCI XXX	Social Science 100, 101, 102, 104, or 105
TOTAL CREDIT HOURS	
TOTAL DEGREE CREDIT HOURS	

Emergency Medical Services

Emergency Medical Services Associate Degree

EMT–Basic Certificate

EMT–Intermediate Certificate (on hold)

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. In addition to the above, to be eligible for admission into the Paramedic Certificate program students must also complete a pre-requisite course EMS 201 (Paramedic Preparation Course) and a pre-testing process, which includes the Health Occupations Basic Entrance Test (HOBET).

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. To meet clinical affiliation agreement requirements, students in the Intermediate and Paramedic Certificate programs must successfully complete a Bureau of Criminal Investigation and Identification background check and a SAM-5 drug screen.

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–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 GED equivalency
- 18 years of age or older (contact EMS coordinator)
- Completed health record required PRIOR TO registration
- COMPASS Test placement into ENG 100 or completion of equivalent course as verified on CSCC transcript.

Emergency Medical Services Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
XXXX XXX Basic Science Elective	3
MATH 102 Beginning Algebra I	4
EMS 110 EMT–Basic	9.5
TOTAL CREDIT HOURS	19.5

Quarter 2	
BIO 115 General Microbiology	5
ENGL 102 Essay and Research	3
COMM 105 Speech	3
EMS 123 Emergency Psychiatric Intervention	3
TOTAL CREDIT HOURS	14

Quarter 3	
ENGL 200 Business Communications	3
EMS 125 Disaster Aid	3
BIO 261 Human Anatomy	5
BIO 262 Human Physiology	5
TOTAL CREDIT HOURS	16

Quarter 4	
EMS 211 EMT–Paramedic I	7
EMS 281 Hospital Clinical I	2
EMS 291 Field Clinical I	1
EMS 128 Introduction to Rescue for the EMS Provider.....	3
EMS 127 Handling Hazardous Material Situations	2
EMS XXX Technical Elective	2
TOTAL CREDIT HOURS	17

Quarter 5	
EMS 212 EMT–Paramedic II	7
EMS 282 Hospital Clinical II	2
EMS 292 Field Clinical II	1
EMS 121 EMS Systems	3
EMS 122 Legal Principles for the EMT	2
TOTAL CREDIT HOURS	15

Quarter 6	
EMS 213 EMT–Paramedic III	6
EMS 283 Hospital Clinical III	2
EMS 293 Field Clinical III	2
SSCI 10X Social Science 101, 102, 104, or 105	5
TOTAL CREDIT HOURS	15

Quarter 7	
EMS 214 EMT–Paramedic 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
TOTAL CREDIT HOURS	13
TOTAL DEGREE CREDIT HOURS.....	109.5

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 and Cold Water Rescue	2
EMS 142 Vertical Rescue	2
EMS 143 Search and Rescue	2
EMS 144 Confined Space Rescue	2
EMS 265 12-lead EKG Interp. and Advanced Cardiac Treatment	3
EMS 275 Critical Care Transport	7
EMS 201 Paramedic Preparation Course.....	4
EMS 111 EMT–Intermediate.....	11

EMT–Basic Certificate

COURSE	CR
EMS 110 EMT–Basic	9.5
TOTAL CERTIFICATE CREDIT HOURS.....	9.5

EMT–Paramedic Certificate

COURSE	CR
Quarter 1	
EMS 211 EMT–Paramedic I	7
EMS 281 Hospital Clinical I	2
EMS 291 Field Clinical I	1
TOTAL CREDIT HOURS	10
Quarter 2	
EMS 212 EMT–Paramedic II	7
EMS 282 Hospital Clinical II	2
EMS 292 Field Clinical II	1
TOTAL CREDIT HOURS	10
Quarter 3	
EMS 213 EMT–Paramedic III	6
EMS 283 Hospital Clinical III	2
EMS 293 Field Clinical III	2
TOTAL CREDIT HOURS	10
Quarter 4	
EMS 214 EMT–Paramedic IV	4
MS 284 Hospital Clinical IV	2
EMS 294 Field Clinical IV	2
TOTAL CREDIT HOURS	8
TOTAL CERTIFICATE CREDIT HOURS	38

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 as an Ohio EMT–Basic before enrolling in the EMT–Paramedic Certificate program. In addition to EMT–Basic certification as above, students must also complete EMS 201 (Paramedic Preparation Course) as a prerequisite, and a pretesting process, which includes the Health Occupations Basic Entrance Test (HOBET).

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. To meet clinical affiliation agreement requirements, students in the Intermediate and Paramedic courses must successfully complete a Bureau of Criminal Investigation & Identification background check and SAM-5 drug screen.

Upon completion of the Associate of Technical Studies in Emergency Medical/Fire Science, the graduate will be able to:

- Demonstrate effective communication and interpersonal skills with supervisors, peers and the public.
- Perform all duties and responsibilities of the EMT–Basic and EMT–Paramedic, after successfully achieving certification in these areas.
- Explain the history and basic principles of the fire service.
- Recognize and respond to changing fire conditions and potential for collapse in structures.
- Demonstrate the duties and responsibilities of Incident Command.
- Demonstrate knowledge of the legal aspects of the fire service and emergency medical service.
- Demonstrate necessary proficiencies with extinguishment hydraulics and fire protection systems.
- Demonstrate a working knowledge of fire investigation principles.

For student outcomes for EMT–Basic Certificate and EMT–Paramedic Certificate, see Emergency Medical Services.

NOTE: If you currently have EMT–Basic, Paramedic, Firefighter I and II and/or Apprenticeship certification, you may qualify for nontraditional credit which may apply toward the degree. Contact the EMS or Fire Science Technology coordinator to determine your individual status.

Emergency Medical Service/Fire Science (Associate of Technical Studies Degree)

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
MATH 102 Beginning Algebra	4
EMS 110 EMT–Basic	9.5
TOTAL CREDIT HOURS	16.5
Quarter 2	
ENGL 102 Essay and Research	3
CHEM 100 Introduction to Chemistry	4
FIRE XXX Fire Elective	3
COMM 105 Speech	3
TOTAL CREDIT HOURS	13
Quarter 3	
ENGL 200 Business Communications	3
LAW 268 Hazardous Materials	3
CIT 101 PC Applications 1	3
FIRE XXX Fire Elective	3
FIRE XXX Fire Elective	3
LAW 266 High Rise Safety.....	2
TOTAL CREDIT HOURS	17
Quarter 4	
PSY 100 Intro to Psychology	5
EMS 211 EMT–Paramedic I	7
EMS 281 Hospital Clinical	2
EMS 291 Field Clinical	1
TOTAL CREDIT HOURS	15
Quarter 5	
HUM XXX Humanities 111, 112, 113, 151, 152 or 224.....	5
EMS 212 EMT–Paramedic II	7
EMS 282 Hospital Clinical II	2
EMS 292 Field Clinical II	1
TOTAL CREDIT HOURS	15
Quarter 6	
FIRE XXX Fire Technical Elective	3
FIRE XXX Fire Technical Elective	3
EMS 213 EMT–Paramedic III	6
EMS 283 Hospital Clinical III	2
EMS 293 Field Clinical III	2
TOTAL CREDIT HOURS	16
Quarter 7	
SSCI 1XX Social Science 101, 102, 104, 105	5
FIRE XXX Fire Elective	3
EMS 214 EMT–Paramedic IV	4
EMS 284 Hospital Clinical IV	2
EMS 294 Field Clinical IV	2
TOTAL CREDIT HOURS	16
TOTAL DEGREE CREDIT HOURS	108.5

Technical Electives (FIRE) must be selected from the following:

FIRE 100	Introduction to Firefighting	3
FIRE 102	Fire Inspector I: Prevention Practices.....	3
FIRE 104	Fire Investigation Methods	4
FIRE 106	Protection Systems	3
FIRE 108	Fire Fighting Command I	4
FIRE 109	Fire Fighting Command II	3
FIRE 116	Personnel Training Methods	3
FIRE 117	Firefighter I and 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.....	4
CMGT 121	Building Construction Drawings.....	3
EMS 201	Paramedic Preparation	4

NOTE: PRIOR TO ENROLLING in any Fire Science courses, you must have completed ONE of the following: FIRE 100 or FIRE 117 or have documented Firefighter I and II certification.

Engineering Technologies

*Individual technology degree programs are listed alphabetically in the Programs of Study section. See:

- Aviation Maintenance Technology**
- Electro-Mechanical Engineering Technology**
- Electronic Engineering Technology**
- Mechanical Engineering Technology**
- Quality Assurance Technology**

Certificate Programs

Engineering Assembly Technician

Engineering Technician

Manufacturing Maintenance Technician

Computer Aided Drafting Technician

Engineering Technologies offers four focused certificates (see above) that lead to employment opportunities in technology areas. The certificate coursework and preparation means that the student can be gainfully employed earlier, and, in many instances, with companies that offer tuition reimbursement. These certificates can be combined and count toward an associate degree.

The Engineering Technologies Department, located in Eibling Hall, Room 312, offers the course “Introduction to Engineering Technology,” which presents an overview of program offerings at Columbus State and the types of jobs that engineering technologists and technicians can expect to secure.

ENGT 100 Introduction to Engineering Technology

This course introduces the beginning student to the Engineering Technology Department at Columbus State. The student will complete exploratory assignments in various engineering technologies as well as get a broad overview of the jobs engineering technologists and technicians have and the industries in which they work. Students will participate in engineer interviews and plant tours. Additional topics covered include the industrial revolution, manufacturing and electronics in today’s global market, the future of manufacturing and electronics, and Steven Covey’s book, *Seven Habits of Highly Effective People*.

Engineering Assembly Technician Certificate

Assemblers and fabricators play an important role in the manufacturing process. They are responsible for putting together finished and semi-finished goods, assembling the pieces of components of a product and then joining the components into a whole product.

Assemblers begin by reading detailed schematics or blueprints that show how to assemble complex machines. After determining how parts should connect, they often need to use hand or power tools to trim, shim, cut, and make other adjustments to make components fit together and align properly. Once the parts are properly aligned, they connect parts with bolts and screws or by welding or soldering pieces together. Careful quality control is important throughout the assembly process, so assemblers look for both mistakes in

the assembly process and faulty components. They try to help fix problems before more defective products are produced.

Changes in technology have transformed the manufacturing and assembly process. Automated manufacturing systems now use robots, computers, programmable motion control devices, and various sensing technologies. These systems change the way in which goods are made and affect the jobs of those who make them. The more advanced assemblers must be able to work with these new technologies and be comfortable using them to produce goods.

COURSE	CR
Quarter 1	
ENGT 100 Introduction to Engineering Technology	4
MECH 240 Machine Tools.....	4
EET 110 Electronic Drafting.....	2
MECH 112 Computer Applications in Manufacturing	3
TOTAL CREDIT HOURS	13

Quarter 2	
EET 105 Basic Electronic Systems	5
QUAL 150 Quality Transformation	4
EET 154 Electronic Fabrication.....	2
MECH 115 Engineering Graphics I	4
TOTAL CREDIT HOURS	15
TOTAL CERTIFICATE CREDIT HOURS	28

Engineering Technician Certificate

Engineering Technicians use application-oriented principles of science, engineering, and mathematics to solve technical problems in research, development, and manufacturing. Their work is more limited in scope than that of scientists and engineers. Many engineering technicians assist engineers and scientists, especially in research and development. Others work in quality control, inspecting products and processes, conducting tests, or collecting data. In manufacturing, they may assist in product design, development, or production. Although many workers who repair or maintain various types of electrical, electronic, or mechanical equipment are called technicians, those interested in repair and maintenance should pursue the Manufacturing Maintenance Technician Certificate.

COURSE	CR
Quarter 1	
ENGT 100 Introduction to Engineering Technology	4
MECH 112 Computer Applications in Manufacturing	3
MECH 240 Machine Tools.....	4
EET 110 Electronic Drafting.....	2
TOTAL CREDIT HOURS	13

Quarter 2	
MECH 111 Manufacturing Processes	4
MECH 115 Engineering Graphics I	4
EET 105 Basic Electronic Systems	5
EET 154 Electronic Fabrication.....	2
MATH 111 Technical Mathematics I.....	4
TOTAL CREDIT HOURS	19

Quarter 3	
EET 115 Basic Digital Systems	5
MATH 112 Technical Mathematics II.....	4
TOTAL CREDIT HOURS	9
TOTAL CERTIFICATE CREDIT HOURS	41

Manufacturing Maintenance Technician Certificate

Electrical equipment and electronic equipment are two distinct types of industrial equipment, although much equipment contains both electrical and electronic components. In general, electrical portions provide the power for the equipment, while electronic components control the device, although many types of equipment still are controlled with electrical devices. Electronic sensors monitor the equipment and the manufacturing process, providing feedback to the programmable logic control (PLC), which controls the equipment. The PLC processes the information provided by the sensors and makes adjustments to optimize output. To adjust the output, the PLC sends signals to the electrical, hydraulic, and pneumatic devices that power the machine—changing feed rates, pressures, and other variables in the manufacturing process. Many installers and repairers, known as field technicians, travel to factories (or other locations) to repair equipment or to perform preventive maintenance on a regular basis. Bench technicians work in repair shops located in factories and service centers, fixing components that cannot be repaired on the factory floor.

COURSE	CR
Quarter 1	
ENGT 100 Introduction to Engineering Technology	4
MECH 112 Computer Applications in Manufacturing	3
EET 105 Basic Electronic Systems	5
EMEC 250 Motors and Controls	4
TOTAL CREDIT HOURS	16
Quarter 2	
EET 115 Basic Digital Systems	5
MECH 243 Robotics	4
EMEC 251 Controls and Control Logic	4
MATH 111 Technical Mathematics I	4
TOTAL CREDIT HOURS	17
Quarter 3	
EET 125 Electronic Switching Systems	5
EET 255 Instrumentation and Controls	3
EMEC 260 PLC Programming	4
MATH 112 Technical Mathematics II	4
TOTAL CREDIT HOURS	16
TOTAL CERTIFICATE CREDIT HOURS	49

Computer Aided Drafting Technician Certificate

Drafters prepare technical drawings and plans used by production workers to build manufactured products. Drafters' drawings provide visual guidelines, show the technical details of the products, and specify dimensions, materials, and procedures. Drafters fill in technical details using drawings, rough sketches, specifications, codes, and calculations previously made by engineers or scientists. Some use their knowledge of engineering and manufacturing theory and standards to draw the parts of a machine to determine design elements, such as the numbers and kinds of fasteners needed to assemble the machine. Drafters use technical handbooks, tables, calculators, and computers to complete their work.

Traditionally, drafters sat at drawing boards and used pencils, pens, compasses, protractors, triangles, and other drafting devices to prepare a drawing manually. Most drafters now use Computer Aided Drafting and Design (CADD) systems to prepare drawings. Consequently, some drafters may be referred to as CADD operators. CADD systems employ computers to create and store drawings electronically that can then be viewed, printed, or programmed directly into automated manufacturing systems. These systems also permit drafters to prepare variations of a design quickly. Although drafters use CADD extensively, it is only a tool. Persons who produce technical drawings with CADD still function as drafters and need the knowledge of traditional drafters, in addition to CADD skills. Despite the nearly universal use of CADD systems, manual drafting and sketching still are used in certain applications.

COURSE	CR
Quarter 1	
ENGT 100 Introduction to Engineering Technology	4
MECH 112 Computer Applications in Manufacturing	3
MECH 115 Engineering Graphics I	4
TOTAL CREDIT HOURS	11
Quarter 2	
EET 110 Electronic Drafting	2
MECH 145 2D CAD	4
TOTAL CREDIT HOURS	6
Quarter 3	
MECH 175 3D CAD	4
TOTAL CREDIT HOURS	4
Quarter 4	
MECH 264 Computer Aided Drafting III	3
TOTAL CREDIT HOURS	3
TOTAL CERTIFICATE CREDIT HOURS	24

Environmental Science, Safety and Health

Environmental Science, Safety and Health Associate Degree Health and Safety Training for Hazardous Waste Operations Certificate Water/Wastewater Technology Certificate Occupational Health and Safety Certificate Sustainable Building Certificate

Environmental, Science, Safety and Health 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 environmental or safety 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 job placement rates, the job market for environmental and safety technicians in central Ohio is very strong.

Columbus State's Associate Degree program in Environmental Science, Safety and Health 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. An 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 who have an interest in entering an occupation in 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 exams. Most courses in this certificate will also apply towards the Associate of Applied Science Degree in either Environmental Science, Safety and Health or Civil Engineering Technology.

The Occupational Health and Safety Certificate is designed to provide basic supervisory and regulatory skills to those who have, or may wish to have, a job responsible for the health and safety of the employees in the workplace.

The Sustainable Building Certificate is designed to provide information on sustainable design and construction to students of the Construction Sciences Department, and to provide a training opportunity for current professionals such as architects, building managers, construction managers, and others.

For additional information on the Health and Safety Training for Hazardous Waste Operations Certificate, or other OSHA training opportunities, see the Environmental Science, Safety and Health Advisor.

Upon completion of the Associate Degree in Environmental Science, Safety and Health, the graduate will be able to:

- Collect air, water, waste, and soil samples for routine monitoring as required by regulatory agencies and for operational control of remediation or treatment systems.
- Conduct field investigations using environmental instrumentation.
- Assist in the operation and maintenance of systems used to control pollution, remediate contaminated materials, or treat water as required by environmental laws.
- Perform duties related to the management, treatment, storage, disposal, and emergency response to spills of hazardous materials and toxic substances in accordance with the EPA, OSHA and DOT.
- Collect and compile data necessary for an environmental site assessment.
- Utilize basic concepts of geology, hydrology, chemistry, and biology in the investigation of the occurrence, transport, and remediation of environmental contaminants.
- Demonstrate a knowledge of solid and hazardous waste management practices, including being able to evaluate hazardous waste data to provide information for compliance with environmental standards.
- Apply basic risk assessment and toxic substances exposure analysis techniques.
- Understand duties requiring knowledge of OSHA regulations in the workplace, including hygiene applications.

Environmental Science, Safety and Health Associate Degree

COURSE	CR
Quarter 1	
ENGL 101	Beginning Composition3
ENVR 101	Intro to Environmental Science, Safety and Health4
ENVR 158	Environmental Site Assessment3
MATH 148	College Algebra5
BIO 111	Introductory Biology I5
TOTAL CREDIT HOURS20

Quarter 2	
ENGL 102	Essay and Research3
ENVR 110	Industrial/Municipal Pollution Control3
CIT 101	PC Applications I3
ENVR 130	Environmental Laws and Regulations5
GEO 101	Earth Systems I <i>or</i>
GEO 121	Physical Geology5
TOTAL CREDIT HOURS19

Quarter 3	
CHEM 111	Elementary Chemistry I5
ENVR 111	Hazardous Materials Management3
ENVR 120	Environmental Aspects of Soils5
ENVR 224	Environmental Hydrology3
TOTAL CREDIT HOURS16

Summer Quarter (between 1st and 2nd year)

ENVR 252	Health and Safety Training for Hazardous Waste Operations.3
TOTAL CREDIT HOURS3

Quarter 4		
ENVR 170	General Industry Safety and Health	4
MATH 135	Elementary Statistics	5
ENVR 250	Environmental Sampling	5
ENGL 204	Technical Writing	3
TOTAL CREDIT HOURS		17

Quarter 5		
ENVR 240	Environmental Analytical Methods	2
COMM 110	Conference and Group Discussion	3
SSCI 104	Human Economic Geography	5
ENVR 222	Water Treatment Techniques <i>or</i>	
ENVR 223	Wastewater Treatment Techniques	3
ENVR 255	Air Pollution and Monitoring	3
TOTAL CREDIT HOURS		16

Quarter 6		
ENVR 253	Environmental Systems Analysis	3
ENVR 254	Subsurface Restoration Techniques	5
HUM 152	American Civilization II (recommended) <i>or</i>	
Humanities	111,112,113, 151, or 224	5
XXX XXX	Technical Elective	3
XXX XXX	Technical Elective	3
TOTAL CREDIT HOURS		19
TOTAL DEGREE CREDIT HOURS		110

Technical elective must be selected from the following list of courses:

SPECIALIZATION TRACKS

ENVR Specialization

ENVR 220	Environmental Chemistry	5
ENVR 256	Hazardous Materials Refresher Training	1
ENVR 282	Sustainable Building Strategies	3
ENVR 283	Ecological Residential Construction	3
ENVR 291	Field Experience	3
ENVR 299	Special Topics Environmental Science, Safety and Health	1-5

Safety and Health Specialization

ENVR 275	Industrial Hygiene	4
ENVR 160	OSHA 10-Hr Construction Safety and Health	1
ENVR 265	OSHA 30-Hr Construction Safety and Health	4

Water and Wastewater Specialization

CIVL 221	Elementary Hydraulics	3
CIVL 223	Public Utility Systems	3

Field/Support Services Specialization

SURV 141	Basic Surveying <i>or</i>	
SURV 140	Surveying and GPS	4
ARCH 110	Construction Drafting: Manual I	2
ARCH 112	Construction Drafting: CAD I	2
GEOG 207	Introduction to Geographic Information Systems	5

Health and Safety Training for Hazardous Waste Operations Certificate

COURSE		CR
Quarter 1		
ENVR 252	Health and Safety Training for Hazardous Waste Operations	3
TOTAL CERTIFICATE CREDIT HOURS		3

Water/Wastewater Technology Certificate

COURSE		CR
Quarter 1		
CHEM 111	Elementary Chemistry I	5
ENGL 101	Beginning Composition	3
ENVR 101	Introduction to Environmental Science, Safety and Health	4
MATH 104	Intermediate Algebra	5
TOTAL CREDIT HOURS		17

Quarter 2		
CIVL 221	Elementary Hydraulics	3
ENVR 110	Industrial/Municipal Pollution Control	3
CIT 101	P.C. Applications I	3
ENVR 252	Health and Safety Training for Hazardous Waste Operations <i>or</i>	
CMGT 135	Safety and Loss Prevention	3
TOTAL CREDIT HOURS		12

Quarter 3		
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
TOTAL CREDIT HOURS		15
TOTAL CERTIFICATE CREDIT HOURS		44

Occupational Health and Safety Certificate

COURSE	
Quarter 1	
ENVR 101	Introduction to Environmental Science, Safety and Health
ENVR 111	Hazardous Materials Management
TOTAL CREDIT HOURS	7

Quarter 2	
ENVR 160	OSHA 10-Hr Construction Safety and Health
ENVR 170	General Industry Safety and Health
TOTAL CREDIT HOURS	5

Quarter 3	
ENVR 252	Health and Safety Training for Hazardous Waste Operations
ENVR 275	Industrial Hygiene
TOTAL CREDIT HOURS	7
TOTAL CERTIFICATE CREDIT HOURS	19

Sustainable Building Certificate

COURSE	
Autumn Quarter	
ENVR 282	Sustainable Building Strategies
TOTAL CREDIT HOURS	3

Winter Quarter	
CMGT 282	Sustainable Construction
TOTAL CREDIT HOURS	3

Spring Quarter	
ARCH 282	Sustainable Design Strategies
TOTAL CREDIT HOURS	3

Summer Quarter	
ARCH 283	Sustainable Energy Performance
TOTAL CREDIT HOURS	3
TOTAL CERTIFICATE CREDIT HOURS	12

Finance

Associate Degree of Applied Science

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 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.

Upon completion of the Associate Degree in Finance, the graduate will be able to:

- Explain the key concepts of financial transactions in the macro-economy.
- 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.
- Understand stocks, bonds, mutual funds, real estate, insurance, and annuities and the interrelationship between them and their appropriate application.
- Analyze stocks, bonds, and mutual funds and the interrelationship between them. Explain the use of mutual funds to achieve diversification.
- Use spreadsheet software, financial calculators and the Internet to research and analyze financial topics.
- Apply capital budgeting techniques for valuing business investments.
- Write financial plans for business entities and individuals.
- Demonstrate the ability to use business periodicals, the Internet, value line, mutual fund prospectuses, and stockholders' reports to produce analytical and descriptive research relevant to current financial markets.

Traditional Classes and Distance Learning Choices at Columbus State

The Finance Program is proud to offer traditional and distance learning (DL) options for our students. The traditional class room experience continues to provide students with high quality instruction in a small classroom setting at the Downtown Campus and off-campus locations. Finance also offers distance learning courses that provide the same high quality learning as traditional instruction, yet with the flexibility of being able to complete your course work online or through video based instruction.

Finance Associate Degree

COURSE	CR
Quarter 1	
ENGL 101	Beginning Composition3
CIT 101	PC Applications I3
BMGT 111	Management5
ACCT 106	Financial Accounting5
TOTAL CREDIT HOURS	16
Quarter 2	
ENGL 102	Essay and Research3
MATH 103	Beginning Algebra II4
ACCT 107	Managerial Accounting5
FMGT 221	Financial Institutions and Markets4
FMGT 101	Personal Finance4
TOTAL CREDIT HOURS	20
Quarter 3	
HUM XXX	Humanities 111,112,113,151, 152 or 2245
FMGT 201	Corporate Finance5
ENGL 200	Business Communications3
ECON 200	Principles of Microeconomics5
TOTAL CREDIT HOURS	18
Quarter 4	
MATH 135	Elementary Statistics5
LEGL 264	Legal Environment of Business4
FMGT 202	Money and Banking5
XXX XXX	Approved Elective3
TOTAL CREDIT HOURS	17
Quarter 5	
FMGT 211	Investments4
ACCT 222	Financial Analysis4
ECON 240	Principles of Macroeconomics5
MKTG 111	Marketing Principles5
TOTAL CREDIT HOURS	18
Quarter 6	
XXX XXX	Approved Elective5
FMGT 251	Finance Research2
NSCI 101	Natural Science I5
BMGT 271	Management Decisions2
COMM 105	Speech3
TOTAL CREDIT HOURS	17
TOTAL DEGREE CREDIT HOURS	106
Approved Electives must be selected from the following list of courses:	
ACCT 108	Introduction to Accounting III4
ACCT 250	Intermediate Accounting I4
ACCT 231	State and Local Taxation4
ACCT 232	Federal Taxation I4
BMGT 211	Organizational Behavior4
BMGT 216	Business Ethics3
BMGT 218	Management Training for Supervisors5
CIT 102	PC Applications II3
FMGT 242	International Finance4
MATH 104	Intermediate Algebra5
MATH 130	Mathematical Analysis for Business I5
MATH 131	Business Calculus I5
MATH 132	Business Calculus II5
MKTG 226	Customer Service Principles3

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 supervisors, peers, and the public.
- Explain the history and basic principles of the fire service.
- Recognize and respond to changing fire conditions and the potential for collapse in structures.
- Demonstrate knowledge of the legal aspects of the fire service.
- Demonstrate the duties and responsibilities of Incident Command.
- Demonstrate necessary proficiencies with extinguishment hydraulics and fire protection systems.
- Demonstrate a working knowledge of fire investigation principles.

Fire Science Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
MATH 102 Beginning Algebra	4
FIRE 117 Firefighter I and II	12
TOTAL CREDIT HOURS	19
Quarter 2	
ENGL 102 Essay and Research	3
CHEM 100 Intro to Chemistry	4
EMS 110 EMT – Basic	8
FIRE 210 Construction/Collapse for Fire Rescue	3
TOTAL CREDIT HOURS	18
Quarter 3	
ENGL 200 Business Communications	3
LAWE 268 Hazardous Materials	3
SSCI XXX Social Science 100, 101, 102,104, or 105.....	5
FIRE 207 Customer Service for the Fire Service	3
TOTAL CREDIT HOURS	14
Quarter 4	
HUM XXX Humanities 111,112,113,151, 152 or 224	5
FIRE 102 Fire Inspector	3
CIT 101 PC Applications	3
FIRE XXX Technical Elective.....	3
TOTAL CREDIT HOURS	14
Quarter 5	
COMM 105 Speech	3
FIRE 106 Fire Protection Systems	3
FIRE 204 Fire Service Rating System	2
FIRE 209 Fire Fighting Problems	3
TOTAL CREDIT HOURS	11

Quarter 6

FIRE 104	Fire Investigation 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
TOTAL CREDIT HOURS		18

Quarter 7

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
TOTAL CREDIT HOURS		13
TOTAL DEGREE CREDIT HOURS		107

Technical Electives:

FIRE 151	Fire Prevention Codes	4
CMGT 121	Building Construction Drawings	3

NOTE: PRIOR TO ENROLLING in any Fire Science courses, student must complete ONE of the following: FIRE 100 or FIRE 117 or have documented Firefighter I and II certification.

Note: Students with EMT-Basic, Firefighter I and II, and/or Apprenticeship certification may qualify for other nontraditional credit which may apply toward the degree. Contact the EMS or Fire Science Technology coordinator to determine individual status.

Geographic Information Systems

Geographic Information System Associate Degree GIS Certificate

The Geographic Information Systems associate degree program provides the community with skilled professionals who use, edit, and make decisions using GIS systems. Graduates are able to work in diverse industries that use geographic information systems including government agencies, construction, banking, health care, land use planning, transportation mapping and analysis, and emergency response.

With the growth of decision-making using spatial data and geographic locations, many businesses are looking for individuals who have skills and knowledge in GIS. GIS professionals can analyze and match spatial data with geographic location, create maps and make decisions relevant to their industries. They use, edit and manipulate the GIS software in their day-to-day operations. GIS is expected to be a growth occupation in Ohio and the nation in the years to come.

The GIS Certificate Program is designed for professionals seeking to enhance their knowledge and skills in Geographic Information Systems. It is most beneficial to entry and intermediate level GIS users who lack formal training and education in GIS. There are no prerequisites and no previous work experience in geographic information technologies is required. The program is an evening and/or weekend program. Courses are taught as instructor-led or as

Web-based instruction. Projects and assignments can be submitted using your own computer or lab facilities on campus.

The GIS program provides students with a solid educational background in communication skills, math, computer literacy and operations, and the humanities and behavioral sciences.

Upon completion of the associate degree in GIS, the graduate will be able to:

- Recognize, evaluate, combine and use the different forms of data acquisitions which are used in GIS mapping including GPS, surveying, photogrammetry, scanning, digitizing and remote sensing.
- Create and formulate techniques for implementing a geographic information system by having the knowledge and skills in creating, editing, using and georeferencing spatial data and GIS softwares.
- Develop strategic, business, and implementation plans for GIS projects, budgeting, software and hardware procurement, staffing, training and legal issues.

GIS Associate Degree

COURSE	CR
Quarter 1	
GEOG 207 Introduction to GIS	5
GIS 100 Acquiring GIS Data	3
MATH 148 College Algebra	5
CIT 103 Computer Logic Fundamentals.....	3
TOTAL CREDIT HOURS	16
Quarter 2	
ENGL 101 Beginning Composition	3
GEOG 280 Elements of Cartography	5
GIS 105 Elements of Photogrammetry (First Term)	2
GIS 110 Georeferencing and Editing GIS Data (Second Term)	2
GIS 251 GIS Software I	3
TOTAL CREDIT HOURS	15
Quarter 3	
ENGL 102 Essay and Research.....	3
MATH 135 Elementary Statistics.....	5
ARCH 112 Construction Drafting: CAD I	2
GIS 253 GIS Software II.....	3
HUM XXX Humanities 111, 112, 113, 151,152 or 224	5
TOTAL CREDIT HOURS	18
Quarter 4	
COMM 110 Conference and Group Discussion <i>or</i>	3
COMM 105 Speech.....	3
ENGL 204 Technical Writing.....	3
CIT 233 Expert Access.....	3
SURV 140 Surveying and GPS <i>or</i>	4
SURV 141 Basic Surveying	4
XXX XXX Technical Elective.....	3
TOTAL CREDIT HOURS	16
Quarter 5	
GIS 203 Remote Sensing of Environment.....	4
GIS 280 Advanced GIS Applications	4
SSCI 104 Human Economic Geography	5
XXX XXX Technical Elective	3
TOTAL CREDIT HOURS	16
Quarter 6	
GIS 260 Introduction of Spatial Analysis.....	4
GIS 279 Introduction to GIS Databases	3
GIS 291 GIS Practicum	4
GIS 290 Seminar for GIS	1
XXX XXX Technical Elective.....	3
TOTAL CREDIT HOURS	15
TOTAL DEGREE CREDIT HOURS	96

Technical Electives must be selected from the following list of courses:

SPECIALIZATION TRACKS

GIS Specialization

Must take at least two technical electives from:

GIS 275 Planning and Implementing GIS.....	3
GIS 277 Introduction to ArcIMS.....	3
GIS 278 VBA Programming for GIS	3
GIS 281 Introduction to ArcGIS Server.....	3
GIS 299 Special Topics in GIS.....	1-5

Must take at least one technical elective from:

GIS 283 GIS in Emergency Management	3
GIS 284 GIS in Health	3
GIS 285 GIS in Business.....	3
GIS 286 GIS in Utilities	3

Environmental Specialization

ENVR 101 Introduction to Environmental Technology	3
ENVR 110 Industrial/Municipal Pollution Control.....	3
ENVR 158 Environmental Site Assessment.....	3

Landscape Specialization

LAND 152 Site Planning	4
LAND 110 Landscape Computer Application.....	4
SURV 247 Townsite and Urban Development.....	3

LIS Specialization

LAND 152 Site Planning	4
SURV 245 Survey Law	3
SURV 249 Land Subdivision Systems.....	3

GIS Certificate

COURSE	CR
Quarter 1	
GEOG 207 Introduction to GIS	5
GIS 100* Acquiring GIS Data	3
TOTAL CREDIT HOURS	8
Quarter 2	
GIS 251 GIS Software I	3
XXX XXX Technical Elective ²	3
XXX XXX Technical Elective ²	3
TOTAL CREDIT HOURS	9
Quarter 3	
GIS 253 GIS Software II	3
GIS 280 Advanced GIS Applications <i>or</i>	4
GIS 290/291 Seminar for GIS/GIS Practicum ¹	5
TOTAL CREDIT HOURS	7-8
TOTAL CERTIFICATE CREDIT HOURS	24-25

Technical Electives must be selected from the following list of courses.

Must take at least one technical elective from:

GIS 275 Planning and Implementing GIS.....	3
GIS 277 Introduction to ArcIMS.....	3
GIS 278 VBA Programming for GIS	3
GIS 281 Introduction to ArcGIS Server.....	3
GIS 299 Special Topics in GIS.....	1-5

Must take at least one technical elective from:

GIS 283 GIS in Emergency Management	3
GIS 284 GIS in Health	3
GIS 285 GIS in Business.....	3
GIS 286 GIS in Utilities	3

* This course maybe taken prior to starting the GIS Certificate.

1 This course maybe taken during Summer Quarter.

2 Two technical electives required for certificate (any quarter).

Health Information Management Technology

Health Information Management Technology

Associate Degree

Medical Coding Certificate

*Please Note: The Medical Transcription Certificate program has been phased out and is no longer offered. No new students will be accepted into this certificate program. Current Medical Transcription students must complete all coursework for the Medical Transcription Certificate program by the end of Autumn Quarter 2008.

The Health Information Management Technology program 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; to abstract and code clinical data using appropriate classification systems; and to analyze health records according to standards. The health information management technician also may 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 Health Information Management Technology degree program and the Medical Coding Certificate program are Web-based programs. All technical coursework is offered online except for HIMT 276, HIMT 292, HIMT 294, and HIMT 296.

Proctored testing is required for most HIMT courses.

Health Information Management Technology

Upon completion of the associate degree in the Health Information Management Technology, the graduate will be able to:

- Demonstrate knowledge of human anatomy, physiology, and pathophysiology, medical terminology, pharmacology and clinical data as it relates to the collection and use of health information.
- Review health records for completeness and accuracy to determine appropriateness and adequacy of health care documentation.
- Maintain and compile health information using electronic applications and work processes.
- 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, abstract, retrieve, and compile health data for reimbursement, quality assessment, patient care research, clinical registries and other informational needs.
- Apply principles of supervision and leadership and the tools used to effectively manage human resources.
- Demonstrate ethical practices as outlined in the American Health Information Management Association (AHIMA) Code of Ethics.

The HIMT program at Columbus State is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Completion of the Associate Degree in Health Information Management Technology will permit graduates to sit for the Registered Health Information Technician (RHIT) certification examination and the Certified Coding Associate (CCA) examination. Graduates of the HIMT degree program may transfer to The Ohio State University, the University of Cincinnati, or the University of Toledo for a Bachelor of Science Degree, majoring in Health Information Management and Systems.

Medical Coding Certificate

Upon completion of the Medical Coding Certificate, the student will be able to:

- Demonstrate knowledge of human anatomy, physiology, and pathophysiology, medical terminology, pharmacology and clinical data as it relates to the collection and use of health information.
- Review health records for completeness and accuracy to determine appropriateness and adequacy of health care documentation.
- Identify components of appropriate and adequate documentation of health care.
- Code, classify and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Abstract data from patient records for reimbursement, quality assessment, patient care research, clinical registries and other identified informational needs.
- Demonstrate ethical practices as outlined in the American Health Information Management Association (AHIMA) Code of Ethics.

Specific Program Admissions Information

Students wishing to complete the HIMT degree or Medical Coding Certificate must apply online as soon as possible using the following Web address: <http://www.csc.edu/DOCS/HIMT/index.htm>. There is a wait list for both the HIMT degree program and the Medical Coding Certificate program.

Students are accepted into the HIMT degree program and the Medical Coding Certificate program from the program wait list each

Spring Quarter in the order in which the applications were received. Students accepted in the spring start in the Autumn Quarter of the same year. All program admission requirements (except HIMT 111) must be met in order for a student to be accepted into either the HIMT degree program or the Medical Coding Certificate program. HIMT 111 is completed by the student the Summer Quarter of the year in which they are accepted. Only students accepted into the HIMT degree program or the Medical Coding Certificate will be registered for HIMT 111.

Listed below are requirements for admission to the Health Information Management Technology and the Medical Coding Certificate program. These requirements must be completed prior to acceptance into the HIMT degree program or the Medical Coding Certificate program.

- High school graduate or GED equivalency
- High school biology (or equivalent) with a grade of “C” or higher and completed within the past 5 years OR equivalent college credit for BIO 100 (completed within the past 5 years)
- High school chemistry with a grade of “C” or higher and completed within the past 3 years, OR equivalent college credit for CHEM 100 (completed within the past 3 years)
- Placement into ENGL 101 Beginning Composition
- Placement into No Reading Required
- Placement into MATH 102 Beginning Algebra I
- Completion of CIT 095 Computer File Management with a grade of “C” or higher
- Completion of CIT 101 PC Applications I with a grade of “C” or higher
- Completion of HIMT 121 Advanced Medical Terminology with a grade of “C” or higher
- Completion of HIMT 111 Introduction to HIMT with a grade of “C” or higher. To enroll in this course, you must be accepted into either the HIMT degree program or the Medical Coding Certificate program.
- Students must pass a drug screen and background check before they can be accepted into either the HIMT degree program or the Medical Coding Certificate program.

Students must earn a “C” or higher in all HIMT, basic related, and general education courses to earn an Associate of Applied Science Degree in HIMT or to complete the Medical Coding Certificate program.

Students are expected to follow the established plans of study. If a student deviates from the established plan of study, it may take longer to complete a certificate and/or two-year degree.

Both the HIMT degree program and the Medical Coding Certificate program plans of study begin with Autumn Quarter.

Health Information Management Technology Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
BIO 121 Anatomy, Physiology and Pathology I	5
CIT 102 PC Applications II	3
HIMT 135 Health Data Management	5
TOTAL CREDIT HOURS	16

Quarter 2	
ENGL 102 Essay and Research	3
BIO 122 Anatomy, Physiology and Pathology II	5
HIMT 141 Pharmacology and Health Information Management	3
HIMT 256 Clinical Data Analysis	3
HIMT 267 Principles of Management	3
TOTAL CREDITS HOURS	17

Quarter 3	
MATH 102 Beginning Algebra I	4
HIMT 133 Legal Aspects of Health Information	3
HIMT 243 Comparative Health Settings in HIM	3
HIMT 245 ICD-9-CM Coding	5
HIMT 257 Introduction to Health Statistics	3
TOTAL CREDIT HOURS	18

Quarter 4	
COMM 105 Speech <i>or</i>	3
COMM 110 Conference and Group Discussion	3
ENGL 200 Business Communications	3
CIT 102C PC Apps 2, Module 3, Access	1
HIMT 255 CPT-4 Coding	5
HIMT 292 Clinical Practicum I	4
HIMT 112 Electronic Health Concepts	2
TOTAL CREDIT HOURS	18

Quarter 5	
CIT 233 Expert Access	3
HIMT 113 Managed Care Trends	2
HIMT 259 Quality and Resource Management	3
HIMT 265 Medical Reimbursement	3
HIMT 275 Intermediate Coding	5
HIMT 294 Clinical Practicum II	3
TOTAL CREDIT HOURS	19

Quarter 6	
SSCI XXX Social Science 100, 101, 102, 104 or 105	5
HUM XXX HUM 111, 112, 113, 151, 152 or 224	5
HIMT 270 Case Management in Health Care	2
HIMT 296 Clinical Practicum III	3
TOTAL CREDIT HOURS	15
TOTAL DEGREE CREDIT HOURS	103

Note: BIO 261 Human Anatomy, BIO 262 Human Physiology, and BIO 263 Human Pathophysiology can be taken in place of BIO 121 and BIO 122.

Medical Coding Certificate

COURSE	CR
Quarter 1	
BIO 121 Anatomy, Physiology and Pathology I	5
HIMT 135 Health Data Management	5
TOTAL CREDIT HOURS	10

Quarter 2	
BIO 122 Anatomy, Physiology and Pathology II	5
HIMT 141 Pharmacology and Health Information Management	3
HIMT 256 Clinical Data Analysis	3
TOTAL CREDIT HOURS	11

Quarter 3	
HIMT 245	ICD-9-CM Coding5
ENGL 101	Beginning Composition3
TOTAL CREDIT HOURS	8
Quarter 4	
HIMT 255	CPT-4 Coding5
TOTAL CREDIT HOURS	5
Quarter 5	
HIMT 113	Managed Care Trends2
HIMT 265	Medical Reimbursement3
HIMT 275	Intermediate Coding5
TOTAL CREDIT HOURS	10
Quarter 6	
HIMT 276	Medical Coding Practicum3
TOTAL CREDIT HOURS	3
TOTAL CERTIFICATE CREDIT HOURS	47

Heating, Ventilating and Air Conditioning Technology

Heating, Ventilating and Air Conditioning Technology Associate Degree High Pressure Boiler License Training Program Large Commercial Certificate Residential/Light Commercial Certificate

The Heating, Ventilating and Air Conditioning Technology prepares graduates for a wide variety of occupations in the \$150 billion 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 increase in new high-rise buildings and real estate development within all major cities is a clear indication of the ongoing job opportunities available. Many graduates also 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 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. To be licensed, individuals are also

required to document directly-related work experience with 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 and 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 a variety of residential and commercial HVAC equipment to solve environmental problems.
- Assist in the design of automatic control circuits using electro-mechanical 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
Quarter 1	
ARCH 110	Construction Drafting: Manual I (First Term)2
ARCH 112	Construction Drafting: CAD I (Second Term).....2
CIT 101	PC Applications I3
ENGL 101	Beginning Composition3
HAC 152	Instrumentation/Combustion Process4
HAC 161	Hand Tools Laboratory4
TOTAL CREDIT HOURS	18
Quarter 2	
HAC 116	Piping Systems3
HAC 141	Principles of Refrigeration4
HAC 183	HAC Wiring Circuits I4
HAC 222	Load Calculations I4
MATH 104	Intermediate Algebra5
TOTAL CREDIT HOURS	20

Quarter 3		
ENGL 102	Essay and 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
TOTAL CREDIT HOURS		20

Quarter 4		
BMGT 231	Entrepreneurship I.....	4
ENGL 200	Business Communications	3
HAC 242	HAC Mechanical Standards/Safety	3
HAC 253	Automatic Controls I.....	3
HAC 254	Heating Systems	4
TOTAL CREDIT HOURS		17

Quarter 5		
BMGT 232	Entrepreneurship II	4
COMM 105	Speech	3
HAC 256	Automatic Controls II	3
HAC XXX	Technical Elective	4
TOTAL CREDIT HOURS		14

Quarter 6		
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 100,101, 102, 104, or 105	5
TOTAL CREDIT HOURS		18
TOTAL DEGREE CREDIT HOURS		107

Technical Elective must be selected from the following list of courses:

HAC 291	Field Experience	4
HAC 258	Pneumatic Controls I	4
HAC 285	HAC Electronic Controls I	4
HAC 287	Boiler Systems	5
HAC 288	Commercial A/C Systems	4
HAC 299*	Special Topics in HAC	1-5

* Please see advisor before scheduling this class.

High Pressure Boiler License Training Program

COURSE		CR
Quarter 1		
HAC 116	Piping Systems	3
HAC 152	Instrumentation/Combustion	4
HAC 242	HAC Mechanical Standards/Safety	3
HAC 287	Boiler Systems	5
TOTAL CERTIFICATE CREDIT HOURS		15

Large Commercial Certificate

COURSE		CR
Quarter 1		
HAC 141	Principles of Refrigeration	4
HAC 183	HAC Wiring Circuits I.....	4
TOTAL CREDIT HOURS		8

Quarter 2		
HAC 152	Instrumentation/Combustion.....	4
HAC 287	Boiler Systems	5
TOTAL CREDIT HOURS		9

Quarter 3		
HAC 288	Commercial A/C Systems	4
HAC 256	Automatic Controls II	3
TOTAL CREDIT HOURS		7

Quarter 4		
HAC 285	HAC Electronic Controls I	4
HAC 258	Pneumatic Controls.....	4
TOTAL CREDIT HOURS		8
TOTAL CERTIFICATE CREDIT HOURS		32

Residential/Light Commercial Certificate

COURSE		CR
Quarter 1		
HAC 141	Principles of Refrigeration.....	4
HAC 183	HAC Wiring Circuits I.....	4
TOTAL CREDIT HOURS		8

Quarter 2		
HAC 152	Instrumentation/Combustion.....	4
HAC 284	HAC Wiring Circuits II.....	4
TOTAL CREDIT HOURS		8

Quarter 3		
HAC 243	Air Conditioning Systems.....	4
HAC 161	Hand Tools Laboratory	4
TOTAL CREDIT HOURS		8

Quarter 4		
HAC 244	Heat Pump Systems	4
HAC 254	Heating Systems.....	4
TOTAL CREDIT HOURS		8
TOTAL CERTIFICATE CREDIT HOURS		32

Hospitality Management Technology

Chef Apprenticeship Major
Dietetic Technician Major
Foodservice/Restaurant Management Major
Travel/Tourism/Hotel Management Major

Baking Certificate
Dietary Manager Certificate
Meeting and Event Management Certificate
School Foodservice Manager 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, Baking, Meeting and Event Management and School Foodservice Manager Certificate programs 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). A Supplementary Application is required. (See Specific Program Admissions Information.) Chef apprentices are placed for employment for three years of on-the-job training under a professional chef in restaurants, clubs, hotels, or catering businesses. 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 Foundation 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 accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association. The seven-quarter program provides practicums coordinated with classroom instruction. Graduates are eligible for membership in the American Dietetic Association and qualify to take the national examination given by the Commission for Dietetic Registration 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. This major is accredited by the American Culinary Federation Foundation Accrediting Commission, and graduates can qualify as Certified Culinarians by the American Culinary Federation upon successful completion of national written and practical examinations.

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 health care 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 Travel Industry Certificate program consists of four courses that give students a fundamental core knowledge of the travel industry. It prepares students for entry positions with 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.

The Baking Certificate program will prepare students to assist in the preparation and production of pies, cookies, cakes, breads, rolls, desserts, and other baked goods in a variety of baking environments including independent and in-store bakeries as well as large commercial bakeries, restaurants, and hotels. Duties may include stocking ingredients, preparing and cleaning equipment, measuring ingredients, mixing, scaling, forming, proofing, oven tending, product finishing, and presentation.

The School Foodservice Manager Certificate program includes four courses. The completion of these four courses will prepare the student to meet the education requirements for the third level of certification established by the School Nutrition Association.

The Meeting and Event Management Certificate is designed to prepare students to assume positions in meeting and event planning in conference centers, hotels, or large corporations. The certificate includes seven required courses. Upon successful completion of these courses, student could apply them to the Travel/Tourism/Hotel Management major to complete a degree in Hospitality Management.

In addition to CSCC General Education outcomes, 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 written and oral communication with management, employees and customers.
- Demonstrate skills in team-building, coaching, motivating, and supervising employees.
- Demonstrate knowledge of hiring and training processes.
- Utilize computer software and online resources applicable to the industry.
- Perform mathematical calculations necessary for the industry.
- Demonstrate problem solving and critical thinking skills.
- Analyze financial reports and determine appropriate operational procedures.
- Establish and maintain safety, sanitation, and security standards.
- Demonstrate the ability to market and sell products and services.
- Demonstrate basic knowledge of, and ability to comply with, current laws, rules, and regulations governing food service, lodging, and tourism.

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 nonfood items.
- 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.
- 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 nonfood items.
- Produce high quality food products using appropriate ingredients and equipment.
- 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 nonfood items.
- 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 the internet.
- Complete detailed customer travel itineraries for individuals and group tours.
- Demonstrate a working knowledge of lodging operations.

- Demonstrate a basic knowledge of meeting planning and catering services.
- Create a plan for promoting a tourist event or site in the community or region.

Specific Program Admissions Information

Listed below are additional requirements for admission to the Chef Apprenticeship Major and the Dietetic Technician Major.

Chef Apprenticeship Major

- High school graduate or GED equivalency
- Placement into ENGL 101: Beginning Composition
- Placement into MATH 101: Business Mathematics
- Supplemental application required by the department (May 15 and November 15 deadlines)

Dietetic Technician Major

- High school graduate or GED equivalency
- Recommended high school or equivalent courses in 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

COURSE	CR
Quarter 1	
HOSP 101 Researching the Hospitality and Tourism Industry.....	3
HOSP 102 Foodservice Equipment	2
HOSP 122 Hospitality Sanitation and Safety.....	3
HOSP 293 Hospitality Co-Op Work Experience I	3
TOTAL CREDIT HOURS	11

Quarter 2

HOSP 153 Nutrition for a Healthy Lifestyle.....	5
ENGL 101 Beginning Composition	3
TOTAL CREDIT HOURS	8

Quarter 3

MATH 101 Business Math	5
HOSP 107 Food Principles	5
TOTAL CREDIT HOURS	10

Quarter 4

HOSP 106 Food Laboratory I	3
CIT 101 PC Applications I.....	3
COMM 110 Conference and Group Discussion.....	3
TOTAL CREDIT HOURS	9

Quarter 5

HOSP 123 Food Purchasing	3
HOSP 216 Food Laboratory II	3
HOSP 294 Hospitality Co-Op Work Experience II	3
TOTAL CREDIT HOURS	9

Quarter 6

HOSP 217 Garde Manger	3
ENGL 102 Essay and Research.....	3
HOSP 225 Menu Development.....	3
TOTAL CREDIT HOURS	9

Quarter 7

HOSP 272 Catering Services	2
SSCI 101 Cultural Diversity	5
ENGL 200 Business Communication.....	3
TOTAL CREDIT HOURS	10

Quarter 8		
NSCI 101	Natural Science I	5
HOSP 227	Garde Manger II	3
TOTAL CREDIT HOURS		8

Quarter 9		
HOSP 295	Hospitality Co-Op Work Experience III	3
HOSP 218	Fundamentals of Baking	3
HUM XXX	Humanities 111,112,113,151,152 or 224	5
TOTAL CREDIT HOURS		11

Quarter 10		
ACCT 106	Financial Accounting	5
HOSP 214	International Cuisine	3
TOTAL CREDIT HOURS		8

Quarter 11		
HOSP 205	Records and Cost Control	4
BMGT 102	Managing Interpersonal Skills I	3
TOTAL CREDIT HOURS		7

Quarter 12		
HOSP 224	Hospitality Supervision and Quality Management	5
HOSP 286	Apprenticeship Final Project	2
HOSP 203	Beverage Management	3
TOTAL CREDIT HOURS		10
TOTAL DEGREE CREDIT HOURS		110

Dietetic Technician Major

COURSE		CR
Quarter 1		
HOSP 102	Foodservice Equipment	2
HOSP 122	Hospitality Sanitation and Safety	3
DIET 191	Dietetic Technician Practicum I	1.4
ENGL 101	Beginning Composition	3
MLT 100	Introduction to Health Care	3
CIT 101	PC Applications I	3
TOTAL CREDIT HOURS		15.4

Quarter 2		
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
TOTAL CREDIT HOURS		16

Quarter 3		
HOSP 123	Food Purchasing	3
BIO 261	Human Anatomy	5
DIET 193	Dietetic Technician Practicum III	2
HOSP 153	Nutrition for a Healthy Lifestyle	5
TOTAL CREDIT HOURS		15

Quarter 4		
BMGT 102	Managing Interpersonal Skills I	3
ENGL 102	Essay and Research	3
BIO 262	Human Physiology	5
COMM 105	Speech	3
TOTAL CREDIT HOURS		14

Quarter 5		
DIET 261	Community Nutrition: A Life Cycle Approach	2
DIET 297	Dietetic Technician Practicum IV	3
DIET 275	Medical Nutrition Therapy I	5
HOSP 225	Menu Development	3
DIET 263	Nutrition Care Process	2
TOTAL CREDIT HOURS		15

Quarter 6		
SSCI 101	Cultural Diversity	5
DIET 298	Dietetic Technician Practicum V	2
DIET 276	Medical Nutrition Therapy II	5
HOSP 224	Hospitality Supervision and Quality Management	5
TOTAL CREDIT HOURS		17

Quarter 7		
ENGL 202	Writing for Health and Human Services	3
DIET 265	Dietetic Technician Seminar	1
DIET 299	Dietetic Technician Practicum VI	2.6
HOSP 219	Food Production Management	4
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
TOTAL CREDIT HOURS		15.6
TOTAL DEGREE CREDIT HOURS		108

Foodservice/Restaurant Management Major

COURSE		CR
Quarter 1		
HOSP 101	Researching the Hospitality and Tourism Industry	3
HOSP 102	Foodservice Equipment	2
HOSP 122	Hospitality Sanitation and Safety	3
HOSP 153	Nutrition for a Healthy Lifestyle	5
CIT 101	PC Applications I	3
TOTAL CREDIT HOURS		16

Quarter 2		
HOSP 107	Food Principles	5
HOSP 109	Food Production	3
ENGL 101	Beginning Composition	3
MATH 101	Business Math	5
TOTAL CREDIT HOURS		16

Quarter 3		
HOSP 123	Food Purchasing	3
BMGT 102	Managing Interpersonal Skills	3
NSCI 101	Natural Science I	5
ENGL 102	Essay and Research	3
ACCT 106	Financial Accounting I	5
TOTAL CREDIT HOURS		19

Quarter 4		
HOSP 225	Menu Development	3
HOSP 205	Records and Cost Controls	4
HOSP 143	Hospitality and Travel Law	3
HOSP 272	Catering Services	2
SSCI 101	Cultural Diversity	5
TOTAL CREDIT HOURS		17

Quarter 5		
HOSP 203	Beverage Management	3
XXX XXX	Technical Elective	3
HOSP 291	Hospitality Co-Op Work Experience I	3
HOSP 224	Hospitality Supervision and Quality Management	5
COMM 105	Speech	3
TOTAL CREDIT HOURS		17

Quarter 6		
HOSP 246	Hospitality Sales and Marketing	3
HOSP 219	Food Production Management	4
HOSP 292	Hospitality Co-Op Work Experience II	3
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
ENGL 200	Business Communications	3
TOTAL CREDIT HOURS		18
TOTAL DEGREE CREDIT HOURS		103

Technical Electives

The following courses are approved for technical elective requirements:

HOSP 217	Garde Manger	3
HOSP 218	Fundamentals of Baking	3
BMGT 216	Ethics and Leadership	4
HOSP 214	International Cuisine	3
BMGT 231	Small Business Development	4
HOSP 273	Casino Management	3

Travel/Tourism/Hotel Management Major

COURSE		CR
Quarter 1		
CIT 101	PC Applications	3
ENGL 101	Beginning Composition	3
MATH 101	Business Math	5
HOSP 101	Researching the Hospitality and Tourism Industry	3
HOSP 154	Destination Geography	5
TOTAL CREDIT HOURS		19
Quarter 2		
HOSP 145	Lodging Operations	5
MKTG 111	Marketing Principles	5
HOSP 157	Travel and Tourism Operations	5
ENGL 102	Essay and Research.....	3
TOTAL CREDIT HOURS		18
Quarter 3		
PSY 100	Introduction to Psychology.....	5
MKTG 226	Customer Service Principles and Practices	4
HOSP 122	Hospitality Sanitation and Safety.....	3
HOSP 143	Hospitality and Travel Law.....	3
COMM 110	Conference and Group Discussion.....	3
TOTAL CREDIT HOURS		18
Quarter 4		
XXX XXX	Technical Elective.....	3
BMGT 102	Managing Interpersonal Skills I	3
ACCT 106	Financial Accounting.....	5
HOSP 270	Event Management	3
HOSP 291	Hospitality Co-Op Work Experience I	3
TOTAL CREDIT HOURS		17
Quarter 5		
ENGL 200	Business Communications	3
HOSP 206	Management Accounting for Hospitality.....	4
HOSP 257	Global Distribution Systems	3
HOSP 224	Hospitality Supervision and Quality Management	5
HOSP 246	Hospitality Sales and Marketing.....	3
TOTAL CREDIT HOURS		18
Quarter 6		
NSCI 101	Natural Science I	5
SSCI 101	Cultural Diversity.....	5
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
HOSP 292	Hospitality Co-Op Work Experience II	3
TOTAL CREDIT HOURS		18
TOTAL DEGREE CREDIT HOURS		108

Technical Elective:

The following courses are approved for technical elective requirements:

HOSP 203	Beverage Management.....	3
BMGT 216	Ethics and Leadership	4
BMGT 281	Business Etiquette.....	3
BMGT 231	Small Business Development	3
HOSP 273	Casino Management	3
HOSP 226	Event Menu Planning	3

Baking Certificate

COURSE		CR
Quarter 1		
HOSP 122	Hospitality Sanitation and Safety.....	3
HOSP 110	Baking Principles.....	3
TOTAL CREDIT HOURS		6
Quarter 2		
HOSP 112	Basic Yeast and Quick Breads	4
HOSP 113	Pies and Pastries.....	3
TOTAL CREDIT HOURS		7
Quarter 3		
HOSP 111	Principles of Baking Operations	3
HOSP 114	Advanced Breads.....	4
TOTAL CREDIT HOURS		7

Quarter 4		
HOSP 115	Cakes, Cookies and Other Desserts	3
HOSP 116	Bakery Presentation and Decoration.....	3
TOTAL CREDIT HOURS		6
TOTAL CERTIFICATE CREDIT HOURS		26

Dietary Manager Certificate

COURSE		CR
Quarter 1		
DMGR 101	Dietary Manager Seminar I	4
DMGR 194	Dietary Manager Co-Op/Work Experience I	2
TOTAL CREDIT HOURS		6
Quarter 2		
DMGR 102	Dietary Manager Seminar II	4
DMGR 195	Dietary Manager Co-Op/Work Experience II	2
TOTAL CREDIT HOURS		6
Quarter 3		
DMGR 103	Dietary Manager Seminar III	4
DMGR 196	Dietary Manager Co-Op/Work Experience III	2
TOTAL CREDIT HOURS		6
TOTAL CERTIFICATE CREDIT HOURS		18

Meeting and Event Planning Certificate

COURSE		CR
Quarter 1		
HOSP 122	Hospitality Sanitation	3
HOSP 270	Event Management	3
TOTAL CREDIT HOURS		6
Quarter 2		
HOSP 224	Hospitality Supervision and Quality Management	5
HOSP 226	Event Menu Planning	3
TOTAL CREDIT HOURS		8
Quarter 3		
HOSP 272	Catering Services	2
HOSP 206	Management Accounting for Hospitality.....	4
HOSP 246	Hospitality Sales and Marketing.....	3
TOTAL CREDIT HOURS		9
TOTAL CERTIFICATE CREDIT HOURS		20

School Foodservice Manager Certificate

COURSE		CR
Quarter 1		
HOSP 122	Hospitality Sanitation	3
TOTAL CREDIT HOURS		3
Quarter 2		
SMGR 101	Introduction to School Foodservice.....	3
TOTAL CREDIT HOURS		3
Quarter 3		
SMGR 102	School Nutrition and Menu Planning	4
TOTAL CREDIT HOURS		4
Quarter 4		
SMGR 103	School Foodservice Management/Human Resources.....	4
TOTAL CREDIT HOURS		4
TOTAL CERTIFICATE CREDIT HOURS		14

Travel Industry Certificate*

COURSE		CR
HOSP 154	Destination Geography	5
HOSP 157	Travel and Tourism Operations	5
HOSP 257	Global Distribution Systems	3
HOSP 246	Hospitality Sales and Marketing	3
TOTAL CREDIT HOURS		16

Human Resources Management Technology

Associate of Applied Science Degree

Over the last several decades, the human resource (personnel) function has evolved into an extremely complex profession requiring an understanding of how each facet of human resources management impacts another and the organization as a whole. The plethora of federal and state laws regulating all aspects of the employee/employer relationship, compounded by conflicting judicial interpretations, require 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, costing thousands of dollars in legal fees, even if the company prevails legally.

Senior management has begun to recognize that human resource management professionals, skilled in human resource and labor law, labor relations, policy development and administration, compensation and benefits, and employee relations, make a positive impact on a firm's bottom line.

Columbus State's Human Resources Management program teaches human resources management skills in a hands-on learning environment that bridges academic theory with "real world" applications. Students receive a foundational background in the many legal issues impacting human resources management, and they learn how to apply their comprehensive knowledge to a wide spectrum of human resources management functions.

Upon completion of the associate degree in Human Resources Management, the graduate will be able to:

- Research human resources laws, cases, and issues using the Internet and other resources.
- Apply human resources laws impacting private sector employers to day-to-day business operations.
- Write legal human resources policies, procedures, programs and employee handbook summaries for an organization.
- Develop protocol for and conduct the various types of interviews used in business.
- Develop a job analysis questionnaire and write job descriptions and job specifications
- Develop/administer a monetary compensation system.
- Develop/administer employee benefit programs.
- Develop/administer a performance appraisal system.
- Provide assistance in the union organizing, negotiating, grieving, and arbitrating processes.

Traditional Classes and Distance Learning Choices at Columbus State

The Human Resources Management program is proud to offer traditional and distance learning (DL) options for our students. The traditional classroom experience continues to provide students with high quality instruction in a small classroom setting at the Downtown Campus and off-campus locations.

Human Resources Management also offers distance learning courses that provide the same high quality learning as traditional instruction, yet with the flexibility of being able to complete course work online or through video-based instruction.

Human Resource Management Major

Quarter 1

ENGL 101	Beginning Composition	3
MATH 103	Beginning Algebra II	4
CIT 102	PC Applications 2	3
BMGT 111	Management	5
BOA 101	Business Grammar	4
TOTAL CREDIT HOURS	19

Quarter 2

ENGL 102	Essay and Research	3
MATH 135	Elementary Statistics	5
HRM 121	Human Resources Management	4
HRM 228	Employee Training	2
LEGL 261	Business Law I	3
TOTAL CREDIT HOURS	17

Quarter 3

COMM 105	Speech	3
PSY 100	Psychology	5
ECON 200	Microeconomics	5
HRM 122	Human Resources Policy and Procedure Writing	4
HRM 124	Personnel Interviewing	4
TOTAL CREDIT HOURS	21

Quarter 4

ENGL 200	Business Communications	3
HRM 220	Labor Relations	5
HRM 221	Staffing Under the Law	4
HRM 224	Human Resources Records Management	3
HRM 225	Workplace Safety	3
TOTAL CREDIT HOURS	18

Quarter 5

BMGT 211	Organizational Behavior	4
HRM 222	Monetary Compensation	4
HRM 226	Mandatory Benefits	4
HRM 227	Voluntary Benefits	4
TOTAL CREDIT HOURS	16

Quarter 6

NSCI 101	Natural Science I	5
HUM XXX	Humanities 111,112,113,151,152, or 224	5
HRM 240	Administration of HRM	5
HRM 242	HRM Practicum	2
HRM 243	HRM Practicum Seminar	2
TOTAL CREDIT HOURS	19
TOTAL DEGREE CREDIT HOURS	110

Interactive Media Associate Degree

Digital Video and Sound Major Video Game Art and Animation Track

The Interactive Media 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 Web site development.

The Interactive Media Associate Degree program is designed to impart four critical skills to its graduates:

- Design
- Scripting (source code and application), including HTML, CSS, MySQL, PHP, and Actionscript
- Familiarity with various design-oriented application programs including: Adobe Photoshop, Fireworks, Protools, Avid Xpress, Premiere, AfterEffects, Flash, Dreamweaver, Illustrator, and Maya
- Experience in both the Macintosh and Windows platforms

By mastering these four areas, program graduates will be able to go beyond basic design and layout to complete the “big picture” regarding media structure and flowcharting. As a result, program graduates can cross cultural, aesthetic and technical boundaries.

The Digital Video and Sound major is designed to address the need for professionally trained graphic design and interactive media professionals who have the skill set to utilize audio and video assets (typically called “rich media”) in the production of new media whether it be in a CD-ROM, DVD, interactive Web sites or other delivery systems.

The Video Game Art and Animation track covers such topics such as level design and characters for games, as well as effects and texturing. Students are provided a strong foundation in key areas that impact this field: traditional animation, storytelling, digital arts, etc. With this foundation, the remainder of the program builds on 3D character and level development skills, audio integration skills and post-production techniques. The XNA platform, a Microsoft product designed specifically for the needs of student game designers, will provide the technical integration platform for combining these digital assets into a working game. It is the development of an actual, working game that will inform much of the coursework during the second-year.

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 com-

puter 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, the graduate will be able to:

- Possess a working-level knowledge of the interactive multimedia field and how it affects society and industry.
- Comprehend the relationship between design, marketing, and interactive multimedia projects.
- Understand the purpose and interrelationship between design, scripting, and software.
- Be able to evaluate the strengths and weaknesses of project design including storyboarding, diagramming, flowcharting, and brand relevance.
- Know the core concepts of scripting as they apply to multimedia and Web development
- Learn the basic principles of digital video editing using various original or provided video clips.
- Understand the basic principles of 2D design, the elements of design, and concepts of forms and structures.
- Comprehend the basic concepts of 3D modeling: model construction, rendering, lighting, and animation.
- Create a functional, interactive, animated Web presence from conceptual stages to finished product.
- Possess extensive knowledge of industry standard Web animation software (Flash with a 30-week course sequence).
- Gain working knowledge of Web design application software using Dreamweaver.
- Use storyboard, flowchart and drawing skills to represent finished versions of a Web site, an interactive CD or a video.
- Complete an interactive portfolio.
- Gain real-world experience working as an intern in a multimedia-related company.

In addition to the Interactive Multimedia competencies, graduates completing a Digital Video and Sound major will be able to:

- Understand the role of audio/visual production in an integrated marketing communications plan.
- Use software tools to capture audio and video from various sources.
- Use sound and sound editing channels to enhance video productions.
- Understand copyright and fair use laws as they relate to audio/video production.
- Stream and import video for web productions.
- Identify ways to incorporate text and character animation into video productions.
- Demonstrate an ability to record voice, music, and effect for multimedia products.
- Demonstrate an understanding of the processes involved in planning, scripting, recording, and editing a digital audio/video production.

In addition to the Interactive Multimedia competencies, graduates completing a Video Game Art and Animation track will be able to:

- Demonstrate an understanding of the history, current industry and occupations that constitute the digital gaming industry.

- Possess fundamental visual and audio design/aesthetic skills in digital design, illustration, audio/sound effects and video in support of game development and design.
- Understand narrative methods with particular emphasis on those unique to.
- Understand the roles and responsibilities of team members and their collaboration in all phases of design, development and implementation
- Demonstrate appropriate image-editing software and computer skills that directly support Gaming Art and Animation editing/enhancement and post-production workflow techniques.
- Be able to work as part of a larger technical/design team to complete tasks on time and on budget.
- Understand the fundamentals of game development for both Windows and specific game consoles—specifically the Xbox.
- Develop a comprehensive professional portfolio to be used in pursuing jobs and/or internship opportunities.

NOTE: For many Interactive Multimedia courses, majors may wish to purchase the relevant software. Interactive Multimedia labs have limited availability outside of class time; access to software outside of the lab will enable students to work on class assignments outside of the lab setting.

Interactive Media Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
GRPH 112 Introduction to Computer Design	5
IMMT 101 Principles of Interactive Media	3
MATH 103 Algebra II	4
HUM XXX Humanities 111, 112,113,151,152 or 154	5
TOTAL CREDIT HOURS	20
Quarter 2	
ENGL 102 Essay and Research	3
GRPH 113 Fundamentals of Layout and Storyboarding	4
MKTG 102 Branding	3
IMMT 111 Foundations of Digital Media	3
BMGT 257 Project Management	3
TOTAL CREDIT HOURS	16
Quarter 3	
COMM 105 Speech	3
GRPH 251 Photoshop and Design I	5
IMMT 241 Cascading Style Sheets	4
IMMT 150 Basic Cinematography and Editing	4
GRPH243 Vector Illustration	5
TOTAL CREDIT HOURS	21
Quarter 4	
ENGL 207 Writing for the Web	3
IMMT 216 Media Graphics and Optimization	4
IMMT 217 Video Editing	3
IMMT 236 3D Modeling	4
IMMT 237 Beginning Flash [Design]	4
TOTAL CREDIT HOURS	18
Quarter 5	
SSCI 100 Globalization and the Social Sciences	5
IMMT 214 Web Database Development	3
IMMT 238 Intermediate Flash [Development]	4
IMMT 262 Web Publishing: Site Design	4
IMMT XXX Technical Elective	4
TOTAL CREDIT HOURS	20

Quarter 6	
IMMT 213 Designing an e-Commerce Website	3
IMMT 239 Advanced Flash [Advanced Scripting]	4
IMMT 271 Interactive Portfolio Development	4
IMMT 299 IMMT Internship	4
TOTAL CREDIT HOURS	15
TOTAL DEGREE CREDIT HOURS	110

ELECTIVES

IMMT 250 Document Transfer Using Adobe Acrobat	2
IMMT 297 Special Topics in Interactive Multimedia	1-6
FOTO 111 Black and White Photography	4
FOTO 114 Digital Photography	4
GRPH 252 Digital Imaging II	4
MKTG 150 Introduction to e-Commerce	3
MKTG 237 Database Marketing	3
CIT 092 Introduction to HTML	1
IMMT 242 Advanced 3D Computer Modeling – MAYA II	4

Digital Video and Sound Major

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
MATH 103 Algebra II	4
MKTG 102 Branding	3
IMMT 101 Principles of Interactive Media	3
HUM XXX CIV I/II/III or Am. History I, II, III	5
TOTAL CREDIT HOURS	18

Quarter 2

ENGL 102 Essay and Research	3
BMGT 257 Project Management	3
IMMT 150 Basic Cinematography and Editing	4
IMMT 151 Audio Editing/Voiceover	4
IMMT 111 Foundations of Digital Media	3
GRPH 113 Fundamentals of Layout and Storyboarding	4
TOTAL CREDIT HOURS	21

Quarter 3

COMM 105 Speech	3
IMMT 152 Narrative Storytelling and Production	4
IMMT 153 Screenwriting for Digital Video and Sound	3
GRPH 243 Vector Illustration	5
TOTAL CREDIT HOURS	15

Quarter 4

ENGL 207 Writing for the Web	3
IMMT 158 Motion Graphics (After Effects)	3
IMMT 216 Media Graphics and Optimization	4
IMMT XXX Technical Elective	3
GRPHXXX Digital Design Basic Elective	3
TOTAL CREDIT HOURS	16

Quarter 5

SSCI 100 Globalization and the Social Sciences	5
IMMT 155 Foley Art and Sound Design	4
IMMT 237 Beginning Flash [Design]	4
IMMT 240 Documentary Storytelling and Production	4
IMMT 262 Web Publishing Site Design	4
TOTAL CREDIT HOURS	21

Quarter 6

IMMT 238 Intermediate Flash [Development]	4
IMMT 249 Corporate/Instructional Video	4
IMMT 260 DVD Development	4
IMMT 299 IMMT Internship	4
TOTAL CREDIT HOURS	16
TOTAL DEGREE CREDIT HOURS	107

ELECTIVES

FOTO 111	Black and White Photography	4
FOTO 114	Digital Photography	4
GRPH 252	Advanced Digital Imaging	4
MKTG 150	Introduction to e-Commerce	3
MKTG 237	Database Marketing	3
IMMT 157	Sports Broadcasting	4
IMMT 159	Music Video Production	4
IMMT 250	Document Transfer Using Acrobat	2
IMMT 239	Advanced Flash	4
IMMT 297	Special Topics	1-6

Video Game Art and Animation Track

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
GRPH 113	Fundamentals of Layout and Storyboarding	4
MATH 103	Algebra II	4
COMM 105	Speech	3
IMMT 115	Survey of the Digital Gaming Industry	3
TOTAL CREDIT HOURS		17
Quarter 2		
ENGL 102	Essay and Research	3
GRPH 116	Introduction to Traditional Animation	4
IMMT 236	3D Modeling	4
IMMT 237	Beginning Flash (Design)	4
GRPH 115	Fundamentals of Illustration	4
TOTAL CREDIT HOURS		19
Quarter 3		
GRPH 216	Advanced Traditional Animation	4
GRPH 255	Digital Drawing	4
IMMT 188	Introduction to 3D Game Production	4
IMMT 116	Storytelling for Games	4
ENGL 207	Writing for the Web	3
TOTAL CREDIT HOURS		19
Quarter 4		
GRPH 265	Character and Environment Design	4
IMMT 242	Advanced 3D Computer Modeling	4
IMMT 238	Intermediate Flash	4
IMMT 215	Introduction to the XNA Platform	4
IMMT 248	Programming for Video Games	4
TOTAL CREDIT HOURS		20
Quarter 5		
HUM XXX	Humanities 111, 112,113,151,152 or 154	5
SSCI100	Globalization and the Social Sciences	5
IMMT 263	Final Project 1: Using XNA Platform	3
IMMT 155	Foley Art and Sound Design	3
IMMT 243	3D Character Development – MAYA III	4
TOTAL CREDIT HOURS		20
Quarter 6		
IMMT 264	Final Project 2: Using XNA Platform	3
IMMT 288	Post Production	4
IMMT 295	Portfolio Development	4
IMMT 239	Advanced Flash	4
TOTAL CREDIT HOURS		15
TOTAL DEGREE CREDIT HOURS		110

Interpreting/American Sign Language Education

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 skills during six core courses. A three-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 an entry-level knowledge of American Sign Language and deaf culture (equivalent to CSCC’s ITT 141, 142, 130 and 111); (2) have a good command of spoken English; (3) agree to adhere to the Code of Ethics established by the Registry of Interpreters for the Deaf, Inc.; (4) attend a Mandatory Information Session conducted by the coordinator to complete an application form for the program; and (5) agree to complete a minimum number of ITT courses each quarter. Prior to acceptance into the Interpreting program, students may take any general education courses listed in the Plan of Study, and any courses listed in the ASL/Deaf Studies Certificate without permission of the ITT program coordinator.

The seven-quarter program is sequential, carefully integrating theory and skills with problem solving and critical thinking. Students must adhere to the Code of Professional Conduct of the Registry of Interpreters for the Deaf (RID), or risk dismissal from the program. In order to ensure successful language learning, students are REQUIRED to participate each quarter in activities and events outside of class time.

Upon completion of the Associate Degree in Interpreting/ASL Education, the graduate will be able to:

- Demonstrate unique skills required for interpreting in specialized settings (e.g., oral, medical, mental health, deaf-blind, etc.).
- Demonstrate an understanding of the interpreting/transliterating RID Code of Professional Conduct.
- Demonstrate basic competency with American Sign Language (ASL) as well as a basic understanding of signed English.
- Demonstrate ability to interpret spoken English messages into ASL, and ASL messages into spoken English.
- Demonstrate ability to transliterate spoken English messages into Manually Coded English, and Manually Coded English into spoken English.
- Explain the role of the interpreter/transliterator to both deaf and hearing consumers.
- Demonstrate knowledge of the deaf community and sensi-

- tivity toward the cultural traditions of the community.
- Assess a 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 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 apply for 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:

- High school graduate or GED equivalency
- Entry-level American Sign Language skills equivalent to CSCC’s ASL I (ITT 141), ASL II (ITT 142), Fingerspelling (ITT 130), and Introduction to the Deaf Community (ITT 111)--all with a “C” or better. ASL I and Introduction to the Deaf Community are offered Autumn and Spring quarters; ASL II and Fingerspelling are offered Winter and Summer quarters. Individuals with ASL experience may meet this requirement by taking an ASL placement exam. Contact Alan Atwood, (614) 287-5164, for more information.
- COMPASS test placement into ENGL 101 Beginning Composition or above, “No Reading Required, and MATH 102.
- 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. Mandatory Information Sessions tend to be scheduled in early January and July. Contact the coordinator of the Interpreting/ASL Education program, Chris Evenson, (614) 287-5616, for dates/times of the next Mandatory Information Session.
- Submit all previous college and university transcripts to the Registrar’s Office.
- Admitted with, and maintain, a minimum 2.0 GPA.

Students who go out-of-sequence may re-enter the Interpreting program providing space is available. Those students will be required to meet with an advisor, take applicable skills assessment exams, and must follow the current year’s Plan of Study for graduation, including any and all course work that has been added to the curriculum since their original start of the program.

Note: American Sign Language/Deaf Studies Certificate candidates do not need to attend a Mandatory Information Session.

Interpreting /ASL Education Associate Degree

Please check course descriptions for prerequisites to all courses in this curriculum.

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
CIT 101 PC Application 1	3
ITT 110 Introduction to Interpreting/Transliterating	3
ITT 150 Linguistics of ASL	3
ITT 143 American Sign Language III	5
TOTAL CREDIT HOURS	17

Quarter 2	
ENGL 102 Essay and Research	3
ITT 129 Current Research and Theory of Interpreting	3
ITT 144 American Sign Language IV	5
ITT 211 Transliterating I	3
TOTAL CREDIT HOURS	14

Quarter 3	
HUM XXX Humanities 111, 112, 113, 151, 152 or 224	5
ITT 145 American Sign Language V	5
ITT 201 Interpreting I	3
ITT 212 Transliterating II	3
TOTAL CREDIT HOURS	16

Quarter 4	
PSY 100 Introduction to Psychology <i>or</i>	5
SOC 101 Introduction to Sociology	5
ITT 120 Lexical Analysis and Development	3
ITT 149 Advanced ASL for Interpreters	2
ITT 202 Interpreting II	3
MULT 101 Medical Terminology	2
TOTAL CREDIT HOURS	15

Quarter 5	
COMM 115 Oral Interpretation.....	3
ITT 292 Interpreting Practicum I	2
ITT 203 Interpreting III.....	3
ITT 220 Sign to Voice Interpreting/Transliterating	4
ITT XXX Technical Elective	3
TOTAL CREDIT HOURS	15

Quarter 6	
ENGL 200 Business Communications	3
NSCI 101 Natural Science	5
ITT 204 Interpreting IV	3
ITT 293 Interpreting Practicum II	4
TOTAL CREDIT HOURS	15

Quarter 7	
ECD 120 Interpersonal Communications	3
ITT 121 Legal and Ethical Aspects of Interpreting	3
ITT 123 Specialized Interpreting	3
ITT 294 Interpreting Practicum III	4
TOTAL CREDIT HOURS	13
TOTAL DEGREE CREDIT HOURS	105

Technical Electives (ITT) must be selected from the following:

ITT 170 Conversational ASL	2
ITT 171 Gesturing and Visual Readiness.....	1
ITT 172 History of the Deaf Community	2
ITT 173 Script Analysis and Translation	2
ITT 174 Religious Interpreting	3
ITT 175 Text Preparation and Analysis.....	3
ITT 265 Special Topics in Interpreting, ASL, Deaf Studies	1-5

American Sign Language/Deaf Studies Certificate

For those individuals wanting to learn about people who are deaf, their unique culture and community, and to be able to converse with them via American Sign Language (ASL), Columbus State offers 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 eight courses (35 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 placement test. **Contact Alan Atwood, (614) 287-5164, or aatwood@csc.edu for more information.**

*Registration for the following eight 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 nonmajor students meeting the prerequisites 14 days after the first day of registration. Contact the coordinator for registration dates for nonmajors.

COURSE	CR
Quarter 1	
ITT 111 Introduction to the Deaf Community	5
ITT 141 American Sign Language I	5
TOTAL CREDIT HOURS	10
Quarter 2	
ITT 130 Fingerspelling	2
ITT 142 American Sign Language II	5
TOTAL CREDIT HOURS	7
Quarter 3	
ITT 150 Linguistics of ASL	3
ITT 143 American Sign Language III	5
TOTAL CREDIT HOURS	8
Quarter 4	
ITT 144 American Sign Language IV	5
TOTAL CREDIT HOURS	5
Quarter 5	
ITT 145 American Sign Language V	5
TOTAL CREDIT HOURS	5
TOTAL CERTIFICATE CREDIT HOURS	35

Landscape Design/Build

Landscape Design/Build Associate Degree

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, soils, and drafting with other construction sciences 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, operations, humanities, and behavioral sciences.

Upon completion of the Associate Degree in Landscape Design/Build, the graduate will be able to:

- Assist with the preparation of contract/design documents and construction specifications.
- Assist landscape professionals with the management and implementation of construction processes.
- Select suitable herbaceous and woody plants and properly install them.
- 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 materials using a variety of graphic techniques.
- Assist in the maintenance of 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, diseases and problems as they relate to the landscape.

Landscape Design/Build Associate Degree

COURSE	CR
Quarter 1	
ARCH 110 Construction Drafting: Manual I (First Term)	2
ARCH 112 Construction Drafting: CAD I (Second Term)	2
ENGL 101 Beginning Composition	3
LAND 101 Landscape Principles	3
LAND 111 Survey of Landscape Industry	2
MATH 104 Intermediate Algebra	5
TOTAL CREDIT HOURS	17
Quarter 2	
BIO 125 General Botany	5
ENGL 102 Essay and Research	3
LAND 102 Residential Landscape Design	4
LAND 107 Landscape Maintenance	3
SPAN 100 Spanish for the Professions	3
TOTAL CREDIT HOURS	18

Quarter 3	
LAND 152	Site Planning4
HUM XXX	Humanities 111,112,113,151,152 or 2245
LAND 105	Spring Landscape Plants4
SURV 141	Basic Surveying4
TOTAL CREDIT HOURS17	

Summer Quarter between 1st and 2nd year	
LAND 291	Field Experience4
TOTAL CREDIT HOURS4	

Quarter 4	
LAND 205	Autumn Landscape Plants4
LAND 206	Landscape Graphics4
LAND 207	Landscape Construction4
LAND 201	Landscape Pest Control.....3
ENVR 120	Environmental Aspects of Soils.....5
TOTAL CREDIT HOURS20	

Quarter 5	
BMGT 111	Management.....5
COMM 105	Speech <i>or</i>
COMM 110	Conference and Group Discussion3
LAND 202	Planting Design4
LAND 204	Turf Grass Management.....3
LAND 203	Landscape Irrigation3
TOTAL CREDIT HOURS18	

Quarter 6	
ENGL 204	Technical Writing3
LAND 108	Herbaceous Plants3
LAND 222	Landscape Operations4
SSCI XXX	Social Science 100, 101, 102, 104 or 105.....5
XXX XXX	Technical Elective1-5
TOTAL CREDIT HOURS 16-20	
TOTAL DEGREE CREDIT HOURS110	

Technical Elective must be selected from the following list of courses:

ENVR 160	OSHA 10-Hour Construction Safety and Health.....1
CIT 101	PC Applications I3
ARCH 113	Architectural Drafting: CAD II2
LAND 100*	Introduction to Landscape Profession.....2
LAND 104	Specialty Gardens3
LAND 109	Landscape Arboriculture3
LAND 110	Landscape Computer Applications3
LAND 117	Landscape Maintenance Laboratory2
LAND 208	Interior Plants3
LAND 210	Evergreen Landscape Plants4
LAND 217	Landscape Construction Laboratory2
LAND 295/296/297*	Special Topics..... 1-5

* Does not count for a Technical Elective

Law Enforcement

Law Enforcement Associate Degree

Corrections Major

Law Enforcement 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 Corrections Major trains students for careers in probation, parole, correctional institutions, community-based correctional programs, and social service 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.

Specific Program Admissions Information

Listed below are additional requirements for admission to the Academy Track Program. Applicants must:

- Have a high school diploma or GED equivalency.
- 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 driver’s license.
- Complete a supplemental application required by the department.

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 pre-sentence 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 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
Quarter 1		
ENGL 101	Beginning Composition	3
LAWE 101	Introduction to Criminal Justice	3
LAWE 104	Government and the Law	3
LAWE 120	Criminology	3
CIT 101	PC Applications 1	3
TOTAL CREDIT HOURS		15

Quarter 2		
ENGL 102	Essay and Research	3
LAWE 208	Community Based Corrections	3
MATH 101	Business Mathematics	5
ANTH 240	Forensic Anthropology	5
LAWE 204	Juvenile Procedures	3
TOTAL CREDIT HOURS		19

Quarter 3		
COMM 105	Speech	3
LAWE 121	Juvenile Delinquency	3
LAWE 124	Penology	3
SSCI 101	Cultural Diversity	5
LAWE XXX	Law Enforcement Elective	3
TOTAL CREDIT HOURS		17

Quarter 4		
LAWE 268	Hazardous Materials	3
LAWE 212	Ohio Criminal Code	4
LAWE 110	Criminal Investigation I	4
LAWE 210	Crisis Intervention	3
LAWE 128	Special Category Offenders	3
TOTAL CREDIT HOURS		17

Quarter 5		
ENGL 204	Technical Writing <i>or</i>	
ENGL 200	Business Communications	3
LAWE 112	Criminal Investigation II	4
LAWE 219	Correctional Law	4
LAWE 211	Institutional Corrections	3
NSCI 101	Natural Science I <i>or</i>	
CHEM 111	Elementary Chemistry I	5
TOTAL CREDIT HOURS		19

Quarter 6		
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224	5
LAWE 221	Counseling: Probation and Parole	4
LAWE 223	Correctional Administration	3
LAWE 256	Law Enforcement Practicum I	2
LAWE 257	Law Enforcement Practicum Seminar I	1
LAWE 271	Contemporary Issues in Criminal Justice	3
TOTAL CREDIT HOURS		18
TOTAL DEGREE CREDIT HOURS		105

Technical Electives must be selected from the following list of courses:

LAWE 102	Patrol Procedures	3
LAWE 111	Criminalistics I	3
LAWE 115	Community and Personal Relations	3
LAWE 220	Constitutional Law	4
LAWE 241	Correctional Internship I <i>and</i>	1
LAWE 249	Corrections Seminar II	1
LAWE 252	Police Administration	3
LAWE 253	Criminal Procedure	3
LAWE 260	Criminal Evidence and Trial	3
LAWE 299	Special Topics in Law Enforcement 3	3
LAWE 215	Introduction to Cyberlaw	3
SPAN 100	Survival Spanish for the Workplace	3

Law Enforcement Major

COURSE		CR
Quarter 1		
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
TOTAL CREDIT HOURS		18

Quarter 2		
ENGL 102	Essay and Research	3
CIT 101	PC Applications 1	3
LAWE 115	Community and Personal Relations	3
MATH 101	Business Mathematics <i>or</i>	5
MATH 102	Beginning Algebra	4
LAWE 204	Juvenile Procedures	3
TOTAL CREDIT HOURS		16 - 17

Quarter 3		
COMM 105	Speech	3
LAWE 125	Traffic Accident Investigation	3
LAWE 252	Police Administration	3
SSCI 101	Cultural Diversity <i>or</i>	
ANTH 240	Forensic Anthropology	5
LAWE 271	Contemporary Issues in Criminal Justice	3
TOTAL CREDIT HOURS		17
TOTAL CREDIT HOURS		17

Quarter 4		
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
TOTAL CREDIT HOURS		17

Quarter 5		
ENGL 204	Technical Writing <i>or</i>	
ENGL 200	Business Communications	3
LAWE 112	Criminal Investigation II	4
NSCI 101	Natural Science I <i>or</i>	
CHEM 111	Elementary Chemistry I	5
LAWE 260	Criminal Evidence and Trial	3
LAWE XXX	Law Enforcement Electives	3
TOTAL CREDIT HOURS		18

Quarter 6		
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224	5
LAWE 220	Constitutional Law	3
EMS 100	First Responder	4
LAWE 135	Terrorism	3
LAWE 256	Law Enforcement Practicum I	2
LAWE 257	LE Practicum Seminar I	1
LAWE XXX	Law Enforcement Elective	3
TOTAL CREDIT HOURS		21
TOTAL DEGREE CREDIT HOURS		107-108

Technical Electives 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 215	Introduction to Cyberlaw	3
SPAN 100	Survival Spanish for the Workplace	3
LAWE 276	Criminalistics III	3

Law Enforcement Major – Academy Track

COURSE	CR	
Quarter 1		
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
TOTAL CREDIT HOURS		15

Quarter 2		
ENGL 102	Essay and Research	3
MATH 101	Business Mathematics <i>or</i>	
MATH 102	Beginning Algebra I	5
SSCI 101	Cultural Diversity <i>or</i>	
SOC 101	Introduction to Sociology	5
TOTAL CREDIT HOURS		13

Quarter 3		
COMM 105	Speech	3
NSCI 101	Natural Science I	5
CIT 101	PC Applications 1	3
LEGL 102	The Legal System	2
TOTAL CREDIT HOURS		13

Quarter 4		
LAWE 111	Criminalistics I	3
SPAN 100	Survival Spanish for the Workplace	3
LAWE 135	Terrorism	3
LAWE 204	Juvenile Procedures	3
TOTAL CREDIT HOURS		12

Quarter 5		
ENGL 200	Business Communications <i>or</i>	
ENGL 204	Technical Writing	3
LAWE 256	Law Enforcement Practicum I	2
LAWE 257	Law Enforcement Practicum Seminar I	1
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224	5
LAWE 260	Criminal Evidence and Trial	3
TOTAL CREDIT HOURS		14

Quarter 6		
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
LAWE 272*	Alcohol Detection, Apprehension and Prosecution	2
TOTAL CREDIT HOURS		21

Quarter 7		
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 and Personal Relations	3
LAWE 261*	Defensive Driving and Emergency Response	2
TOTAL CREDIT HOURS		19
TOTAL DEGREE CREDIT HOURS		107

*These classes contain Student Performance Objectives and attendance must be maintained.

Marketing

Marketing Associate Degree Direct Marketing Major Retail Management Major Direct Marketing Certificate Pre-MBA 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 career opportunities in such diverse areas as product management, advertising, market research, public relations, Web-based businesses, 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. All of the courses in the Marketing Associate Degree program can be completed in both a traditional and distance learning option. The traditional class room experience continues to provide students with high quality instruction in a small classroom setting at our main campus and off-campus locations. The distance learning option provides the same high quality learning as traditional instruction, with the flexibility of being able to complete coursework online or through video based instruction

The Direct Marketing and Retail Management majors build on a solid foundation in marketing to provide advanced skills in these specialized areas. The Direct Marketing major provides graduates with 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.

The MBA (Master of Business Administration) is one of the most sought-after professional degrees—not only by those currently working in business but also by many other professionals who are increasingly in need of these types of skills. The Pre-MBA Certificate is designed for individuals who have already completed a baccalaureate degree and wish to pursue an MBA or for professionals in various fields who wish a basic grounding in business principles through an introduction to the business disciplines. All of the courses in this certificate can be completed online. For more information, access the Pre-MBA Web site at <http://www.csc.edu/premba>.

Transfer agreements are available that enable Marketing graduates to transfer to other institutions to complete their baccalaureate degree. Please contact advisor if interested in this option.

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:

- Understand the role of branding, the concept of brand equity, and brand elements in designing marketing programs and strategies.
- Demonstrate knowledge of the major communications tools used in marketing, with particular emphasis on developing a creative brief and comprehensive direct marketing campaign.
- Demonstrate knowledge of how consumer behavior impacts overall marketing strategy and influences the purchaser's decision-buying process as identified by marketing research.
- Comprehend the sales process and understand how it relates to consumer and business-to-business purchasing.
- Identify issues that arise in global marketing and describe the basic mechanisms for doing business in foreign markets.
- Understand various consumer and industrial systems of distribution and supply chain management.
- Describe the components of the successful e-Commerce business model and their interrelationship.
- Understand the role of ethical decision making in the business world.

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 knowledge of merchandise management including planning, control, and evaluation of the merchandise mix.
- Identify the various types of stock control systems.
- Develop and execute sales promotion 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 mathematical tools that aid in merchandise planning, selection, and pricing.

Marketing Associate Degree

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
MATH 103	Beginning Algebra II	4
MKTG 111	Marketing Principles	5
IMMT 122	Foundations of Digital Media	4
ECON 200	Microeconomics	5
TOTAL CREDIT HOURS		21

Quarter 2		
ENGL 102	Essay and Research	3
MKTG 140	Introduction to Advertising and Promotion	4
MKTG102	Branding	3
MKTG 145	Services Marketing	3
ACCT 106	Financial Accounting	5
TOTAL CREDIT HOURS		18

Quarter 3		
COMM 105	Speech	3
ACCT 107	Managerial Accounting	5
MKTG 101	Introduction to Retailing <i>or</i>	
LOGI 100	Principles of Supply Chain Management	5
MKTG 131	Market Research Principles	3
MKTG 141	Integrated Marketing Communications	4
TOTAL CREDIT HOURS		20

Quarter 4		
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
MKTG 122	Business and the Internet	3
TOTAL CREDIT HOURS		17

Quarter 5		
MKTG 226	Customer Service Principles and Practices	4
MKTG 223	Sales Principles and Practices	4
MKTG 236	Direct Marketing	3
NSCI 101	Natural Science I	5
BMGT 257	Project Management	3
TOTAL CREDIT HOURS		19

Quarter 6		
MKTG 270	Global Marketing/IBPF	5
MKTG 241	Marketing Practicum I	4
MKTG 242	Marketing Seminar I	2
MKTG XXX	Approved Elective	3
TOTAL CREDIT HOURS		14
TOTAL DEGREE CREDIT HOURS		109

Technical Electives

Any advisor-approved courses from the following list can be used for the marketing technical elective:

GRPH 284	Advertising Agency I	4
HRM 121	Human Resources Management	4
MKTG 142	Media Buying	3
MKTG 146	Nonprofit Marketing	3
MKTG 224	Public Relations	3
MKTG 237	Database Marketing	3
MKTG 251	Practicum II	4
MKTG 252	Seminar II	2
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
MKTG 290	Government Marketing on the Web	1
MKTG 292	Nonprofit Marketing Using the Web	1
IMMT 123	Video Basics	2
MATH 135	Statistics	5
MKTG 150	Introduction to e-Commerce	3

Direct Marketing Major

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
MATH 103	Beginning Algebra II	4
MKTG 111	Marketing Principles	5
ECON 200	Microeconomics	5
IMMT 122	Foundations of Digital Media	4
TOTAL CREDIT HOURS		21

Quarter 2		
ENGL 102	Essay and Research	3
MKTG 102	Branding	3
MKTG 140	Introduction to Advertising and Promotion	4
MKTG 122	Business and the Internet	3
MKTG 226	Customer Service Principles and Practices	4
MKTG 229	Organizational Marketing	3
TOTAL CREDIT HOURS		20

Quarter 3		
ACCT 106	Financial Accounting	5
MKTG 101	Introduction to Retailing <i>or</i>	
LOGI 100	Principles of Supply Chain Management	5
MKTG 131	Market Research Principles	3
MKTG 141	Integrated Marketing Communications	5
NSCI 101	Natural Science I	4
TOTAL CREDIT HOURS		22

Quarter 4		
COMM 105	Speech	3
ENGL 200	Business Communication	3
ACCT 107	Managerial Accounting	5
MKTG 221	Consumer Behavior	3
MKTG 236	Direct Marketing Principles	3
MKTG XXX	Elective	3
TOTAL CREDIT HOURS		20

Quarter 5		
MKTG 263	Direct Marketing Creative and Financial Analysis	4
MKTG 237	Database Marketing	3
BMGT 257	Project Management	3
HUM XXX	Humanities 111,112,113,151,152 or 224	5
TOTAL CREDIT HOURS		15

Quarter 6		
MKTG 241	Marketing Practicum I	4
MKTG 242	Marketing Seminar I	2
MKTG 270	Global Marketing/IBPF	5
TOTAL CREDIT HOURS		11
TOTAL DEGREE CREDIT HOURS		109

Technical Electives

Any course from the following list can be used to fulfill the marketing technical elective requirement:

MATH 135	Statistics	5
MKTG 142	Media Buying	3
MKTG 146	Nonprofit Marketing	3
MKTG 150	Introduction to e-Commerce	3
MKTG 224	Public Relations	3
MKTG 285	Advertising and 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
MKTG 290	Government Marketing on the Web	1
MKTG 292	Nonprofit Marketing Using the Web	1
HRM 121	Human Resources Management	4

Retail Management Major

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
MATH 103	Beginning Algebra II.....	4
MKTG 101	Introduction to Retailing	5
MKTG 111	Marketing Principles	5
IMMT 122	Foundations of Digital Media.....	4
TOTAL CREDIT HOURS		21

Quarter 2		
ENGL 102	Essay and Research	3
BMGT 257	Project Management	3
MKTG 102	Branding.....	3
MKTG 223	Sales Principles and Practices	4
ACCT 106	Financial Accounting.....	5
MKTG 150	Introduction to e-Commerce	3
TOTAL CREDIT HOURS		21

Quarter 3		
COMM 105	Speech.....	3
ACCT 107	Managerial Accounting.....	5
MKTG 131	Market Research.....	3
MKTG 140	Introduction to Advertising and Promotion	4
MKTG 205	Quantitative Methods in Retail	5
TOTAL CREDIT HOURS		20

Quarter 4		
HUM XXX	Humanities 111, 112, 113, 151, 152, 154.....	5
BMGT 218	Management Training for Supervisors	5
MKTG 141	Integrated Marketing Communications	4
MKTG 226	Customer Service Principles and Practices.....	4
TOTAL CREDIT HOURS		18

Quarter 5		
ENGL 200	Business Communication	3
MKTG 270	Global Marketing/IBPF	5
NSCI 101	Natural Science I.....	5
MKTG XXX	Approved Elective	3
TOTAL CREDIT HOURS		16

Quarter 6		
MKTG 241	Marketing Practicum I	4
MKTG 242	Seminar in Marketing I.....	2
MKTG 213	Merchandise Buying and Management	4
TOTAL CREDIT HOURS		10
TOTAL DEGREE CREDIT HOURS		106

Approved Electives

MKTG 142	Media Buying.....	3
MKTG 146	Nonprofit Marketing	3
MKTG 145	Services Marketing	3
MKTG 236	Direct Marketing	3
MKTG 237	Database Marketing	3
MKTG 285	Advertising and Promotion on the Web.....	1
MKTG 290	Government Marketing on the Web.....	1
MKTG 292	Nonprofit Marketing Using the Web.....	1
LOGI 100	Principles of Supply Chain Management	5

Direct Marketing Certificate

COURSE		CR
Quarter 1		
MKTG 236	Direct Marketing.....	3

Quarter 2		
MKTG 237	Database Marketing	3
MKTG 263	Direct Marketing Creative and Financial Analysis.....	4

Quarter 3		
MKTG 122	Business and the Internet	3
TOTAL CERTIFICATE CREDITS		13

Pre-MBA Certificate

COURSE		CR
Quarter 1		
ACCT 269	Foundations of Accounting ¹	5
FMGT 201	Business Finance.....	5
Quarter 2		
BMGT 111	Management	5
ECON 200	Principles of Microeconomics ¹	5

Quarter 3		
MATH 135	Elementary Statistics ¹	5
MKTG 111	Principles of Marketing.....	5
TOTAL CERTIFICATE CREDITS		30

NOTE: Individuals who have completed one or more of the above courses can substitute the following:

LEGL261	Business Law I.....	3
LOGI100	Principles of Supply Chain Management	5
ECON240	Principles of Macroeconomics.....	5
BMGT257	Project Management	3

¹Students must meet the prerequisite requirements before enrolling in these classes. These prerequisites can be completed by taking Math 102 for Accounting and Economics and Math 103 for Statistics with a grade of "C" or better.

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 in but not limited to: health and fitness environments, salon and day spas, medical offices, private practices and many other opportunities.

Upon completion of the Associate Degree in Massage Therapy, the graduate will be able to:

- Demonstrate and be able to perform soft tissue manipulation techniques which may be appropriate for use in the treatment of disorders of the human body.
- Effectively communicate the beneficial effects of massage to patients.
- Demonstrate the ability to assess and appropriately treat disorders of the human body, which may benefit from massage.
- Display an understanding and demonstrate the ability to establish and maintain appropriate patient and business records.
- Display an understanding of skills necessary to establish and operate a massage therapy practice or integrate into a multi-disciplinary environment.
- Demonstrate the ability to communicate effectively with other health care providers as to the advisability of massage.
- Display an understanding of and demonstrate the effective use of complementary therapeutic modalities in the treatment of

ailments of the human body.

- Display an understanding of, and effectively educate patients in the proper care and prevention of musculoskeletal injuries.
- Demonstrate an understanding of the State Medical Board of Ohio acceptable ethical standards, scope of practice and standards of practice.
- Demonstrate the ability to provide ethical care for their patients.

Specific Program Admissions Information

Listed below are additional requirements for admission to the Massage Therapy Degree Program:

- High school graduate or GED 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
Quarter 1	
ENGL 101 Beginning Composition	3
HIMT 121 Advanced Medical Terminology	3
BIO 261 Human Anatomy	5
MULT 171 Current Issues in HIV	1
TOTAL CREDIT HOURS	12
Quarter 2	
MASS 271 Massage Anatomy and Physiology I.....	5
MASS 261 Massage Techniques I.....	6
MASS 235 Massage Law and Business Principles	4
TOTAL CREDIT HOURS	15
Quarter 3	
MASS 236 Medical Ethics for Massage Therapist.....	3
MASS 262 Massage Techniques II.....	6
MASS 272 Massage Anatomy and Physiology II	5
TOTAL CREDIT HOURS	14
Quarter 4	
MASS 292 Massage Practicum I	5
MASS 273 Massage Anatomy and Physiology III	5
TOTAL CREDIT HOURS	10
Quarter 5	
MASS 294 Massage Practicum II	5
MASS XXX Massage Elective Course	2-5
MASS 274 Massage Anatomy and Physiology IV	5
TOTAL CREDIT HOURS	12-15
Quarter 6	
NURC 176 Fundamentals of Herbology	4
ENGL 102 Essay and Research	3
HUM XXX Humanities 111, 112, 113, 151,152 or 224	5
TOTAL CREDIT HOURS	12
Quarter 7	
SSCI XXX 100, 101, 102, 104, 105	5
ENGL 200 Business Communications	3
MATH 101 Business Math.....	5
TOTAL CREDIT HOURS	13

Quarter 8

MASS 298 Special Topics in Massage	3
COMM 105 Speech.....	3
NURC 177 Holistic Healing Methods	4
TOTAL CREDIT HOURS	10
TOTAL CREDIT HOURS	10
TOTAL DEGREE CREDIT HOURS	98-101

Students should request a plan of study from their faculty advisor.

Massage Therapy Certificate

Specific Program Admissions Information

Admission prerequisites for the Massage Therapy Certificate Program: 1) Student must be a high school graduate or have completed a GED; 2) Student must obtain a Certificate of Preliminary Education from the State Medical Board of Ohio; 3) Student must complete the prerequisites listed below.

PREREQUISITE COURSES:

Placement into ENGL 101	
HIMT 121 Advanced Medical Terminology	3
BIO 261 Human Anatomy	5
MULT 171 Current Issues in HIV	1

COURSE

COURSE	CR
Quarter 1	
MASS 261 Massage Technique I	6
MASS 271 Massage Anatomy and Physiology I	5
TOTAL CREDIT HOURS	11

Quarter 2

MASS 262 Massage Technique II	6
MASS 272 Massage Anatomy and Physiology II	5
MASS 235 Massage Law and Business Principles	4
TOTAL CREDIT HOURS	15

Quarter 3

MASS 236 Medical Ethics for Massage Therapists	3
MASS 273 Massage Anatomy and Physiology III	5
MASS 292 Massage Practicum I	5
TOTAL CREDIT HOURS	13

Quarter 4

MASS XXX Massage Elective Course.....	2-5
MASS 294 Massage Practicum II	5
MASS 274 Massage Anatomy and Physiology IV	5
TOTAL CREDIT HOURS	12-15
TOTAL CERTIFICATE CREDIT HOURS	51-54

Technical Electives for Massage Therapy Associate of Applied Science Degree Program and Massage Therapy Certificate Program:

MASS 298 Special Topic in Massage Therapy	2
MULT 103 Responding to Emergencies.....	2
NURC 175 Principles of Homeopathy.....	4
NURC 176 Fundamentals of Herbology.....	4
NURC 177 Holistic Healing Methods	4
SES 231 Exercise Physiology and SES 236	5
SES 241 Kinesiology	5

NOTE: Students must receive a letter grade of "C" or better in all Massage Therapy course work.

Mechanical Engineering Technology Associate Degree

Individuals who are mechanically inclined and like to solve problems can have a satisfying career in the field of engineering that creates machines to work for people: Mechanical Engineering.

Columbus State's Mechanical Engineering Technology program prepares students to enter this growing profession where the pool of applicants does not meet the demand. The program presents an inside look at the manufacturing process, as well as highlights skills with drafting, computers, and troubleshooting. Coursework includes an introduction to manufacturing technology, hydraulics, robotics, materials science, and computer aided drafting and manufacturing. Students get their hands on the college's Solar Car and can be part of the team that designs the next winner of the Society of Automotive Engineers MiniBaja® competition.

Graduates are qualified to assist engineers in the industrial, consulting, scientific research and consulting communities or to transfer to a four-year college to pursue a Bachelor of Science in Engineering degree.

Engineering technology teaches students how to organize thoughts and approach problems—processes which are not only critical to their work, but also beneficial in everyday life. Mechanical engineering skills can take graduates anywhere—from designing stronger yet lighter helmets for the NFL to creating wheelchairs that are more maneuverable.

Mechanical Engineering Technology Associate Degree

COURSE	CR
Quarter 1	
ENGT 100 Introduction to Engineering Technology	4
MECH 112 Computer Applications in Manufacturing	3
MECH 115 Engineering Graphics I	4
MECH 240 Machine Tools	4
ENGL 101 Beginning Composition	3
TOTAL CREDIT HOURS	18
Quarter 2	
MECH 111 Manufacturing Processes	4
MECH 145 2D CAD	4
MECH 243 Robotics	4
MATH 111 Technical Math I	4
TOTAL CREDIT HOURS	16
Quarter 3	
MECH 175 3D CAD	4
MECH 253 Computer Numerical Control	4
MATH 112 Technical Math II	4
PHYS 117 College Physics	5
TOTAL CREDIT HOURS	17
Quarter 4	
MECH 130 Statics	3
MECH 250 Materials Science	3
MECH 263 Computer Aided Manufacturing	4
MECH 264 Computer Aided Drafting III	3
COMM 105 Speech <i>or</i>	
COMM 110 Conference and Group Discussion	3
TOTAL CREDIT HOURS	16

Quarter 5	
MECH 242 Strength of Materials	3
MECH 260 Basic Mechanisms	4
ENGL 204 Technical Writing	3
HUM XXX Humanities 111,112,113,151, 152 or 224	5

And choose one of the following Basic Electives:

EMEC 250 Motors and Controls	4
ENVR 170 General Industry, Safety and Health	4
APPL 107 Introduction to Welding	4
PHYS 118 College Physics (Electricity, Magnetism and Light)	5
TOTAL CREDIT HOURS	19-20

Quarter 6	
MECH 261 Machine Design	4
MECH 270 Engineering Statistics	4
ENGL 102 Essay and Research	3
SSCI XXX Social Science 100,101, 102, 104, or 105	5
TOTAL CREDIT HOURS	16
TOTAL DEGREE CREDIT HOURS	102

Medical Assisting Medical Assisting Associate of Technical Studies Medical Assisting Certificate

The Medical Assisting program prepares graduates to work as medical assistants primarily in ambulatory settings such as medical offices, urgent care centers 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, handling telephone calls, completing correspondence, processing insurance claims 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 three times a year.

Upon completion of the Certificate Program in Medical Assisting, the graduate will be able to:

- Perform clerical functions to include execution of bookkeeping principles and special accounting entries.
- Process insurance claims including the application of managed care policies both diagnostic and procedural coding.
- Identify medical/legal issues within the medical office, respecting confidentiality and documenting appropriately in the medical record.
- Perform risk-management procedures and patient instruction for follow-up care health maintenance and disease prevention.

- Properly handle and dispose of infectious waste and biohazard materials in compliance with government regulations.
- Perform and collect various specimens in compliance with Standard Precautions set forth by the Centers for Disease Control and Prevention.
- Perform various diagnostic tests ordered by the physician, utilizing quality control procedures.
- Conduct various patient care procedures administrative, clinically, and laboratory, including preparation and administration of oral and parenteral medications as directed by the physician.
- Maintain and perform inventory of administrative and clinical supplies and equipment following office policy.

Listed below are additional requirements for admission to the Medical Assisting program:

- High school graduate or GED equivalency
- Placement into MATH 102 Beginning Algebra I or completion of DEV 031 with a grade of “C” or higher
- Placement into ENGL 101 Beginning Composition or completion of ENGL 100 with a grade of “C” or higher.
- Placement OUT of reading requirements or completion of DEV/ESL courses
- Attend a Medical Assisting program information session. Program applications are available ONLY at the information sessions.
- Completion of MULT 101 with a “C” or better
- Completion of CIT 101 with a “C” or better
- Current Heart Association Health Care Provider CPR with AED certification or completion of MULT 103 with a “C” or better
- Current Red Cross First Aid certification or completion of MULT 103 with a “C” or better
- BIO 121 and 122 require completion of high school biology and chemistry or BIO 100 within the last five years and CHEM 100 within the last three years. Contact the Biological and Physical Sciences Department (Nestor Hall, 4th Floor) for the most current information. Phone number is (614) 287-2522 or 5107.
- Drug screening and a background check may be required.

Statement Regarding Infectious Diseases

Students in any of the Allied Health programs, including Medical Assisting, 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 students will work come from all walks of life, and 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, Tuberculosis, Mumps, Rubella, Rubeola, etc.

ALL students are required to have appropriate immunizations after they are admitted to the program and before Autumn Quarter begins (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 Medical Assisting program must be aware of this slight, but real, potential. Students are required to maintain personal health insurance.

Statement Regarding Pregnancy

Student disclosure of pregnancy status to program personnel is strictly voluntary. While the College does not require that a pregnant student disclose her pregnancy, the College encourages any student who is pregnant, or may become pregnant, to discuss with her advisor any potential risks and limitations.

Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their health care practitioner document any restrictions that may assist the College in providing reasonable accommodations when required.

Should the student’s health care provider indicate that there are restrictions, once notified, the College is required to abide by the restrictions. If a student is placed on restrictions by her health care provider, and these restrictions are significant enough to compromise the student’s ability to continue in a laboratory course or clinical placement, the student may be required to withdraw from the course and re-enter the program at a later date, following delivery. If a health care provider indicates there are no restrictions, the student may continue in her laboratory or clinical course without any changes.

Medical Assisting Associate of Technical Studies Degree

COURSE	CR
Quarter 1	
MAT 100 Introduction to Medical Assisting	3
BIO 121 Anatomy, Physiology and Pathophysiology I.....	5
RAD 190 Radiation Protection for General Machine Operator	2
MAT 111 Clinical Procedures–Lecture	3
MAT 113 Clinical Procedures–Lab	2
TOTAL CREDIT HOURS	15
Quarter 2	
ENGL 101 Beginning Composition	3
MATH 100 Calculations and Dosages	2
BIO 122 Anatomy, and Physiology II	5
MAT 121 Advanced Medical Assisting.....	5
MAT 122 Advanced Office Procedures–Lecture	2
MAT 123 Advanced Office Procedures–Lab	1
TOTAL CREDIT HOURS	18
Quarter 3	
PSY 100 Introduction to Psychology	5
MAT 236 Computer Applications in the Medical Office–Lecture.....	1
MAT 237 Computer Applications in the Medical Office–Lab.....	2
MAT 230 Pharmacology	4
MAT 240 Physician’s Office Laboratory	5
TOTAL CREDIT HOURS	17
Quarter 4	
MAT 290 Practicum	3
MAT 296 Seminar	1
MAT 260 Ethical and Professional Principles of the Medical Office ...	2
TOTAL CREDIT HOURS	6
Quarter 5	
ENGL 102 Essay and Research	3
HUM XXX Humanities 111, 112, 113, 151 152 or 224	5
BMGT 111 Management.....	5
HIMT 113 Managed Care Trends	2
BMGT 102 Managing Interpersonal Skills I.....	3
TOTAL CREDIT HOURS	18

Quarter 6		
ENGL 200	Business Communications	3
COMM 105/110	Speech or Group Discussion	3
BMGT 216	Business Ethics	3
LEGL 264	Legal Environment of Business	4
BMGT 103	Managing Interpersonal Skills II	3
TOTAL CREDIT HOURS	16

Quarter 7		
SSCI XXX	Social Science 100,101,102,104, or 105	5
BMGT 218	Management Training for Supervisors.....	5
BMGT 201	Creative Problem Solving	3
TOTAL CREDIT HOURS	13
TOTAL DEGREE CREDIT HOURS	103

Medical Assisting Certificate Program

COURSE		CR
Quarter 1		
MAT 100	Introduction to Medical Assisting	3
BIO 121	Anatomy, Physiology and Pathophysiology I.....	5
RAD 190	Radiation Protection for General Machine Operator	2
MAT 111	Clinical Procedures–Lecture.....	3
MAT 113	Clinical Procedures–Lab	2
TOTAL CREDIT HOURS	15

Quarter 2		
ENGL 101	Beginning Composition	3
MATH 100	Calculations and Dosages	2
BIO 122	Anatomy, Physiology and Pathophysiology II.....	5
MAT 121	Advanced Medical Assisting.....	5
MAT 122	Advanced Office Procedures–Lecture	2
MAT 123	Advanced Office Procedures–Lab	1
TOTAL CREDIT HOURS	18

Quarter 3		
PSY 100	Introduction to Psychology	5
MAT 236	Computer Applications in the Medical Office–Lecture.....	1
MAT 237	Computer Applications in the Medical Office–Lab	2
MAT 230	Pharmacology	4
MAT 240	Physician’s Office Laboratory	5
TOTAL CREDIT HOURS	17

Quarter 4		
MAT 290	Practicum	3
MAT 296	Seminar	1
MAT 260	Ethical and Professional Principles of the Medical Office	2
TOTAL CREDIT HOURS	6
TOTAL CERTIFICATE CREDIT HOURS	56

Medical Laboratory Technology Associate Degree

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 within an approximate 60-mile radius of Columbus will be utilized for this ten-week clinical practicum.

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 accredited 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 800 graduates in the past 35 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.”

Distance learning options for MLT lecture and MLT laboratory components are available for students currently working in a laboratory setting upon approval by the MLT program director.

Upon completion of the Associate Degree in Medical Laboratory Technology, the graduate should be able to demonstrate entry-level competencies in the following areas of professional practice:

- Collection and processing of biological specimens for analysis
- Performance of analytical tests and statistical calculations on body fluids, cells, and products related to all routine areas of the clinical laboratory

- Recognition of factors that affect procedures and results, and take appropriate action within predetermined parameters
- Performance and monitoring quality control to evaluate analytical procedures within predetermined parameters
- Performance of operation and preventive and corrective maintenance of routine laboratory equipment and instruments by referring to appropriate sources/reference materials for repairs
- Relationship of laboratory findings to common disease processes
- Utilization of the keyboard to interact with computerized instruments and laboratory information systems to keep accurate records, prepare reports, and transmit reports clearly and completely
- Meet requirements to take a national certifying examination for medical laboratory technicians
- Application of basic scientific principles in learning new techniques and procedures
- Recognition and adherence to established safety policies
- Recognition of the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care
- Demonstration of professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public
- Recognition and action upon one's need for continuing education as a function of growth and maintenance of professional competence.

Traditional Classes and Distance Learning Choices at Columbus State

The Medical Laboratory program is proud to offer traditional and distance learning (DL) options for our students. The traditional class room experience continues to provide students with high quality instruction in a small classroom setting at our main campus and off-campus locations. The Medical Laboratory program also offers distance learning courses that provide the same high quality learning as traditional instruction, yet with the flexibility of being able to complete your course work online or through video based instruction.

Students interested in the Medical Laboratory distance learning option will need to contact the Medical Laboratory program coordinator for specific entrance requirements. The distance learning program is designed for students who are not located in Columbus, Ohio, and who are sponsored by a CLIA accredited Clinical Laboratory facility. Students complete the theory courses online and the laboratory portion of each course in their sponsoring facility. The Medical Laboratory program contact number is (614) 287-2518 or visit the home page at <http://www.csc.edu/MLT/index.htm>.

Specific Program Admissions Information

Listed below are additional requirements for admission to the Medical Laboratory Technology:

- High school biology with a grade of "C" or better completed within the last five years, or completion of BIO 100 with a grade of "C" or better, or equivalent college credit
- Placement into ENGL 101, or ENGL 111, or completion of ENGL 100 with a grade of "C" or better
- Completion of MATH 103 with a grade of "C" or better, or equivalent college credit

- Completion of CHEM 113 or CHEM 171 with a "C" or better, or equivalent college credit
- Completion of MLT 100 with a grade of "C" or better
- Completion of CIT 101, with a grade of "C" or better or equivalent college credit
- Completed health record on file in the Health Records Office
- Minimum GPA of 2.500 or better through most recently completed course work
- Students **may** be required to complete drug testing, background screening, and an interview.

Medical Laboratory Technology Associate Degree

COURSE	CR
Quarter 1	
MLT 141 Hematology I (Admission to Program).....	3
MLT 142 Hematology I Lab	3
ENGL 101 Beginning Composition	3
BIO 261 Human Anatomy	5
TOTAL CREDIT HOURS	14

Quarter 2	
MLT 130 Immunology	3
MLT 131 Immunology Lab	2
BIO 262 Human Physiology.....	5
MLT 120 Role and Responsibility of the MLT	1
MLT 121 Role and Responsibility of the MLT Lab.....	1
MATH 135 Elementary Statistics.....	5
TOTAL CREDIT HOURS	17

Quarter 3	
MLT 260 Clinical Chemistry	3
MLT 261 Clinical Chemistry Lab	3
BIO 215 General Microbiology.....	5
ENGL 102 Essay and Research.....	3
TOTAL CREDIT HOURS	14

Quarter 4	
MLT 250 Clinical Microbiology	4
MLT 251 Clinical Microbiology Lab.....	4
COMM 105 Speech.....	3
SSCI XXX SSCI 100, 101,102,104,105	5
TOTAL CREDIT HOURS	16

Quarter 5	
MLT 220 Immunoematology	4
MLT 223 Immunoematology Lab.....	3
HUM XXX HUM 111, 112, 113, 151 152, or 224	5
MULT 116 Venipuncture for Health Care Providers.....	2
XXX XXX Basic Studies Elective.....	2
TOTAL CREDIT HOURS	16

Quarter 6	
MLT 240 Hematology II	2
MLT 245 Hematology II Lab.....	2
MLT 242 Body Fluids.....	2
MLT 243 Body Fluids Lab.....	2
MLT 244 Case Studies.....	3
ENGL 200 Business Communications	3
TOTAL CREDIT HOURS	14

Quarter 7	
MLT 270 Clinical Practicum	5
MLT 271 Clinical Seminar.....	2
TOTAL CREDIT HOURS	7
TOTAL DEGREE CREDIT HOURS	98

Mental Health/Chemical Dependency/Mental Retardation

Mental Health Track

Chemical Dependency Track

Mental Retardation Track

Prevention Specialist Certificate

Community Living Specialist Certificate

Advanced Chemical Dependency Certificate

Advanced Mental Health Certificate

Advanced Mental Retardation Certificate

Community/Habilitation Assistant Certificate

With social, economic, and moral issues constantly changing, society is faced with increasingly complex problems which require professional, caring helpers. This evolution has created a high demand for human service specialists. 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, substance abuse and chemical dependency, as well as individuals who have co-occurring disorders. Specialists also work in consultation with psychologists, educators, psychiatrists and social workers.

Innovative educational approaches including videotaping, simulated situations, role-playing, marathon group participation 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 development and exploration of both personal and professional 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/Substance Abuse Prevention or Mental Retardation. The six-quarter, three-track program includes 560 hours of hands-on experience under the direct supervision of professionals in local agencies. Practicum experiences are available in a variety of community agencies which include mental health centers, group homes, state psychiatric hospitals, schools, workshops, private hospitals, rehabilitation facilities, drug and alcohol treatment centers, homeless shelters, supported living environments, foster care facilities, youth treatment programs, and treatment programs within the criminal justice system

Graduates who complete the Associate Degree program are eligible to apply for a Certificate of Registration as a Social Work Assistant with the State of Ohio Counselor/Social Worker and Marriage and Family Therapist 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:

Prevention Specialist Certificate

This 38-credit-hour certificate is open to students with an associate, a bachelor's, or a master's degree. Completion of this certificate meets educational practicum hours requirement for substance abuse prevention professional certification in the state of Ohio.

Community Living Specialist Certificate

This is a 54- to 58-credit-hour program for students who have, in the past, struggled with their own severe mental illness. Students make use of their coping skills to work effectively with persons with severe mental illness. Students participate in two to three clinical practicum experiences on a mental health community treatment team.

Advanced Chemical Dependency Certificate

This is a 53-credit-hour program for students with an associate, a bachelor's, or a master's degree in a related field. Completion of this certificate meets the 270 hours of acceptable chemical dependency training for CD licensure. Students have three or four supervised clinical practicum experiences, including one with clients who have co-occurring disorders.

Advanced Mental Health Certificate

This 51-credit-hour program is open to students with an associate, a bachelor's, or a master's degree. The curriculum provides courses focused on the knowledge and skills necessary to work in the mental health field. Students participate in four clinical practicum experiences in a variety of human service agencies.

Advanced Mental Retardation Certificate

This 52-credit-hour program is designed for students with an associate, a bachelor's, or a master's degree. The curriculum offers courses focused on the knowledge and skills necessary to work with clients with MR/DD issues. Students participate in four clinical practicums in a variety of human service agencies.

Community/Habilitation Assistant Certificate

This is a 29-credit-hour program for students who have a developmental disability. Course work is adapted to a fifth grade reading level. The curriculum provides students with the knowledge and skills necessary to work as an assistant in the MR/DD field. Students participate in three clinical practicum experiences in a variety of human service agencies.

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 Ohio Chemical Dependency Professional 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:

- Describe the philosophy and benefits of community support

- groups in the recovery process.
- Collect data and monitor progress.
- Use counseling skills.
- Plan for, lead, and process groups.
- Apply conflict resolution and anger management skills.
- Formulate assessments.
- Demonstrate an awareness of and involvement in community advocacy activities.
- Interact effectively with diverse populations.
- Make appropriate referrals.
- Demonstrate ethical behavior.
- Develop and/or implement treatment/service plans.
- Develop and/or implement strategies to meet treatment/service goals.
- Apply service coordination/case management skills.
- Apply computer literacy skills.
- Demonstrate self-assessment skills.

In addition to the general outcomes listed above a graduate in the Chemical Dependency track will be able to:

- Identify and demonstrate the 12 Core Functions of a chemical dependency counselor.
- 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.
- Recognize stages of change and implement appropriate treatment strategies.

MH/CD/MR has articulation agreements with the following four-year colleges/universities: Ohio Dominican University, 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:

- Submission of an official copy of high school transcript verifying graduation or GED to Records and Registration.
- Attendance at a (voluntary) MH/CD/MR program orientation session.
- Placement out of or completion of DEV 031 and 044.
- Completion of ENGL 101 and PSY 100 with a “C” or higher.
- Completion of the following five courses with a grade of “C” or higher:
 - MHCR 111: Introduction to Mental Health
 - MHCR 112: Introduction to Mental Retardation/Developmental Disabilities
 - MHCR 114: Introduction to Chemical Dependency
 - MHCR 115: Introduction to Counseling
 - MHCR 117: Introduction to Documentation Skills
- Compliance with and completion of all additional program requirements outlined in the program’s admission policy.
- Mandatory attendance at a group admissions interview with the Mental Health/Chemical Dependency/Mental Retardation admissions coordinator and clinical coordinator.

Mental Health and Mental Retardation Tracks

COURSE	CR
Quarter 1	
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
TOTAL CREDIT HOURS	19

NOTE: MHCR introductory courses may be taken in any order.

Quarter 2	
ENGL 102	Essay and Research.....3
HUM XXX	Humanities 111,112,113,151,152 or 224.....5
CIT 101	PC Applications 1.....3
MHCR 115	Introduction to Counseling.....4
MHCR 117	Introduction to Documentation Skills.....2
TOTAL CREDIT HOURS	17

Note: MHCR introductory courses may be taken in any order.

Quarter 3	
PSY 230	Abnormal Psychology.....5
PSY 240	Human Growth and Development through the Life Span.....4
MHCR 135	Intervention Strategies.....4
MHCR 191A	Fundamentals in Human Service Practice.....4
MHCR 191B	Fundamentals in Human Service Practice: Practicum.....4
MHCR 150	Pharmacology in Human Services.....2
TOTAL CREDIT HOURS	23

Quarter 4	
SSCI 101	Cultural Diversity.....5
MHCR 241*	Counseling Skills.....4
MHCR 247*	Teaching and Supporting Strategies.....4
MHCR 291*	Practicum in Teaching/Supporting Strategies.....4
TOTAL CREDIT HOURS	17

*Offered only during the day Autumn Quarter and only during the evening Winter Quarter

Quarter 5	
COMM 105	Speech.....3
ENGL 202	Writing for Health and Human Services.....3
MHCR 251*	Social Policy.....4
MHCR 253*	Therapeutic Group Work Skills.....4
MHCR 295*	Practicum in Therapeutic Group Work Skills.....4
TOTAL CREDIT HOURS	18

*Offered only during the day Winter Quarter and only during the evening Spring Quarter

Quarter 6	
BIO 111	Introductory Biology I.....5
MHCR 258*	Service Coordination/Case Management.....4
MHCR 298*	Practicum in Service Coordination/Case Management.....4
MHCR 299*	Portfolio Completion/Capstone.....1
TOTAL CREDIT HOURS	14

*Offered only during the day Spring Quarter and only during the evening Summer Quarter

TOTAL CREDIT HOURS	108
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Chemical Dependency Track

COURSE	CR
Quarter 1	
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
NOTE: Introductory courses may be taken in any order.	
TOTAL CREDIT HOURS	19

Quarter 2		
ENGL 102	Essay and Research.....	3
CIT 101	PC Applications 1	3
HUM XXX	Humanities 111,112,113,151,152 or 224	5
MHCR 115	Introduction to Counseling	4
MHCR 117	Introduction to Documentation Skills.....	2
NOTE: MHCR introductory courses may be taken in any order.		
TOTAL CREDIT HOURS		17

Quarter 3		
PSY 230	Abnormal Psychology.....	5
PSY 240	Human Growth and Development through the Life Span	4
MHCR 135	Intervention Strategies	4
MHCR 191A	Fundamentals in Human Services Practice.....	4
MHCR 191B	Fundamentals in Human Service Practice: Practicum	4
MHCR 150	Pharmacology in Human Services	2
TOTAL CREDIT HOURS		23

Quarter 4		
SSCI 101	Cultural Diversity.....	5
MHCR 241*	Counseling Skills	4
MHCR 245*	Chemical Dependency I.....	4
MHCR 293*	Practicum in Chemical Dependency I.....	4
*Offered only during the day Autumn Quarter and only during the evening Winter Quarter		
TOTAL CREDIT HOURS		17

Quarter 5		
COMM 105	Speech.....	3
ENGL 202	Writing for Health and Human Services	3
MHCR 251*	Social Policy	4
MHCR 253*	Therapeutic Group Work Skills	4
MHCR 295*	Practicum in Therapeutic Group Work Skills	4
*Offered only during the day Winter Quarter and only during the evening Spring Quarter		
TOTAL CREDIT HOURS		18

Quarter 6		
BIO 111	Introductory Biology I	5
MHCR 265*	Chemical Dependency II.....	4
MHCR 296*	Field Practicum in Chemical Dependency II	4
MHCR 299**	Portfolio Completion/Capstone	1
*Offered only during the day Spring Quarter and only during the evening Summer Quarter		
**Offered during Spring and Summer quarters only		
TOTAL CREDIT HOURS		14
TOTAL CREDIT HOURS		108

Prevention Specialist Certificate

COURSE		CR
Quarter 1		
MHCR 114	Introduction to Chemical Dependency	4
MHCR 117	Introduction to Documentation Skills	2
MHCR 135	Intervention Strategies	4
MHCR 150	Pharmacology in Human Services	2
TOTAL CREDIT HOURS		12

Quarter 2		
MHCR 236	Foundations in Prevention	4
MHCR 191B	Fundamentals in Human Service Practice: Practicum	4
TOTAL CREDIT HOURS		8

Quarter 3		
MHCR 231	Ethics in Substance Abuse Prevention	1
MHCR 247*	Teaching and Supporting Strategies	4
MHCR 291*	Practicum in Teaching and Supporting Strategies	4
*Offered only during the day Autumn Quarter and only during the evening Winter Quarter		
TOTAL CREDIT HOURS		9

Quarter 4		
MHCR 237	Program Planning and Evaluation	3
MHCR 151	Social Policy	4
MHCR 239	Advanced Prevention Practicum.....	3
TOTAL CREDIT HOURS		10
TOTAL CERTIFICATE CREDIT HOURS		39

The Ohio Chemical Dependency Professionals Board has established both educational and practical experience requirements for Chemical Dependency Counseling and Prevention Specialists. For specific details, go to the ocdp.ohio.gov Web site under "licensing."

Students who wish to pursue additional, and CD specific, education may take:		
MHCR 270	Special Topics in Chemical Dependency Counseling	
MHCR 280	Special Topics in Chemical Dependency	
MHCR 290	Special Topics in Prevention	

Community Living Specialist Certificate

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
PSY 100	Introduction to Psychology	5
CIT 101	PC Applications I.....	3
TOTAL CREDIT HOURS		11

Quarter 2		
PSY 240	Human Growth and Development through the Life Span	4
MHCR 111	Introduction to Mental Health	4
MHCR 112	Introduction to Mental Retardation.....	3
TOTAL CREDIT HOURS		11

Quarter 3		
MHCR 115	Introduction to Counseling	4
MHCR 117	Introduction to Documentation Skills.....	2
MHCR 114	Introduction to Chemical Dependency	4
MHCR 117	Introduction to Documentation Skills.....	2
TOTAL CREDIT HOURS		10

Quarter 4		
MHCR 135	Intervention Strategies	4
MHCR 191A	Fundamentals in Human Service Practice	4
MHCR 191B	Fundamentals in Human Service Practice: Practicum	4
TOTAL CREDIT HOURS		12

Quarter 5		
SSCI 101	Cultural Diversity.....	5
MHCR 150	Pharmacology in Human Services.....	2
MHCR 284	Special Studies/Clinical Practicum	4
TOTAL CREDIT HOURS		11

Quarter 6		
MHCR 284	Special Studies/Clinical Practicum	4
TOTAL CREDIT HOURS		4
TOTAL CERTIFICATE CREDIT HOURS		55-59

*Optional placement quarter contingent upon individualized student learning plan

Advanced Chemical Dependency Certificate

COURSE		CR
Quarter 1		
MHCR 114	Introduction to Chemical Dependency	4
MHCR 115	Introduction to Counseling	4
MHCR 117	Introduction to Documentation Skills	2
TOTAL CREDIT HOURS		10

Quarter 2		
MHCR 135	Intervention Strategies	4
MHCR 191A	Fundamentals in Human Service Practice	4
MHCR 191B	Fundamentals in Human Service Practice: Practicum.....	4
MHCR 150	Pharmacology in Human Services	2
TOTAL CREDIT HOURS		14

Quarter 3

MHCR 241*	Counseling Skills	4
MHCR 245*	Chemical Dependency I	4
MHCR 293*	Practicum in Chemical Dependency I	4
*Offered only during the day Autumn Quarter and only during the evening Winter Quarter		
TOTAL CREDIT HOURS		12

Quarter 4

MHCR 253*	Therapeutic Group Work Skills	4
MHCR 295*	Practicum in Therapeutic Group Work Skills	4
MHCR 270	Special Topics in Chemical Dependency <i>or</i>	2
MHCR 280	Special Topics in Chemical Dependency	2
*Offered only during the day Winter Quarter and only during the evening Spring Quarter		
TOTAL CREDIT HOURS		10

Quarter 5

MHCR 265*	Chemical Dependency II	4
MHCR 296*	Practicum in Chemical Dependency II	4
*Offered only during the day Spring Quarter and only during the evening Summer Quarter		
TOTAL CREDIT HOURS		8
TOTAL CERTIFICATE CREDIT HOURS		54

Associate, baccalaureate, or master's degree in a related field is required. Students who wish to pursue additional, and CD specific, education may take:
 MHCR 230 Supervision and Ethics in Chemical Dependency
 MHCR 235 Diagnosis and Treatment in Chemical Dependency
 MHCR 270 Special Topics in Chemical Dependency Counseling
 MHCR 280 Special Topics in Chemical Dependency
 (See course descriptions.)

Advanced Mental Health Certificate

COURSE	CR
Quarter 1	
MHCR 111	Introduction to Mental Health.....4
MHCR 115	Introduction to Counseling.....4
MHCR 117	Introduction to Documentation Skills.....2
TOTAL CREDIT HOURS	10

Quarter 2

MHCR 135	Intervention Strategies	4
MHCR 191A	Fundamentals in Human Service Practice	4
MHCR 191B	Fundamentals in Human Service Practice: Practicum	4
MHCR 150	Pharmacology in Human Services	2
TOTAL CREDIT HOURS		14

Quarter 3

MHCR 241*	Counseling Skills	4
MHCR 247*	Teaching and Supporting Strategies.....4	
MHCR 291*	Practicum in Teaching/Supporting Strategies	4
*Offered only during the day Autumn Quarter and only during the evening Winter Quarter		
TOTAL CREDIT HOURS		12

Quarter 4

MHCR 253*	Therapeutic Group Work Skills.....4	
MHCR 295*	Practicum in Therapeutic Group Work Skills	4
*Offered only during the day Winter Quarter and only during the evening Spring Quarter		
TOTAL CREDIT HOURS		8

Quarter 5

MHCR 258*	Service Coordination/Case Management.....4	
MHCR 298*	Practicum in Service Coordination/Case Management.....4	
*Offered only during the day Spring Quarter and only during the evening Summer Quarter		
TOTAL CREDIT HOURS		8
TOTAL CERTIFICATE CREDIT HOURS		52

Associate, baccalaureate or master's degree in a related field is required.

Advanced Mental Retardation Certificate

COURSE	CR
Quarter 1	
MHCR 112	Introduction to Mental Retardation.....3
MHCR 115	Introduction to Counseling.....4
MHCR 117	Introduction to Documentation Skills.....2
TOTAL CREDIT HOURS	9

Quarter 2

MHCR 135	Intervention Strategies	4
MHCR 191A	Fundamentals in Human Service Practice.....4	
MHCR 191B	Fundamentals in Human Service Practice: Practicum.....4	
MHCR 150	Pharmacology in Human Services	2
TOTAL CREDIT HOURS		14

Quarter 3

MHCR 241*	Counseling Skills.....4
MHCR 247*	Teaching and Supporting Strategies.....4
MHCR 291*	Practicum in Teaching/Supporting Strategies.....4
* Offered only during the day Autumn Quarter and only during the evening Winter Quarter	
TOTAL CREDIT HOURS	12

Quarter 4

MHCR 253*	Therapeutic Group Work Skills.....4	
MHCR 295*	Practicum in Therapeutic Group Work Skills	4
MHCR 270*	Special Topics in Chemical Dependency Counseling <i>or</i>	
MHCR 280	Special Topics in Chemical Dependency.....2	
*Offered only during the day Winter Quarter and only during the evening Spring Quarter		
TOTAL CREDIT HOURS	10	

Quarter 5

MHCR 258*	Service Coordination/Case Management.....4
MHCR 298*	Practicum in Service Coordination/Case Management.....4
*Offered only during the day Spring Quarter and only during the evening Summer Quarter	
TOTAL CREDIT HOURS	8
TOTAL CERTIFICATE CREDIT HOURS	53

Associate, baccalaureate, or master's degree in a related field is required.

Community/Habilitation Assistant Certificate

Quarter 1	
MHCR 284	Early Experience.....4
MHCR 274	Program Success Skills.....2
TOTAL CREDIT HOURS	6

Quarter 2

MHCR 112	Introduction to Developmental Disabilities.....3	
MHCR 284	Practicum in Developmental Disabilities	4
TOTAL CREDIT HOURS	7	

Quarter 3

MHCR 135	Intervention Strategies	4
MHCR 284	Practicum in Intervention Strategies.....4	
TOTAL CREDIT HOURS		8

Quarter 4

MHCR 247	Teaching and Supporting Strategies	4
MHCR 291	Practicum in Teaching and Supporting.....4	
TOTAL CREDIT HOURS		29

Multi-Competency Health

Basic Electrocardiography Certificate Health Care Manager Certificate Histology Certificate (Accredited by NAACLS) Phlebotomy Certificate (Approved by NAACLS)

Many health care facilities have reorganized, and 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. Many of these courses require a clinical placement. Fingerprinting and drug screening may be required for this clinical placement. The student has many options from which to choose in Multi-Competency Health.

Option 1: Associate Degree

An Associate Degree (A.A.S. or A.T.S.) in Multi-Competency Health can be obtained by:

A) Associate of Applied Science (A.A.S.) option: A student may earn this degree option by choosing two or more certificate programs, one of which must be in MULT or NURC (Nursing Certificate programs), and at least six hours of technical options for a minimum of 49 technical hours. The student also completes the required general education courses, the required basic related courses, and the technical core courses. This degree allows the student to choose the multi-skill grouping of certificates that best suits his/her interest or employer needs.

B) Associate of Technical Students (A.T.S.) option: “Designing your own Degree” (Refer to the Graduation Requirements for the A.T.S. in the Catalog.)

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 take appropriate action.
- Demonstrate proficiency in technical skills.
- Work in a healthcare organization as a valued member of the health care team.
- Demonstrate interpersonal communication skills.
- Demonstrate effective infection control and safety practices.

Option 2: Certificate Programs

Many certificate programs are offered through the Multi-Competency Health Technology. 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.

Basic Electrocardiography (EKG) Certificate

A student completing the EKG Certificate will be able to:

- Position leads and operate electrocardiographic equipment correctly.
- Obtain and prepare an electrocardiography recording for analysis by a physician.
- Recognize and correct technical errors in an electrocardiography recording.
- Provide safe, professional, direct patient contact, specifically in the areas of infection control, electrical safety, privacy and environmental safety.

Health Care Manager Certificate (Online 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.

All of the Health Care Management Certificate courses are completed online.

Histology Certificate

Acceptance into program is required.

A student completing the Histology Certificate will be able to:

- Receive and accession tissue specimens.
- Prepare tissue specimens for microscopic examination, including all routine procedures.
- Assist with frozen section procedures in histopathology.
- Identify tissue structures and their staining characteristics.
- Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs.
- Recognize factors that affect procedures and results, and take appropriate action within predetermined limits when corrections are indicated.
- Perform and monitor quality control within predetermined limits.
- Apply principles of safety.
- Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
- Recognize responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care.
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

- Exercise principles of management, safety, and supervision.
- Complete eligibility requirements to sit for American Society for Clinical Pathology certification exam.

Phlebotomy Certificate

A student completing the Phlebotomy certificate will be able to:

- Communicate (verbally and nonverbally) effectively and appropriately in the workplace.
- Demonstrate knowledge of the health care delivery system and medical terminology.
- Demonstrate knowledge of infection control and safety.
- Demonstrate basic understanding of the anatomy and physiology of the main body systems, and demonstrate basic knowledge of the circulatory, urinary, and other body systems necessary to perform specimen collection tasks.
- Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents.
- Follow standard operating procedures to collect specimens.
- Demonstrate understanding of requisitioning, specimen transport and specimen processing.
- Demonstrate understanding of quality assurance and quality control in phlebotomy.
- Complete eligibility requirements to sit for American Society for Clinical Pathology certification exam.

Specific Program Admissions Information

Listed below are additional requirements that may apply for admission to the degree programs in Multi-Competency Health Technology.

- High school graduate or GED equivalency
- Recommended high school (or equivalent) courses in algebra (grade of “C” or better), biology (grade of “C” or better) and chemistry (grade of “C” or better)
- Completed health statement (See Health Records Office for detailed requirements.)
- Fingerprinting for background check
- Drug screening

Multi-Competency Health Associate Degree

General Education Requirements

COURSE	CR
ENGL 101	Beginning Composition3
ENGL 102	Essay and Research3
COMM 105	Speech3
HUM XXX	Humanities 111, 112, 113, 151, 152 or 2245
SSCI XXX	Social Science 100, 101, 102, 104, 1055
ENGL 200	Business Communications3

Basic Studies Requirements (specific to degree track)

COURSE	CR
MATH 102	Beginning Algebra I4
BIO 115	Microbiology.....5
BIO 261	Human Anatomy (or)5
BIO 121	Anatomy, Physiology and Pathology I5
BIO 262	Human Physiology (or)5
BIO 122	Anatomy, Physiology and Pathology II5

CHEM 113	Elements of Organic and Biochemistry5
BIO 263	Human Pathophysiology5

These requirements may vary according to major/plan of study.

Technical Studies Core – Required

COURSE	CR
MULT 101	Medical Terminology2
MULT 102	Cardiopulmonary Resuscitation (CPR)5

Students must select a minimum of 6 credit hours from technical options courses.

Technical Option Courses

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 Emergencies2
MULT 110	Basic Electrocardiography6
MULT 114	Phlebotomy Practicum II1.5
MULT 115	Phlebotomy4.75
MULT 116	Venipuncture for Health Care Providers2
MULT 127	Patient Care Assistant5
MULT 128	Introduction to Patient Care Assistant5
MULT 135	Basic PCA/MSP Training4
MULT 136	Advanced Patient Care Assistant2
MULT 137	Phlebotomy Training4
MULT 138	EKG Training2
MUTL 139	Basic PCA Training4
MULT 140	Patient Care Technician Training3
MULT 150*	Histologic Techniques3
MULT 151*	Histologic Techniques Clinical2
MULT 152*	Tissue Identification2
MULT 149*	Tissue Identification Clinical1
MULT 154*	Chemistry of Stains I3
MULT 155*	Chemistry of Stains I Clinical2
MULT 156*	Chemistry of Stains II2
MULT 157*	Chemistry of Stains II Clinical2
MULT 171	Current Issues: HIV1
MULT 270	Human Resources Management for Health Services4
MULT 272	Health Care Resources Management4
MULT 274	TQM/UM Accreditation4
MULT 276	Legal Aspects and Risk Management3
MULT 290	Special Topics in Health Care1-5
MULT 291	Special Topics in Health Care Facilities1-5

*Must be accepted into Histology Certificate Program to take these courses.

Associate of Applied Science Degree

This degree requires two or more certificate programs, one of which must be in MULT and the other may be in MULT or NURC, and at least six hours of Technical Options courses for a minimum of 49 technical hours. The following is a suggested curriculum plan.

COURSE	CR
Quarter 1	
ENGL 101	Beginning Composition3
MATH 102	Beginning Algebra I4
CHEM 113	Elements of Organic and Biochemistry5
MULT 101	Medical Terminology2
MULT XXX*	Technical Certificate Course3
TOTAL CREDIT HOURS17

Quarter 2	
ENGL 102	Essay and Research3
BIO 121	Anatomy, Physiology and Pathology I or
BIO 261	Human Anatomy5
MULT XXX*	Technical Certificate Course5
MULT XXX*	Technical Certificate Course3
TOTAL CREDIT HOURS16

Quarter 3	
MULT XXX*	Technical Certificate Course3
HUM XXX	111, 112, 113, 151, 152, or 2245
MULT 102	CPR5
BIO 122	Anatomy, Phys. and Pathology II (or)
BIO 262	Human Physiology5
MULT XXX	Technical Options Course3
TOTAL CREDIT HOURS16.5

Quarter 4		
SSCI XXX	Social Science 100, 101, 102, 104, 105	5
BIO 215	Microbiology	5
MULT XXX*	Technical Certificate Course	3
MULT XXX	Technical Options Course	3
TOTAL CREDIT HOURS		16

Quarter 5		
COMM 105	Speech	3
MULT XXX*	Technical Certificate Course	5
MULT XXX*	Technical Certificate Course	3
MULT XXX*	Technical Certificate Course	3
TOTAL CREDIT HOURS		14

Quarter 6		
MULT XXX*	Technical Certificate Course	5
MULT XXX*	Technical Certificate Course	5
MULT XXX	Technical Options Course	3
ENGL 200	Business Communications	3
TOTAL CREDIT HOURS		16
TOTAL DEGREE CREDIT HOURS		95.5

*NURC courses may fulfill this requirement

Basic Electrocardiography (EKG) Certificate

COURSE	CR	
Quarter 1		
MULT 110	Basic Electrocardiography (EKG)	6
TOTAL CREDIT HOURS		6
TOTAL CERTIFICATE CREDITS HOURS		6

Health Care Manager Certificate*

*This program is offered online.

COURSE	CR	
Quarter 1		
CIT 101	PS Applications 1	3
BMGT 218	Management Training for Supervisors	5
TOTAL CREDIT HOURS		8

Quarter 2		
MULT 270	Human Resource Management in Health Services Organizations	4
TOTAL CREDIT HOURS		4

Quarter 3		
MULT 276	Legal Aspects and Risk Management	3
TOTAL CREDIT HOURS		3

Quarter 4		
MULT 272	Health Care Resource Management	4
TOTAL CREDIT HOURS		4

Quarter 5		
MULT 274	TQM/UM/Accreditation	4
TOTAL CREDIT HOURS		4
TOTAL CERTIFICATE CREDIT HOURS		23

Healthcare Management courses may be taken in any order.

Histology Certificate

*Some courses are offered online.

COURSE	CR	
Quarter 1		
MULT 150*	Histologic Techniques	3
MULT 151	Histologic Techniques Clinical	2
MULT 152*	Tissue Identification	2
MULT 149	Tissue Identification Clinical	1
TOTAL CREDIT HOURS		8

Quarter 2		
MULT 154*	Chemistry of Stains I	3
MULT 155	Chemistry of Stains Clinical I	2
TOTAL CREDIT HOURS		5

Quarter 3		
MULT 156*	Chemistry of Stains II	2
MULT 157	Chemistry of Stains Clinical II	2
TOTAL CREDIT HOURS		4
TOTAL CERTIFICATE CREDIT HOURS		17

*Curriculum plans are available in the Multi-Competency Health Office. This certificate is earned by taking the theory courses online while attending a clinical experience for the clinical courses. The clinical experience is performed in clinical facilities, not necessarily in Columbus, with whom the College has affiliation agreements.

Phlebotomy Certificate

COURSE	CR	
Quarter 1		
MULT 115	Phlebotomy	4.75
TOTAL CREDIT HOURS		4.75

Quarter 2		
MULT 114	Phlebotomy Practicum II	1.5
TOTAL CREDIT HOURS		1.5
TOTAL CERTIFICATE CREDIT HOURS		6.25

Nuclear Medicine

Nuclear Medicine Technology Associate Degree

Nuclear Medicine Technology is the medical specialty that uses the physiologic properties of radioactive material to evaluate conditions of the body and to provide therapy. The skills of the nuclear medicine technologist complement those of the nuclear medicine physician and other professionals in the field. Nuclear medicine technologists perform a number of tasks in the areas of patient care, technical skills, and radiopharmaceutical administration. They apply their knowledge of radiation physics and safety regulations to limit radiation exposure, prepare and administer radiopharmaceuticals, and use radiation detection devices and other kinds of laboratory equipment that measure the quantity and distribution of radionuclides deposited in the patient. They also perform in-vivo and in-vitro diagnostic procedures, use quality control techniques as part of a quality assurance program covering all procedures and products in the laboratory, and may participate in research activities.

Technology classes begin once per year. 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 Nuclear Medicine Technology, the graduate will be able to:

- Apply knowledge of anatomy, physiology, and positioning techniques to accurately show anatomical structures on a nuclear medicine image.
- Act as an agent through observation and communication to obtain pertinent information for the physician to aid in diagnosis and treatment management of the patient.
- Evaluate nuclear medicine 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, if necessary, initiate lifesaving first aid and basic life-support procedures.
- Evaluate the performance of nuclear medicine equipment systems, including the safe limits of equipment operation, and report malfunctions to the proper authority.
- Exercise independent judgment and discretion in the performance of nuclear medicine imaging procedures.
- Participate in nuclear medicine 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 beginning Summer Quarter and are very helpful in answering students' questions.

Applications will be available in an information packet which may be obtained by calling the **Nuclear Medicine Office at (614) 287-5215** beginning Summer Quarter or by contacting Shawndeia Thomas or sending an e-mail with your name and complete mailing address to: Sthoma11@csc.edu.

Listed below are additional requirements for admission to the Nuclear Medicine Technology program:

- High school graduate or GED equivalency
- Required high school (or equivalent) courses in Biology (grade of "C" or better) or completion of BIO 100 (grade of "C" or better) and Chemistry (grade of "C" or better) or completion of CHEM 100 (grade of "C" or better)
- Placement into ENGL 101 Beginning Composition or completion of ENGL 100
- Completion of PHYS 100 with a grade of "C" or better
- Placement into MATH 148 College Algebra or completion of MATH 104
- Placement into "No Reading Required" or completion of DEV 040
- Observation hours
- Attend nuclear medicine technology advising session.

NOTE: Individuals who have been convicted of, plead guilty to, or plead "nolo contendere" to a crime may be ineligible to take the credentialing exams. For additional information, contact the Allied Health Office, (614) 287-2521.

Nuclear Medicine Technology Associate Degree

COURSE	CR
Quarter 1	
NUC 200 Introduction to Nuclear Medicine	3
NUC 232 Radiation Safety and Protection.....	2
BIO 261 Human Anatomy	5
MATH 148 College Algebra	5
MULT 101 Medical Terminology	2
TOTAL CREDIT HOURS	17
Quarter 2	
NUC 149 Introduction to Clinical Nuclear Medicine	3
NUC 213 Physics and Nuclear Imaging I: Lecture.....	3
NUC 214 Physics and Nuclear Imaging I: Lab.....	1
NUC 234 Nuc. Med. Radiochemistry and Radiopharmacology I.....	3
ENGL 101 Beginning Composition	3
BIO 262 Human Physiology.....	5
TOTAL CREDIT HOURS	18
Quarter 3	
NUC 215 Physics and Nuclear Imaging II: Lecture.....	3
NUC 216 Physics and Nuclear Imaging II: Lab.....	1
NUC 235 Radiochemistry and Radiopharmacy II	4
NUC 251 Clinical Theory and Procedures I.....	5
NUC 260 Clinical Practicum I	3
TOTAL CREDIT HOURS	16
Quarter 4	
NUC 217 Physics and Nuclear Imaging III: Lecture	3
NUC 218 Physics and Nuclear Imaging III: Lab	1
NUC 252 Clinical Theory and Procedures II	5
NUC 261 Clinical Practicum II	2
BIO 263 Pathophysiology.....	5
TOTAL CREDIT HOURS	16
Quarter 5	
NUC 240 Seminar I	1
NUC 254 Clinical Theory III	5
NUC 262 Clinical Practicum III	3
NUC 270 Case Studies I	1
SSCI XXX Social Science 100, 101, 102, 104, 105	5
TOTAL CREDIT HOURS	15
Quarter 6	
NUC 241 Seminar II.....	1
NUC 263 Clinical Practicum IV	3
NUC 271 Case Studies II	1
COMM 105 Speech or	
COMM 110 Conference and Group Discussion	3
ENGL 102 Essay and Research	3
RAD 211 Sectional Anatomy	1
TOTAL CREDIT HOURS	12
Quarter 7	
NUC 242 Seminar III	1
NUC 264 Clinical Practicum V.....	3
NUC 272 Projects in Nuclear Medicine.....	1
ENGL 200 Business Communications	3
HUM XXX Humanities 111, 112, 113, 151, 152, 224	5
NUC 280 Cross Modality Directed Practice.....	2
TOTAL CREDIT HOURS	15
TOTAL DEGREE CREDIT HOURS	109

Students should request a program plan of study from their faculty advisor.

Nursing

Nursing Associate Degree Nursing Certificate Programs (NURC)

Practical Nursing Certificate

Nursing Associate Degree

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 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. Opportunities are available to complete the nursing program in seven or nine quarters depending on the student's needs. Students who go out-of-sequence in the Nursing program may join the program sequence with a subsequent class, providing space is available and petitioning requirements are met. Students entering subsequent nursing classes will meet the catalog requirements for graduation in place for that class.

Nursing classes are structured to promote student participation and learning through lecture, seminar, laboratory practice, and clinical experiences. Two program tracks are available: the traditional track and the online track. In the traditional track, lecture and seminar activities take place on campus in the classroom. In the online track, lecture and seminar content are done using an online format, but as with the traditional track, laboratory practice and clinical experiences will be hands on. 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 54 credit hours of nursing courses and 51 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, 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, Advising Services, Admissions Office, and the nursing home page within the Columbus State Community College Web site. Academic advising is available in Advising Services 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/nursing.

It is highly recommended that those with an interest in nursing make an appointment to meet with an academic advisor in Advising Services by calling (614) 287-2668. There are two tracks available for the Nursing program. The online track is available for those who have a bachelor's degree in another field of study; the traditional track is available for those with or without a previous degree.

Admission into Nursing requires completion of these criteria:

1. Required Documentation

After completing all of the other admission criteria, student must submit an application specific to nursing to the Nursing Department through the homepage: www.csc.edu/nursing. Applications submitted prior to meeting all criteria will be deleted. Information about application periods will be posted at the nursing homepage also.

Achievement of a minimum GPA of 2.6 on a 4-point scale based on completion of courses at the school or college most recently attended (high school, vocational program, or higher education institution). Official transcripts must be on file in the Records and Registration Office to verify GPA by the deadline dates. Students who do not have a minimum 2.6 GPA for their most recent coursework must complete at least 12 credit hours of college-level coursework at Columbus State with a minimum GPA of 2.6 for admission to the Nursing program. The minimum 2.60 GPA must be maintained through the start of classes in Nursing.

2. COMPASS Placement Tests

Math Skills: Placement above MATH 103 Beginning Algebra II, or completion of MATH 103. Students awarded transfer credit by Columbus State for MATH 103 are not required to take the Math Skills Test. Credit awarded for MATH 135 will not substitute for the MATH 103 requirement. Writing Skills: Placement into ENGLISH 101 Beginning Composition, or ENGLISH 111 English Composition, or completion of ENGLISH 100 Language Development. Students awarded transfer credit by Columbus State for ENGL 101 or ENGL 111 are not required to take the Writing Skills Test.

Placement tests are administered in the Testing Center, Aquinas Hall 002. Call (614) 287-2478 for hours and directions to a Web site with sample questions.

3. College courses completed with a grade of “C” or better.
 - NURC 101 Nurse Aide Training Program or prior learning assessment credit (“N” credit) or copy of current Ohio practical nurse license (LPN). Requires completion of health records before registering for the course.
 - NURC 102 Patient Care Skills or copy of current Ohio practical nurse license (LPN).
 - CHEM 113 Introduction to Organic and Biochemistry
 - Complete PSY 100 or PSY 240 credit.

4. Nurse Entrance Test (NET)

Completion of NET with a reading comprehension score of 64% or above is required for admission. This score reflects a science reading ability of at least the 12th grade. Applicants are encouraged to review NET Study Guide in preparation for taking the NET. The study guide is available at the Columbus Metropolitan Library or for purchase at the bookstore. A NET math composite score of 64% is required.

5. Additional Admission Information

- www.csc.edu. If it has been more than three years since you attended classes at Columbus State, call (614) 287-2453 or 1-800-621-6407, ext. 2453, to reactivate your student file.
- To register to take the Nurse Entrance Test (NET), contact ACT Skills Max and Testing Center at (614) 287-5750. The initial cost for taking the NET is \$25 payable at the Cashier’s Office, Rhodes Hall. The cost to repeat the NET is \$50. On the day of the test, bring a picture ID and paid receipt to the Testing Center, Center for Workforce Development, Room 223. Retesting eligibility begins six months from the date of previous NET testing. Net scores from schools other than Columbus State Community College will not be accepted. The Nursing Program will maintain nursing scores for a period of four years.
- Contact the Records and Registration Office, Room 201, Madison Hall, (614) 287-2658, for information about the processing of college transfer credit from other institutions
- Applicants currently licensed as Practical Nurses should refer to “Licensed Practical Nurse Admission Procedure to Nursing,” available from Nursing Department or online at www.csc.edu/nursing.
- Applicants for admission from another program preparing students to take NCLEX-RN should refer to “Procedure for Admission to Nursing Program from another R.N. Program” for transfer information. This information is available from the Nursing Department or online at www.csc.edu/nursing.
- The Ohio Board of Nursing Felony Policy: Section 4723.28 of the Ohio Revised Code states that the Board may deny a convicted felon a license or the privilege of sitting for the licensure examination. A student with a history of felony conviction is responsible for informing the Nursing chairperson of this history.
- The Ohio Board of Nursing Licensure Application Requirement: As of June 2004, the Ohio Board of Nursing requires

all applicants for licensure to identify existing psychiatric condition(s). Please check with the Board of Nursing, (614) 466-3947 or www.nursing.ohio.gov, for further clarification or questions.

- A new federal law, PROWORA, known as the “Personal Responsibility Act” limits licensure to U.S. citizens and other qualified applicants. The State Board of Nursing is required to keep assurance of citizenship on record with applications for licensure. School of Nursing will provide graduates with the form along with the licensure applications.
- Admission to Nursing is offered for a specific quarter only. Students who decline the offer of admission, or who fail to respond, must re-apply if they wish to be considered for a future class and must meet the admission criteria in effect for that class.
- A minimum grade of “C” or better is required in all Nursing, science, psychology, and math courses in the curriculum. Students accepted to Nursing who do not achieve a minimum grade of “C” or better in any of the following support courses must retake the course(s) prior to the start of their NURS classes or during the quarter in which the course(s) is (are) required in the curriculum plan, in order to remain a student in good standing in the program: BIO 261 Human Anatomy, BIO 262 Human Physiology, PSY 240 Human Growth and Development through the Life Span, BIO 215 General Microbiology, BIO 263 Human Pathophysiology, and Health Application for Statistics at Columbus State.
- Columbus State Community College makes every effort to inform prospective students of the admission requirements for the Nursing program. Students are responsible for maintaining awareness of the application periods, of the admission requirements and any changes made to those requirements over time. Any questions about admission criteria should be directed to Columbus State Advising Services at (614) 287-2668.
- While waiting to start Nursing, students should first complete admission requirements and then work on general education and basic related courses listed on the Plan of Study. Please continue to work with academic advisor to complete your pre-admission checklist and to plan a schedule of other courses.
- Clinical agencies have set requirements for patient safety. Students accepted to the program will be informed of the specific requirements for health, fingerprinting, drug screening and CPR, which must be met prior to starting and while continuing the NURS sequence of courses.

The Columbus State admission application form is available at www.csc.edu/nursing.

Application Process

The applications for the online program track will be available each November 1 through December 30 to fill the following autumn class (one class start per year). The traditional program track admits two classes per year, autumn and spring. Applications are available January 14 through January 31 to fill the following autumn and spring classes. All applications can be found online at www.csc.edu/nursing.

Nursing Associate Degree

COURSE	CR
Quarter 1	
NURS 110* Introduction to Nursing	3
NURS 100* Health Assessment in Nursing	3
ENGL 101 Beginning Composition	3
BIO 261* Human Anatomy	5
TOTAL CREDIT HOURS	14

Quarter 2		
NURS 111*	Health Promotion of Women and Families	6
NURS 123*	Nursing Skills I	2
NURS 132*	Nursing Concepts of Pharmacology I	2
BIO 262*	Human Physiology	5
PSY 240*	Human Growth and Development through the Life Span	4
TOTAL CREDIT HOURS		19

Quarter 3		
NURS 112*	Introduction to Nursing Concepts of Health Maintenance and Restoration	6
NURS 124*	Nursing Skills II	2
NURS 133*	Nursing Concepts of Pharmacology II	2
BIO 263*	Human Pathophysiology	5
TOTAL CREDIT HOURS		15

Quarter 4		
NURS 210*	Nursing Concepts of Health Maintenance and Restoration I	6
ENGL 102	Essay and Research	3
BIO 215*	General Microbiology	5
NURS XXX*	Nursing Elective 188,189, 190, 191, 192, 193 194, 197, 198, or 199	2-3
TOTAL CREDIT HOURS		16-17

Quarter 5		
NURS 211*	Nursing Concepts of Health Maintenance and Restoration II	6
ENGL 200	Business Communications or	
ENGL 202	Writing for Health and Human Services	3
SSCI XXX	Social Sciences 100, 101, 102, 104, 105	5
TOTAL CREDIT HOURS		14

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
TOTAL CREDIT HOURS		14

Quarter 7		
NURS 213	Concepts of Nursing Management	8
HUM XXX	Humanities 111,112, 113, 151, 152, or 224	5
TOTAL CREDIT HOURS		13
TOTAL CREDIT HOURS		105

* A grade of "C" or better is required in order to continue in the nursing sequence.

Vocational Education Transfer Option with the Ohio State University College of Education

The Nursing Program at Columbus State has completed an articulation agreement with the Technical Education and Training Program of the Ohio State University College of Education. This agreement allows nursing students to complete their associate degree at Columbus State, transfer their credits to Ohio State, and complete a baccalaureate degree in Technical Education and Training. Students completing the Ohio State program may be eligible for certification by the Ohio Department of Education to teach in related high school career and technical education programs throughout the State of Ohio. Interested students should contact their Columbus State department chairperson for curriculum requirements and additional details. Please note that course requirements for this transfer option may differ from the standard Plan of Study published in the catalog.

Nursing Certificate Programs (NURC)

Several certificate programs are offered through the Nursing Department. These are focused programs that result in a certificate of completion. The programs range from those designed for anyone

interested in patient care to those for the licensed nurse interested in a specific area of training. Many area health care employers are interested in students who have successfully completed these programs.

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.

Patient Care Skills Certificate

A student completing the Patient Care Skills Certificate will be able to:

- Effectively communicate in the health care setting.
- State and demonstrate principles of medical asepsis and standard precautions.
- State and demonstrate the principles of surgical asepsis.
- Identify and demonstrate the principles of safe resident care in an acute care setting.
- Discuss and demonstrate correct basic nursing skills commonly performed in the acute care setting.

Pranic Healing Certificate

A student completing the Pranic Healing Level I Certificate will be able to:

- Identify basic concepts and principles of Pranic Healing.
- Demonstrate basic Pranic Healing techniques on three or more ailments.
- Identify the 11 major energy centers and their corresponding internal organs.
- Describe important things to avoid when healing.
- Demonstrate self-decontamination techniques and self-recharging techniques.
- Practice self-healing and distant healing.

Complementary Care Certificate

A student completing the Complementary Care Certificate will be able to:

- Define terms associated with complementary care practices.
- Identify the different types of complementary care practices.
- Discuss the use of complementary care methods for health maintenance.
- Discuss the role of research in the evaluation of complementary care.

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.

Train the Trainer Certificate

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.

Nurse Aide Certificate

COURSE	CR
NURC 101 Nurse Aide Training Program	5
TOTAL CERTIFICATE CREDIT HOURS	5

Patient Care Skills Certificate

COURSE	CR
NURC 102 Patient Care Skills	4
TOTAL CERTIFICATE CREDIT HOURS	4

Pranic Healing Certificate

COURSE	CR
NURC 179 Pranic Healing Level I	2
TOTAL CERTIFICATE CREDIT HOURS	2

Complementary Care Certificate

COURSE	CR
Quarter 1	
NURC 177 Holistic Healing Methods	4
TOTAL CREDIT HOURS	4

Quarter 2	
NURC 176 Fundamentals of Herbology	4
TOTAL CREDIT HOURS	4

Quarter 3	
NURC 175 Principles of Homeopathy or	4
NURC 179 Pranic Healing Level I or	2
PNUR 190 Introduction to Relaxation Techniques	1
TOTAL CREDIT HOURS	2-4
TOTAL CERTIFICATE CREDIT HOURS	9-12

Registered Nurse First Assistant Certificate

COURSE	CR
Quarter 1	
NURC 245 Registered Nurse First Assistant	5
TOTAL CREDIT HOURS	5

Quarter 2	
NURC 246 RNFA Experience in the Operating Room	4
TOTAL CREDIT HOURS	4
TOTAL CERTIFICATE CREDIT HOURS	9

Train the Trainer Certificate

COURSE	CR
NURC 250 NATP Train the Trainer	3
TOTAL CERTIFICATE CREDIT HOURS	3

Practical Nursing Certificate

The Practical Nursing Certificate program is a part-time evening and weekend program designed to prepare graduates to provide health care to clients of various ages in a variety of health care settings. The seven-quarter program is designed as a career path for entry-level patient care providers. Nursing assistants and patient care assistants can continue their education in the PN certificate

program and become licensed practical nurses after successful completion of the program and the PN licensing examination. After obtaining their practical nursing license, graduates of the PN certificate program may apply for articulation into the associate degree nursing program at Columbus State Community College.

The practical nursing certificate program is sequential and it helps students to develop communication, critical thinking, and problem-solving skills. Nursing courses are structured to promote student learning through lecture, laboratory, clinical, seminar, and practicum experiences. Learning opportunities are designed to apply practical nursing concepts in the promotion, maintenance and restoration of health for clients. Students learn to work collaboratively with other health team members in the health care delivery system.

Students take 32 hours of nursing courses and 23 hours in arts and sciences for a total of 55 credits. Students will participate in clinical experiences in a variety of health care settings under the direction of a registered nurse. A practical nursing outcome exam will be given at the beginning of the seventh quarter of the program. Students must achieve a minimum score on this outcome exam in order to graduate.

Students who successfully complete the Practical Nursing Certificate program are qualified to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The program is approved by the Ohio Board of Nursing.

Upon completion of the Practical Nursing Certificate Program, the graduate will be able to:

- Demonstrate the role and scope of practice for the practical nurse in Ohio.
- Apply knowledge from the biological, behavioral, and nursing sciences to the care of clients.
- Utilize the nursing process to provide safe and effective nursing care to a diverse population in a variety of health care settings.
- Communicate effectively with clients and families, health care providers, and community members for the purpose of health promotion, maintenance and restoration.
- Safely perform nursing skills according to accepted standards of practice.
- Demonstrate professionalism by engaging in legal, ethical, and accountable behaviors and utilizing economic concepts as they relate to the health care arena.
- Synthesize knowledge from nursing and related disciplines using critical thinking skills.
- Demonstrate caring behaviors by respecting the diversity of each person by treating them with dignity and integrity.
- Collaborate with the health care team to provide and delegate nursing care according to Ohio Board of Nursing rules.

Program Admissions Information

Students need to apply to CSCC and adhere to admission criteria. Specific requirements for admission to the Practical Nursing Certificate Program are listed below.

- Practical Nurse Certificate Program application.
- High school biology, with a grade of “C” or better, within the past five years or BIO 100 Introduction to Biological Sciences, or a college level biology.

- Placement into ENGL 101 Beginning Composition.
- Placement into MATH 100 Calculations and Dosages.
- Completion of the following college courses with a grade of “C” or better: NURC 101 Nurse Aide Training Program or STNA and MULT 101 Medical Terminology.
- Completion of Nurse Entrance Test (NET) with a reading comprehension score of 64% or above and a math score of 50% or above.
- Grade point average of 2.6 or better in most recently completed course work.
- DEV 090 College Success Skills is recommended.
- The Ohio Board of Nursing Felony Policy, Section 4723.28 of the Ohio Revised Code, states that the Board may deny a convicted felon a license or the privilege of sitting for the licensure examination. A student with a history of felony conviction is responsible for informing the program coordinator.
- The Ohio Board of Nursing Licensure Application includes the requirement that all applicants for licensure identify existing psychiatric conditions(s). Please check with the Board of Nursing, (614) 466-3947 or www.nursing.ohio.gov, for further clarification.
- A federal law known as the “Personal Responsibility Act” (PROWORA) limits licensure to U.S. citizens and other qualified applicants. The State Board of Nursing is required to keep assurance of citizenship on record with applications for licensure.

Practical Nursing Certificate Program

COURSE	CR
Quarter 1	
ENGL 101* Beginning Composition	3
BIO 261* Human Anatomy	5
TOTAL CREDIT HOURS	8
Quarter 2	
BIO 262* Human Physiology	5
MATH 100** Calculations and Dosages	2
PNUR 100* Introduction to Practical Nursing	1
TOTAL CREDIT HOURS	8
Quarter 3	
PNUR 101* Foundations of Practical Nursing	2
PNUR 121* Pharmacology I	2
SSCI XXX* Social Sciences 100, 101, 102, 104 or 105	5
TOTAL CREDIT HOURS	9
Quarter 4	
PNUR 102* Introduction to Practical Nursing Concepts	6
PNUR 122* Pharmacology II	3
TOTAL CREDIT HOURS	9
Quarter 5	
PNUR 104* Maternal and Child Health	6
COMM 110* Conference and Group Discussion or	3
COMM 105* Speech	3
TOTAL CREDIT HOURS	9
Quarter 6	
PNUR 103* Health Promotion, Maintenance, and Restoration	6
TOTAL CREDIT HOURS	6
Quarter 7	
PNUR 105* Concepts Relating to Practice	5
PNUR 190* Special Topics in Practical Nursing or	1
MULT 171* Current Issues HIV Infection	6
Total Credit Hours	6
Total Certificate Credit Hours	55

*Note: A grade of “C” or better is required to continue in sequence.

** Note: A grade of “B” or better in Math 100 is required to continue in sequence.

Office Administration

see: **Business Office Applications**

Paralegal Studies

Paralegal Studies Associate Degree Paralegal Studies Certificate (Post Baccalaureate Option)

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 paralegal 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 paralegal assistant’s 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 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 Paralegal Studies Certificate (Post Baccalaureate Option) is designed for persons who currently possess a bachelor’s, master’s, or Ph.D. degree; students with an associate degree and work experience in a legal environment will be considered after an interview with the department chairperson.

Paralegal assistants have traditionally been utilized in legal environments that are intensive in both client contact and document preparation.

Upon completion of the Associate Degree in Paralegal Studies, 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 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: Paralegal 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.

Paralegal Studies Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
BOA 191 Word I or	3
BOA 164 WordPerfect for Windows or	3
BOA 131 Keyboarding I	3
LEGL 101 Introduction to Paralegal Studies	4
LAW 104 Government and the Law	3
LEGL 102 The Legal System	2
LEGL 103 Law Office Procedures and Management	3
TOTAL CREDIT HOURS	18
Quarter 2	
ENGL 102 Essay and Research	3
MATH 101 Business Mathematics	5
CIT 101 PC Applications I	3
LEGL 111 Legal Research and Writing I	4
LEGL 114 Family Law	3
TOTAL CREDIT HOURS	18
Quarter 3	
ENGL 200 Business Communications	3
SOC 101 Introduction to Sociology	5
LEGL 112 Legal Research and Writing II	4
LEGL 119 Real Estate Transactions	3
LEGL 226 Administrative Law	3
TOTAL CREDIT HOURS	18
Quarter 4	
COMM 105 Speech or	3
COMM 110 Conference and 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
LEGL 113 Legal Research and Writing III	3
TOTAL CREDIT HOURS	21
Quarter 5	
NSCI 101 Natural Science I	5
PSY 100 Introduction to Psychology	5
LEGL 235 Survey of Legal Software	2
LEGL 215 Paralegal Practicum I	2
LEGL 216 Paralegal Practicum Seminar I	1
TOTAL CREDIT HOURS	15
Quarter 6	
LEGL 224 Probate Law and Practice	3
LEGL 220 Business Organizations	3
LEGL XXX Electives	5
LEGL 227 Paralegal Practicum II	2
LEGL 228 Paralegal Practicum Seminar II	1
LEGL 243 Alternative Dispute Resolution	3
TOTAL CREDIT HOURS	17
TOTAL DEGREE CREDIT HOURS	107

Recommended Electives:

LEGL 230 Special Problems in Legal Assisting	2
LEGL 234 Litigation II	3
LEGL 238 Insurance Law	3
LEGL 240 Professional Malpractice	3
LEGL 232 Taxation	3
LEGL 244 Debtor/Creditor Relations	3
LEGL 250 Intellectual Property	4
LEGL 281 Social Security Practice and Procedure	4
LAW 220 Constitutional Law	3
LAW 215 Introduction to Cyberlaw	3
LEGL 222 Immigration Law	3
ACCT 106 Introduction to Accounting I	5
ACCT 107 Introduction to Accounting II	5

*LEGL 261, 262, 263, 264, and 265 are not electives for Paralegal Studies. Credit toward graduation will not be given.

Paralegal Studies Certificate (Post Baccalaureate Option)

COURSE	CR
Quarter 1	
LEGL 101 Introduction to Paralegal Studies	4
LEGL 102 Legal Systems	2
LEGL 103 Law Office Procedures	3
LEGL 111 Legal Research and Writing I	4
TOTAL CREDIT HOURS	13
Quarter 2	
LEGL 114 Family Law	3
LEGL 205 Litigation Practice and Procedure	3
LEGL 112 Legal Research and Writing II	4
TOTAL CREDIT HOURS	10
Quarter 3	
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
LEGL 113 Legal Research and Writing III	3
TOTAL CREDIT HOURS	15
Quarter 4	
LEGL 220 Business Organizations	3
LEGL 201 General Practice	4
LEGL 215 Paralegal Practicum I	2
LEGL 216 Paralegal Practicum Seminar I	1
LEGL 235 Survey of Legal Software	2
TOTAL CREDIT HOURS	12
TOTAL DEGREE CREDIT HOURS	50

Quality Assurance Technology

Associate Degree

Individuals who have high standards, are logical and observant, good at problem solving, and have an investigative mind, are a great fit for a career as a Quality Assurance Technician. Quality Assurance Technicians are responsible for monitoring, testing, and continuously improving the quality of products and services for today's businesses.

Coursework in Columbus State's Quality Assurance program will include an introduction to manufacturing, statistical process control, value engineering, and technical writing. Participants will study and practice the major elements and concepts of total quality management, including principles and styles of systems thinking, continuous improvement, management by data, and historic influences of leaders in quality management. Students will learn statistical methods to determine reliability, the effectiveness of data analysis, the use of simulations, and ways to improve system performance.

Graduates will find a wide range of opportunities in fields as diverse as manufacturing, banking, insurance, or food processing. A valuable member of the business team, grads will apply the tools of their chosen field in a problem-solving process to achieve significant gains for the company—such as product improvement, reducing scrap, shortening cycle time, and improving profitability. Quality Assurance Technicians have the satisfaction of working in an area that is essential, not only to profitability, but to survival of the business.

Quick Notes on QA:

- Salaries for QA technician job postings in Columbus are seven percent higher than the national average. (*Source: Indeed.com*)
- Students work on quality improvement projects for local organizations as part of their course work.
- The quality movement started in manufacturing, but it is now applied to service, health care, education and government sectors.
- A career in QA may combine technical knowledge, change management, people skills, and teaching.

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
Quarter 1	
ENGT 100 Introduction to Engineering Technology	4
MECH 112 Computer Applications in Manufacturing	3
MECH 115 Engineering Graphics I	4
MECH 240 Machine Tools	4
ENGL 101 Beginning Composition	3
TOTAL CREDIT HOURS	18

Quarter 2	
MECH 111 Manufacturing Processes	4
QUAL 240 Total Quality Management	3
ENGL 102 Essay and Research	3
MATH 111 Technical Math I	4
TOTAL CREDIT HOURS	14

Quarter 3	
QUAL 250 Metrology	3
HUM XXX Humanities 111,112,113,151 152, or 224	5
MATH 112 Technical Math II	4
Phys 117 College Physics	5
TOTAL CREDIT HOURS	17

Quarter 4	
QUAL 150 Quality Transformation	4
MECH 250 Materials Science	3
COMM 105 Speech	3
SSCI XXX Social Science 100,101, 102, 104, or 105	5
TOTAL CREDIT HOURS	15

Quarter 5	
QUAL 251 Value Engineering	3
BMGT 111 Management	5
ENGL 204 Technical Writing	3

And choose one of the following Basic Electives:

EMEC 250 Motors and Controls	4
ENVR 170 General Industry, Safety and Health	4
APPL 107 Introduction to Welding	4
PHYS 118 College Physics (Electricity, Magnetism and Light)	5
TOTAL CREDIT HOURS	15-16

Quarter 6	
EET 105 Basic Electronic Systems	5
QUAL 260 Reliability and System Maintainability	3
BMGT 257 Project Management	3
MECH 270 Engineering Statistics	4
TOTAL CREDIT HOURS	15
TOTAL DEGREE CREDIT HOURS	94

Radiography Associate Degree

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 Summer Quarter. Admission to the program is competitive with completed applications received annually. Because students and health care workers in the field may be exposed to infectious materials and communicable diseases, the program emphasizes safety and prevention.

Program Mission and Goals

The mission of the Columbus State Community College Radiography program is to provide a quality educational program that meets the lifelong learning needs of its community. This is achieved by preparing graduates for entry-level employment as radiography science professionals. The program mission is consistent with the College's mission statement.

The program holds as its primary objectives the education and training of qualified applicants to become competent radiographers. The program endeavors to instill in students, and subsequently graduates, the following program goals:

1. To develop graduates who will recognize the need for lifelong learning in their chosen profession.
2. To graduate students with the ability to behave in a compassionate, ethical, and professional manner.
3. To graduate students who will successfully complete all program requirements, meet entry-level expectations of employers, and successfully complete the ARRT national certification exam.
4. To develop applied skills in effective communication, critical thinking, and problem solving in the practice of the radiography profession.

Specific Program Admissions Information

Prospective students are required to attend a mandatory information 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. Information session dates are available by calling Shawndea Thomas at (614) 287-5215 or via email at Sthoma11@cscc.edu. Information can also be found on the Web at: www.cscc.edu/AH/.

The yearly deadline for application to the Radiography program is April 1 for admission beginning the following summer. Applications are available only by attending one of the mandatory information sessions.

Listed below are additional requirements for admission to the Radiography program.

- High school graduate, GED, or equivalent
- Required high school (or equivalent) courses in Biology (grade of "C" or better), Chemistry (grade of "C" or better)

- and Physics (grade of "C" or better)
- Placement into ENGL 101 Beginning Composition
- Placement into MATH 135 Elementary Statistics / Math 148 College Algebra
- Placement into "No Reading Required"
- Submission of a written statement relevant to interest and intent in Radiography
- Health care experience or observation hours
- Attend radiography mandatory information session.

Note: 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 (www.arrt.org).

Limited Radiography Certificate

This Certificate Program meets the requirements of the Ohio Revised Code (3701-72-01 - 3701-72-04 for a General X-Ray Machine Operator. It is designed to meet the learning needs of adults wishing to enter the imaging field of radiography with a limited license. The RAD 190 course and the modularized RAD 141 and RAD 142 courses are a part of the program's technical requirements.

At the completion of the program, the learner will be able to:

1. Demonstrate competence in academic technical courses that meet the ODH requirements.
2. Be eligible to apply for the ODH General X-Ray Machine Operator, (GxMO) State Examination.
3. Demonstrate competence in patient care skills and radiographic positioning and imaging skills specific to a GxMO.
4. Incorporate general education outcomes for effective communications necessary in a health care setting.
5. Incorporate basic related course content to support technical course academic theory and practice.
6. Develop technical skills required for employment in outpatient imaging facilities, urgent care centers, and physician practices.
7. Develop additional clinical skills needed for employment in subspecialty areas in imaging. Examples include podiatry, chiropractic, general practitioner, outpatient imaging facilities, etc.
8. Move on seamlessly from the certificate program to the associate degree program at Columbus State, if desired.

Radiography Associate Degree

COURSE	CR
Quarter 1	
RAD 111 Introduction to Radiologic Technology	3
RAD 141 Radiographic Procedures I	4
BIO 121 Anatomy, Physiology and Pathology I	5
MATH 148 College Algebra OR	
MATH 135 Elementary Statistics	5
MULT 101 Medical Terminology	2
TOTAL CREDIT HOURS	19
Quarter 2	
RAD 142 Radiographic Procedures II	4
RAD 261 Clinical I	2
BIO 122 Anatomy, Physiology and Pathology II	5
CIT 101 PC Applications I	3
TOTAL CREDIT HOURS	14
Quarter 3	
RAD 113 Radiologic Science	5
RAD 143 Radiographic Procedures III	4

RAD 262	Clinical II	2
ENGL 101	Beginning Composition	3
TOTAL CREDIT HOURS	14

Quarter 4

RAD 118	Radiographic Exposure and Processing	5
RAD 148	Special Radiologic Procedures	4
RAD 263	Clinical III	2
XXX XXX	Technical Elective	3
ENGL 102	Essay and Research.....	3
TOTAL CREDIT HOURS	17

Quarter 5

RAD 254	Seminar I	1
RAD 264	Clinical IV	3
MULT 103	Responding to Emergencies.....	2
SSCI XXX	Social Science 100, 101, 102, 104, 105	5
HUM XXX	Humanities 111, 112, 113, 151, 152, 224.....	5
TOTAL CREDIT HOURS	16

Quarter 6

RAD 126	Radiation Biology and Processing	3
RAD 212	Sectional Anatomy	3
RAD 222	Computerized Imaging	1
RAD 255	Seminar II	1
RAD 265	Clinical V	3
ENGL 200	Business Communications	3
TOTAL CREDIT HOURS	14

Quarter 7

RAD 123	Advanced Exposure and Processing	4
RAD 231	Radiographic Pathology	3
RAD 256	Seminar III	1
RAD 266	Clinical VI	3
COMM 105	Speech or	
COMM 110	Conference and Group Discussion.....	3
TOTAL CREDIT HOURS	14
TOTAL DEGREE CREDIT HOURS	108

Students should request a program plan of study from their faculty advisor.

Technical Electives

RAD 100	Health and Safety Guidelines for Allied Health Students	1
RAD 267	Clinical VII: Elective	3
NURC 101	Nurse Aid Training	5
HIMT 121	Advanced Medical Terminology.....	3
RAD 190	Radiation Protection for General Machine Operators	2
RAD 141A	Intro to Radiography Equipment and Patient Care	0.5
RAD 142A	Radiographic Positioning of the Chest/Abdomen	1
RAD 141B	Radiographic Positioning of the Upper Extremities	1
RAD 141C	Radiographic Positioning of the Lower Extremities.....	1
RAD 142B	Radiographic Positioning of the Spine/Skull.....	0.5
RAD 141D	Radiographic Positioning for Podiatry.....	0.5

Limited Radiography Certificate Courses in the Certificate

General Education Courses

ENGL 101	Beginning Composition	3
ENGL 102	Essay and Research	3

Basic Related Courses

MATH 100	Dosages and Calculations	2
BIO 101	Intro to Anatomy and Physiology	3
MULT 101	Medical Terminology	2
CIT 101	PC Applications I.....	3

Technical Courses

RAD 190	Radiation Protection for General Machine Operators	2
RAD 141A	Intro to Radiography Equipment and Patient Care	0.5
RAD 142A	Radiographic Positioning of the Chest /Abdomen	1
RAD 141B	Radiographic Positioning of the Upper Extremities	1
RAD 141C	Radiographic Positioning of the Lower Extremities.....	1
RAD 142B	Radiographic Positioning of the Spine/Skull.....	0.5
RAD 141D	Radiographic Positioning for Podiatry.....	0.5
TOTAL CREDIT HOURS	22.5

Real Estate Associate Degree

The Associate Degree program in Real Estate offers 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 real estate professions. 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 may 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.

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.
- 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.

Continuing Education

Only courses approved by the Ohio Division of Real Estate qualify for continuing education credit for licensed professionals. Please check with the Ohio Division of Real Estate and Professional Licensing 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 and Professional Licensing.

Real Estate Associate Degree

COURSE	CR	
Quarter 1		
ENGL 101	Beginning Composition	3
PSY 100	Introduction to Psychology	5
CIT 101	PC Applications I.....	3
REAL 101	Real Estate Principles and Practices	4
REAL 102	Real Estate Law	4
TOTAL CREDIT HOURS	19

Quarter 2		
ENGL 102	Essay and Research	3
HUM XXX	Humanities 111, 112, 113, 151, 152 or 224.....	5
MATH 101	Business Mathematics	5
REAL 111	Real Estate Finance	2
REAL 112	Real Estate Appraisal	2
TOTAL CREDIT HOURS		17

Quarter 3		
ENGL 200	Business Communications	3
LEGL 264	Legal Environment of Business	4
ACCT 106	Intro to Accounting I.....	5
MKTG 122	Business and the Internet.....	3
REAL 121	Residential Sales Practices	3
TOTAL CREDIT HOURS		18

Quarter 4		
COMM 105	Speech	3
CMGT 153	Residential Construction	3
ENVR 158	Environmental Site Assessment.....	3
FMGT 201	Business Finance.....	5
REAL 240	Introduction to Entrepreneurship.....	3
TOTAL CREDIT HOURS		17

Quarter 5		
ECON 200	Principles of Microeconomics	5
BMGT 111	Management.....	5
REAL 270	Real Estate Investing.....	3
GIS100	Acquiring GIS Data.....	3
TOTAL CREDIT HOURS		16

Quarter 6		
NSCI 101	Natural Science I	5
HRM 121	Human Resources Management.....	4
REAL 221	Professional Property Management	3
REAL 275	Repair, Restore, Remodel.....	3
TOTAL CREDIT HOURS		15
TOTAL DEGREE CREDIT HOURS		102

Real Estate Pre-Licensure Certificate

REAL 101	Real Estate Principles and 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 Associate Degree Sleep Study Certificate

Respiratory therapists are life support specialists concerned with managing, controlling and treating problems related to the cardio-pulmonary system. Respiratory care practitioners work with the physician, nurse and other health care personnel.

The complexity of the respiratory therapist's responsibility requires extensive training, dedication and professionalism. Respiratory Care takes place in such settings as the newborn nursery, surgical and medical units, emergency departments, outpatient departments and intensive care units of hospitals.

In addition to 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.

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 Ohio Respiratory Care Board.

Upon completion of the Associate Degree in Respiratory Care, the graduate will be able to:

- Demonstrate the ability to collect and evaluate patient data; and recommend procedures to obtain additional data.
- Demonstrate the ability to correctly assemble, use and maintain respiratory care equipment using principles of infection control and quality assurance.
- Initiate, conduct, and independently modify prescribed therapeutic procedures and recommend modifications based on patient response.
- Demonstrate personal and professional behaviors required for successful employment.

Specific Program Admissions Information

Listed below are requirements for admission to the Respiratory Care program.

- High school graduate or GED equivalency
- Official transcripts of all previously attended colleges/universities
- Placement into MATH 135 Elementary Statistics
- Placement into ENGL 101 Beginning Composition
- Placement into "No Reading Required"
- High school biology with a "C" or above
- High school chemistry with a "C" or above
- CHEM 113 with a "C" or above

- NURC 101 with a “C” or above
- Completion of the Nurse Entrance Test (NET)
- RESP 102 with a “C” or above
- Completed health statement
- Minimum GPA of 2.50 or above
- Drug Testing and Background Screening must be completed. Students will receive this information upon acceptance into the program.

For additional information, please see the program Web site.

Statement Regarding Infectious Diseases:

Students in this program perform their clinical work on patients in health care facilities and may therefore be exposed to many types of communicable diseases and infectious materials. These are not limited to, but may include, Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, German measles, and mumps.

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 have an accidental exposure. 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
Quarter 1	
BIO 261 Human Anatomy	5
MATH 135 Elementary Statistics	5
MULT 101 Medical Terminology.....	2
RESP 100 Introduction to Respiratory Care	5
RESP 160 Introduction to Respiratory Care Equipment.....	1
TOTAL CREDIT HOURS	18
Quarter 2	
ENGL 101 Beginning Composition	3
BIO 215 General Microbiology	5
BIO 262 Human Physiology	5
RESP 114 Introduction to Pulmonary Disease	4
RESP 150 Introduction to Pharmacology	2
RESP 170 Mechanical Ventilation	1
TOTAL CREDIT HOURS	20
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
TOTAL CREDIT HOURS	17
Quarter 4	
ENGL 102 Essay and Research	3
RESP 132 Patient Assessment II	2
RESP 154 Case Management II	2
RESP 198 Clinical Practice II	8
TOTAL CREDIT HOURS	15
Quarter 5	
COMM 105 Speech	3
RESP 230 Patient Assessment III	2
RESP 256 Case Management III	2
RESP 290 Clinical Practices III	8
TOTAL CREDIT HOURS	15

Quarter 6	
ENGL 200 Business Communications	3
SSCI XXX Social Science 100, 101, 102, 104, or 105.....	5
RESP 270 Current Issues in Respiratory Care	2
RESP 292 Clinical Practices IV	8
RESP XXX Technical Elective.....	3
TOTAL CREDIT HOURS	21

Quarter 7	
RESP 295 Clinical Experience	4
TOTAL CREDIT HOURS	4
TOTAL DEGREE CREDIT HOURS	110

Technical Electives

RESP 232 Pediatric Respiratory Care	3
RESP 238 Pulmonary Functions	3
RESP 251 Respiratory Care Home Care Techniques	3
RESP 280 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

Sleep Study Certificate

A student completing the Sleep Study Certificate will be able to:

- Demonstrate basic understanding of the function of sleep and the effects of sleep on the different body systems.
- Demonstrate an understanding of the different stages of the normal architecture of sleep and the function of the circadian rhythm.
- Demonstrate an understanding of basic sleep disorders, sleep hygiene, and the effects of sleep deprivation on the body and society.
- Demonstrate an understanding of the functions of sleep and the electrical activity of the brain during sleep.
- Demonstrate knowledge of the basic electronics and instrumentation used in a sleep lab.
- Demonstrate knowledge of EEG electrode placement and respiratory monitoring devices.
- Demonstrate the ability to score polysomnography tracings.
- Demonstrate the ability to titrate various treatment devices provide patient education.

Sleep Study Certificate

COURSE	CR
Quarter 1	
RESP 221 Introduction to Sleep Medicine.....	2
TOTAL CREDIT HOURS	2

Quarter 2	
RESP 223 Level I Polysomnography Technician.....	2
RESP 224 Level I Polysomnography Technician Clinical.....	2
TOTAL CREDIT HOURS	4

Quarter 3	
RESP 225 Level II Polysomnography Technician.....	2
RESP 226 Level II Polysomnography Technician Clinical	2
TOTAL CREDIT HOURS	4
TOTAL CERTIFICATE CREDIT HOURS	10

Specific Program Admissions Information

Listed below are additional requirements that may apply for admission to the Sleep Study Certificate.

- High school graduate or GED equivalency
- BIO 100, CHEM 100, MATH 102 with a grade of “C” or better
- MULT 102 or proof of current Healthcare Provider CPR certification
- Completed health statement (See Health Records Office for detailed requirements.)
- Fingerprinting for background check
- Drug screening

Sport and Exercise Studies

Sport Management Major

Physical and Recreation Instruction Major

Exercise Science Major

Exercise Specialist Certificate

The Sport and Exercise Studies program prepares students to work in sport, recreation, health and/or fitness centers. From private clubs to public facilities, trained managers, instructors, and programmers are needed to develop, train, staff, and implement programming to address the wellness needs of the general public or specific clients/populations, in compliance with local, state, and federal guidelines. Exercise science, strength and resistance training, risk management, human nutrition, anatomy, physiology, sport business/marketing, and health and physical education courses blended with the College’s general education course work 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 a Sport and Exercise Studies program, the graduate will be able to:

- Communicate current information on exercise, nutrition, and health promotion to supervisors, peers, and the public.
- Demonstrate good judgment and professional behavior by applying the codes of ethics of professional exercise and sport management organizations.
- Demonstrate skill in planning and administering effective recreational, fitness, wellness, and sport activities in the community.
- Assess readiness for exercise and existing fitness levels in the apparently healthy individual by measuring and evaluating physiological responses and adaptations.
- Design sport and exercise programs for individuals and/or groups by analyzing appropriate physiological assessment data.
- Assess the potential for behavioral change in each client, creating maximal opportunity for success.
- Model lifestyle physical activity.

- Instruct individual(s) in a variety of physical activities by describing, demonstrating, and modifying, when appropriate, proper equipment usage and fitness techniques.
- Demonstrate organizational and administrative leadership in delivery of sport and exercise programs by establishing program direction, a risk management plan, and financial and budgetary stewardship.
- Demonstrate proficiency in examining, researching, surveying, assessing, and reporting qualitative and quantitative data related to sport marketing and the target market.
- Design, construct, and present sport marketing principles to include the 5 P sport marketing theory.

The Exercise Science Major in the Sport and Exercise Studies program prepares students to work in health and fitness centers. From private clubs to public facilities, fitness professionals are needed to assess, plan, and implement fitness programming to address the needs of the general public or specific clients. Students are exposed to age-span appropriate exercise planning and progressions. Risk stratification, exercise physiology, kinesiology, resistance training, as well as exercise prescription and technology, are among the courses that will develop the skills necessary to gain a technical or managerial position within the fitness field.

Traditional Classes and Distance Learning Choices at Columbus State

The Sport and Exercise Studies program is proud to offer traditional and distance learning options for our students. The traditional classroom experience continues to provide students with high quality instruction in a small classroom setting at our Downtown Campus and off-campus locations. The Sports and Exercise Studies program also offers distance learning courses that provide the same high quality learning as traditional instruction, yet with the flexibility of being able to complete course work online.

The distance learning option for the Sport Management major requires a student to apply for admittance to the program. Some courses may require face-to-face learning or transfer credits from previous learning. Applicants should contact the Sport and Exercise Studies program coordinator for details on admission.

Students graduating from Columbus State’s Sport and Exercise Studies program can transfer into these programs to complete bachelor’s degrees via distance learning:

- Wellness and Fitness major at the California University of Pennsylvania
- Sport Management or Sport Coaching at the United States Sports Academy

Students can inquire about traditional learning program transfers into baccalaureate degree programs as well.

Specific Program Admissions Information

Listed below are additional requirements for admission to Sport and Exercise Studies:

- High school graduate or GED equivalency
- Placement into ENGL 101 Beginning Composition
- Placement into MATH 101 Business Math

Sport Management Major

COURSE		CR
Quarter 1		
SES 100	Personal Fitness Concepts	3
SES 190	SES Freshman Seminar.....	1
MULT 171	Current Issues: HIV/AIDS	1
ENGL 101	Beginning Composition	3
MATH 101	Business Math	5
HOSP 153	Nutrition for a Healthy Lifestyle.....	5
TOTAL CREDIT HOURS		18

Quarter 2		
SES 101	Introduction to Sport and Exercise Studies.....	3
ENGL 102	Essay and Research	3
BIO 261	Human Anatomy	5
COMM 105	Speech	3
SES 102/104/105/106/108/109	SES Physical Education Requirement.....	1
TOTAL CREDIT HOURS		15

Quarter 3		
SES 117	Tae Kwon Do	2
SES 222	Tennis or.....	2
SES 223	Racquetball	2
SES 113	Aquatics Management	2
BIO 262	Human Physiology	5
BMGT 102	Managing Interpersonal Skills I.....	3
HOSP 223	Sports Nutrition.....	3
TOTAL CREDIT HOURS		17

Quarter 4		
SES 224	Sport Management Foundations	5
SES 231	Exercise Physiology.....	3
SES 236	Exercise Physiology Laboratory	2
SES 235	Sport Law.....	3
SSCI 101	Cultural Diversity.....	5
TOTAL CREDIT HOURS		18

Quarter 5		
SES 234	Sport Marketing	5
SES 114	Aerobic and Group Fitness	2
SES 233	Outdoor Community Recreation.....	3
SES 292	Sport and Exercise Studies Practicum I	3
SES XXX	Technical Elective	2
SES 116	Golf Management	2
TOTAL CREDIT HOURS		17

Quarter 6		
SES 226	Care and Prevention of Athletic Injuries	3
SES 294	Sports and Exercise Studies Practicum II	3
MULT 103	Responding to Emergencies (if needed).....	2
HUM XXX	Humanities World Civilization I	5
ENGL XXX	250 or 251 or 252	5
TOTAL CREDIT HOURS		16/18
TOTAL DEGREE CREDIT HOURS		101-103

Students should request a plan of study from their faculty advisor.

Technical Electives must be selected from the following list of courses:		
SES 102	Total Body Conditioning.....	1
SES 104	Beginning Yoga.....	1
SES 105	Introduction to Resistance Training.....	1
SES 106	Beginning Golf.....	1
SES 108	Women's Self Defense	1
SES 109	Beginning Bowling	1
SES 113	Aquatics Management	2
SES 115	Intermediate Resistance Training.....	2
SES 222	Tennis.....	2
SES 223	Racquetball	2
SES 225	Athlete Intervention	3
SES 217	Advanced Tae Kwon Do	2

Physical and Recreation Instruction Major

COURSE		CR
Quarter 1		
SES 100	Personal Fitness Concepts	3
SES 190	SES Freshman Seminar.....	1
HOSP 153	Nutrition for a Healthy Lifestyle	5

MULT 171	Current Issues: HIV/AIDS	1
ENGL 101	Beginning Composition	3
MATH 135	Elementary Statistics	5
TOTAL CREDIT HOURS		18

Quarter 2		
SES 101	Introduction to Sport and Exercise Studies.....	3
ENGL 102	Essay and Research	3
BIO 261	Human Anatomy	5
PSY 100	Psychology	5
SES 102/104/105/106/108/109	SES Physical Education Requirement.....	1
TOTAL CREDIT HOURS		17

Quarter 3		
SES 225	Athlete Intervention.....	3
SES 230	Fitness Concepts for Special Populations.....	3
SES 280	History of Sport.....	3
BIO 262	Human Physiology	5
PSY 200	Educational Psychology.....	5
TOTAL CREDIT HOURS		19

Quarter 4		
SES 224	Sport Management Foundations	5
SES 231	Exercise Physiology.....	3
SES 236	Exercise Physiology Laboratory	2
SES 235	Sport Law.....	3
SSCI 101	Cultural Diversity.....	5
SES XXX	Technical Elective.....	1
TOTAL CREDIT HOURS		19

Quarter 5		
SES 241	Kinesiology	5
SES 298	Special Topics in Sport	3
PSY 261	Child Development	5
SES 292	SES Sport and Exercise Studies Practicum I	3
COMM 105	Speech	3
TOTAL CREDIT HOURS		19

Quarter 6		
SES 226	Care and Prevention of Athletic Injuries	3
SES 294	Sports and Exercise Studies Practicum II	3
MULT 103	Responding to Emergencies (if needed).....	2
HUM 111	World Civilization I	5
ENGL XXX	250 or 251 or 252	5
TOTAL CREDIT HOURS		18
TOTAL DEGREE CREDIT HOURS		110

Students should request a plan of study from their faculty advisor.

Technical Electives must be selected from the following list of courses:

SES 102	Total Body Conditioning.....	1
SES 104	Beginning Yoga.....	1
SES 105	Introduction to Resistance Training	1
SES 106	Beginning Golf.....	1
SES 108	Women's Self Defense	1
SES 109	Beginning Bowling	1
SES 113	Aquatics Management	2
SES 114	Aerobic and Group Fitness	2
SES 115	Intermediate Resistance Training.....	2
SES 116	Golf Management	2
SES 117	Tae Kwon Do	2
SES 215	Advanced Resistance Training	3
SES 217	Advanced Tae Kwon Do	2
SES 222	Tennis.....	2
SES 223	Racquetball	2
SES 233	Outdoor Community Recreation	3
SES 234	Sport Marketing	5
CHEM 100	Introduction to Chemistry.....	4
HOSP 223	Sports Nutrition	3

Exercise Science Major

Quarter 1		
SES 100	Personal Fitness Concepts.....	3
SES 190	SES Freshman Seminar.....	1
MULT 171	Current Issues HIV/AIDS.....	1
HOSP 153	Nutrition for a Healthy Lifestyle	5
ENGL 101	Beginning Composition	3
MATH 148	College Algebra	5
TOTAL CREDIT HOURS		18

Supply Chain Management

Supply Chain Management Associate Degree International Commerce Major Strategic Procurement Major International Business Certificate International Commerce Certificate Strategic Procurement Certificate Supply Chain Management Certificate

Supply Chain Management encompasses the planning and management of all activities involved in sourcing and procurement, conversion, and all logistics management activities. It also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers. In essence, Supply Chain Management integrates supply and demand management within and across companies, both domestically and internationally. The greater Columbus metropolitan area is home to many distribution operations including centers for Limited Brands, Spiegel, Eddie Bauer, JC Penney, Kraft, Consolidated Stores Corporation, and McGraw-Hill Companies, and it is home to the only “Free Trade Zone” in the state of Ohio.

Supply Chain Management graduates may expect entry-level, first-line management positions as supervisors and managers in such areas as traffic and transportation, inventory management, warehousing, export/import, 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 Supply Chain Management, the graduate will be able to:

- Describe the various functions that comprise supply chain management 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 supply chain management terminologies 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 control and management.
- Describe the traffic management function and its role in carrier selection, rate determination and rate 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 supply chain management goals.
- Understand the analytical tools useful in supply chain management particularly as they relate to measuring and analyzing

Quarter 2		
ENGL 102	Essay and Research.....	3
CHEM 100	Introduction to Chemistry.....	4
SES 101	Introduction to Sport and Exercise Studies.....	3
BIO 261	Human Anatomy.....	5
HOSP 223	Sports Nutrition.....	3
TOTAL CREDIT HOURS		18

Quarter 3		
SES 226	Care and Prevention of Athletic Injuries.....	3
SES 102/104/105/106/108/109	SES Physical Education Requirement.....	1
SES 115	Intermediate Resistance Training.....	2
SES 237	Corporate Health.....	3
BIO 262	Human Physiology.....	5
COMM 105	Speech.....	3
TOTAL CREDIT HOURS		17

Quarter 4		
SES 231	Exercise Physiology.....	3
SES 236	Exercise Physiology Laboratory.....	2
SES 238	Aging, Fitness, and Exercise.....	3
SSCI 101	Cultural Diversity.....	5
PSY 100	Psychology.....	5
TOTAL CREDIT HOURS		18

Quarter 5		
SES 215	Advanced Resistance Training.....	3
SES 235	Sport Law.....	3
SES 292	Exercise Studies Practicum I.....	3
SES 239	Quantitative Methods in Exercise Science.....	3
HUM 111	World Civilization.....	5
TOTAL CREDIT HOURS		17

Quarter 6		
SES 241	Kinesiology.....	5
SES 294	Exercise Studies Practicum II.....	3
SES 242	Exercise Prescription.....	3
ENGLXXX	250 or 251 or 252.....	5
MULT 103	Responding to Emergencies (if needed).....	2
TOTAL CREDIT HOURS		16/18
TOTAL DEGREE CREDIT HOURS		104/106

Students should request a plan of study from their faculty advisor.

Exercise Specialist Certificate

Specific Program Admissions Information

- 1) BIO 101 or permission
- 2) MULT 103 Responding to Emergencies or equivalent

COURSE		CR
Quarter 1		
SES 100	Personal Fitness Concepts.....	3
SES 230	Fitness Concepts for Special Populations.....	3
SES 231	Exercise Physiology.....	3
SES 236	Exercise Physiology Laboratory.....	2
TOTAL CREDIT HOURS		11

Quarter 2		
SES 101	Introduction to Sport and Exercise Studies.....	3
SES 241	Kinesiology.....	5
MULT 171	Current Issues: HIV/AIDS.....	1
TOTAL CREDIT HOURS		9

Quarter 3		
SES 215	Advanced Resistance Training.....	3
SES 234	Sport Marketing.....	5
SES 292	Exercise Studies Practicum I.....	3
TOTAL CREDIT HOURS		11

Quarter 4		
SES 294	Exercise Studies Practicum II.....	3
SES 239	Quantitative Methods in Exercise Science.....	3
SES 242	Exercise Prescription.....	3
TOTAL CREDIT HOURS		9
TOTAL CERTIFICATE CREDIT HOURS		40

productivity.

- Possess a basic understanding of industrial safety issues particularly as they relate to the development of a basic safety program.
- Understand the principles of interactive management and how they apply to managing worker performance, retention/hiring procedures, and developing collaborative action plans.
- Possess fundamental supervisory skills including setting performance objectives, coaching and feedback, and conducting formal performance reviews.

International Commerce Major

As the sixth largest exporting state in the U.S., Ohio values international commerce. The state capital, Columbus, and its environs are a hub for international shipping and commerce: Columbus is the USA’s third largest port of entry for textiles; home to more than 40 freight forwarding companies; and home to more than 132 internationally owned firms with over 27,000 employees. The International Commerce major is designed to respond to the need for an educated workforce at all levels of the career ladder within such organizations. Grounded in fundamental courses in supply chain management—transportation, global shipping, global marketing, etc.—this major also includes a three-quarter language sequence in Spanish or Chinese, as well as supplemental courses in business culture and economics to broaden and deepen student understanding of the complexities of international commerce. A travel-abroad component is part of the program, too.

In addition to mastering the Supply Chain Management competencies, an International Commerce grad will be able to:

- Describe and discuss the nature of current globalization.
- Recognize the exponential growth of international trade and the economic impact of international logistics activities.
- Understand the importance of a country’s infrastructure to an international logistician.
- Identify the characteristics of the international transportation infrastructure.
- Understand how Incoterms are used to share responsibilities between exporters and importers.
- Understand the advantages/disadvantages of alternative terms of payment used in international commerce.
- Understand the risks that currency exchange rates pose for international traders.
- Identify and understand the purpose/function of various required documents common to international trade.
- Explain cultural, social, economic, and political factors that impact organizations.
- Describe the roles of verbal and nonverbal communication in cross-cultural encounters.
- Evaluate strategies for effective negotiation and training of global managers.
- Gain an awareness of the language of international marine insurance.
- Identify the types of air/ocean transportation services and aircraft/vessel sizes.
- Identify and understand the characteristics of intermodal transportation and the functions of international transportation forwarders and brokers.
- Converse at a basic business level in Spanish or Chinese.
- Understand the significance and need for adequate packaging practices in international trade.

Strategic Procurement Major

The Strategic Procurement 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 supply chain management theory and practice included in the National Association of Purchasing Managers certification examination.

In addition to the Supply Chain Management competencies, a graduate in the Strategic Procurement 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 decisions are made.
- Develop a supplier management plan that ensures development, evaluation, and selection of the 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 nonprice 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 ensure right quantity/right time.
- Explain the ethical and legal issues that effect purchasing.
- Explain the what, why, and how of negotiation.
- Explain and develop negotiation objectives, strategies, and tactics.

Supply Chain Management Certificates

Supply Chain Management certificates can be earned in International Business, International Commerce, Strategic Procurement, and Supply Chain Management. Each certificate can be completed totally in a distance learning format. Courses for these certificates follow the guidelines and cover the content established by the Council of Supply Chain Management Professions (CSCMP), the Institute for Supply Management (ISM) and The North American Small Business International Trade Educators (NASBITE) respectively, in their certification exams.

Supply Chain Management Associate Degree

COURSE	CR
Quarter 1	
ENGL 101	Beginning Composition3
MKTG 111	Marketing Principles5
LOGI 100	Principles of Supply Chain Management5
LEGL 264	Legal Environment of Business4
HRM 121	Human Resources Management4
TOTAL CREDIT HOURS21

Quarter 2		
ENGL 102	Essay and Research.....	3
ACCT 106	Financial Accounting	5
LOGI 110	Transportation and Traffic Management	4
COMM 105	Speech.....	3
MATH 103	Beginning Algebra II.....	4
TOTAL CREDIT HOURS		19

Quarter 3		
LOGI 151	Foundations of Strategic Procurement I	3
ACCT 107	Managerial Accounting	5
HUM XXX	Humanities 111,112,113,151,152 or 224	5
MATH 135	Statistics.....	5
TOTAL CREDIT HOURS		18

Quarter 4		
FMGT 201	Business Finance.....	5
ENGL 200	Business Communications	3
LOGI 210	Warehouse Management	4
LOGI 229	International Transportation Regulatory Compliance.....	4
TOTAL CREDIT HOURS		16

Quarter 5		
LOGI 211	Inventory Management.....	4
LOGI 225	International Shipping.....	5
MKTG 226	Customer Service Principles and Practices.....	4
BMGT 257	Project Management	3
TOTAL CREDIT HOURS		16

Quarter 6		
LOGI 260	Performance Management for Logistics Managers	4
LOGI XXX	Elective	3
MKTG 229	Organizational Marketing	3
SSCI 100	Globalization and the Social Science Perspective	5
NSCI 101	Natural Science 1	5
TOTAL CREDIT HOURS		20
TOTAL DEGREE CREDIT HOURS		110

Technical Electives

ECON 200	Principles of Microeconomics	5
LOGI 152	Foundations of Strategic Procurement II	3
LOGI 205	Freight Claims	2
LOGI 219	International Business.....	3
LOGI 226	Introduction to Export Administration Regulations.....	4
LOGI 227	Electronic Import/Export Documentation.....	2
LOGI 228	Importing.....	4
LOGI 230	International Management	4
LOGI 241	Logistics Practicum	4
LOGI 242	Logistics Seminar	2
LOGI 245	Transportation Rates/Pricing	3
LOGI 246	Procurement Negotiation	3
LOGI 256	Advanced Procurement Seminar.....	3
LOGI 250	Transportation of Hazardous Materials.....	3
LOGI 297	Special Topics in Logistics	1-3
QUAL 240	Total Quality Management	3
ENVR 252	Health and Safety Training for Hazardous Waste Operations 3	

International Commerce Major

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
MKTG 111	Marketing Principles	5
LOGI 100	Principles of Supply Chain Management	5
LOGI 110	Transportation and Traffic Management.....	3
ACCT 106	Financial Accounting	5
TOTAL CREDIT HOURS		21

Quarter 2		
ENGL 102	Essay and Research	3
ECON200	Principles of Microeconomics	5
LOGI 225	International Shipping	5
LOGI 219	International Business	3
MATH 103	Beginning Algebra II	4
TOTAL CREDIT HOURS		20

Quarter 3		
COMM105	Speech.....	3
LOGI226	Introduction to the Export Administration Regulations.....	4
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
MATH 135	Statistics	5
TOTAL CREDIT HOURS		17

Quarter 4		
ENGL 200	Business Communications	3
NSCI101	Natural Science 1.....	5
LOGI 228	Importing	4
LOGI 211	Inventory Management	4
SPAN101	Elementary Spanish I <i>or</i>	5
CHIN101	<i>Elementary Chinese I</i>	5
TOTAL CREDIT HOURS		21

Quarter 5		
LOGI 229	International Transportation Regulatory Compliance.....	3
GEOG200	Geography	5
SSCI 101	Globalization and the Social Sciences	5
SPAN102	Elementary Spanish II <i>or</i>	5
CHIN102	<i>Elementary Chinese II</i>	5
TOTAL CREDIT HOURS		18

Quarter 6		
LOGI 205	International Freight Claims	3
MKTG 270	Global Marketing	5
LOGI XXX	Technical Elective	1
SPAN105	Business Spanish <i>or</i>	4
CHIN105	Business Chinese	4
TOTAL CREDIT HOURS		13
TOTAL DEGREE CREDIT HOURS		110

Technical Electives

LOGI 151	Foundations of Strategic Procurement.....	3
LOGI 219	International Business.....	3
LOGI 227	Electronic Import/Export Documentation.....	2
LOGI 230	International Management	4
LOGI 241	Logistics Practicum	4
LOGI 245	Transportation Rates and Pricing	3
LOGI 250	Transportation of Hazardous Materials.....	3
LOGI 297	Special Topics in Logistics	1-3

Strategic Procurement Major

COURSE		CR
Quarter 1		
ENGL 101	Beginning Composition	3
MKTG 111	Marketing Principles	5
LOGI 100	Principles of Supply Chain Management	5
ECON 200	Principles of Microeconomics	5
TOTAL CREDIT HOURS		18

Quarter 2		
ENGL 102	Essay and Research	3
ACCT 106	Financial Accounting	5
LOGI 110	Transportation and Traffic Management	4
COMM 105	Speech	3
MATH 103	Beginning Algebra II	4
TOTAL CREDIT HOURS		19

Quarter 3		
MKTG 226	Customer Service Principles and Practices.....	4
ACCT 107	Managerial Accounting	5
HUM XXX	Humanities 111,112,113,151, 152 or 224	5
MATH 135	Statistics	5
TOTAL CREDIT HOURS		19

Quarter 4		
FMGT 201	Business Finance	5
ENGL 200	Business Communications	3
LOGI 151	Foundations of Strategic Procurement I	3
LOGI 210	Warehouse Management	4
LOGI 211	Inventory Management	4
TOTAL CREDIT HOURS		19

Quarter 5		
LOGI 246	Procurement Negotiation	3
ECON 240	Principles of Macroeconomics.....	5
LOGI 152	Foundations of Strategic Procurement II.....	3
LOGI 229	International Transportation Regulatory Compliance.....	4
TOTAL CREDIT HOURS		15

Quarter 6		
LOGI 256	Advanced Procurement Seminar	3
LOGI XXX	Elective	3
MKTG 229	Organizational Marketing	3
LOGI 260	Performance Management for Logistics Managers.....	4
NSCI 101	Natural Science 1	5
TOTAL CREDIT HOURS		18
TOTAL DEGREE CREDIT HOURS.....		108

Technical Electives		
LOGI 205	Freight Claims	2
LOGI 219	International Business	3
LOGI 225	International Shipping.....	5
LOGI 226	Introduction to Export Administration Regulations.....	4
LOGI 227	Electronic Import/Export Documentation.....	2
LOGI 228	Importing.....	4
LOGI 230	International Management	4
LOGI 241	Logistics Practicum	4
LOGI 242	Logistics Seminar	2
LOGI 245	Transportation Rates and Pricing	3
LOGI 250	Transportation of Hazardous Materials.....	3
LOGI 297	Special Topics in Logistics	1-3
ENVR 252	Health and Safety Training for Hazardous Waste Operations	3
QUAL 240	Total Quality Management	3
LEGL 264	Legal Environment of Business.....	4

International Business Certificate

COURSE		CR
Quarter 1		
FMGT 242	International Finance	4
LOGI 219	International Business.....	3
TOTAL CREDIT HOURS		7

Quarter 2		
LOGI 225	International Shipping.....	5
LOGI 230	International Management	4
TOTAL CREDIT HOURS		9

Quarter 3		
MKTG 270	Global Marketing.....	5
TOTAL CREDIT HOURS		5
TOTAL CERTIFICATE CREDITS.....		21

International Commerce Certificate

COURSE		CR
Quarter 1		
LOGI 225	International Shipping.....	5
LOGI 219	International Business.....	3
TOTAL CREDIT HOURS		8

Quarter 2		
LOGI 226	Introduction to Export Administration Regulations.....	4
LOGI 228	Importing.....	4
LOGI 229	International Transportation Regulatory Compliance.....	4
TOTAL CREDIT HOURS		12

Quarter 3		
LOGI 227	Electronic Import/Export Documentation.....	2
MKTG 270	Global Marketing.....	5
TOTAL CREDIT HOURS		7
TOTAL CERTIFICATE CREDITS.....		27

Strategic Procurement Certificate

COURSE		CR
Quarter 1		
LOGI 151	Foundations of Strategic Procurement I	3
LOGI 211	Inventory Management	4
TOTAL CREDIT HOURS		7

Quarter 2		
HRM 121	Human Resources Management	4
LOGI 152	Foundations of Strategic Procurement II	3
TOTAL CREDIT HOURS		7

Quarter 3		
LOGI 246	Procurement Negotiation	3
LOGI 256	Advanced Procurement Seminar.....	3
TOTAL CREDIT HOURS		6
TOTAL CERTIFICATE CREDITS.....		20

Supply Chain Management Certificate

COURSE		CR
Quarter 1		
LOGI 151	Foundations of Strategic Procurement I	3
LOGI 210	Warehouse Management	4
TOTAL CREDIT HOURS		7

Quarter 2		
LOGI 110	Transportation and Traffic Management.....	4
LOGI 211	Inventory Management	4
TOTAL CREDIT HOURS		8

Quarter 3		
LOGI 225	International Shipping.....	5
LOGI 229	International Transportation Regulatory Compliance.....	4
TOTAL CREDIT HOURS		9
TOTAL CERTIFICATE CREDITS.....		24

Surgical Technology

Surgical Technology Certificate

Surgical Technology Associate Degree

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-quarter academic/laboratory/clinical Certificate Surgical Technology program concurrent with a six-quarter academic/laboratory/clinical quarter Associate of Applied Science Degree program.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Certificate and Associate Degree programs. 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 104 or completion of MATH 103. A student who has college algebra transfer credit (grade of “C” or better) is 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 is 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 is 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 BIO 101 (with a grade of “C” or better)

College Course Completion (or successful completion of equivalent approved training) for:

- CHEM 113 with a grade of “C” or better
- NURC 101 Nurse-Aide Training Program
- NURC 102 Patient Care Skills I
- HIMT 121 Advanced Medical Terminology
- Grade Point Average of 2.5 or better in courses related to the Surgical Technology Plan of Study

Upon acceptance into the Surgical Technology, the following additional items are required to be completed by the student before registration for Autumn Quarter will be allowed:

- MULT 102 Cardiopulmonary Resuscitation
- Completed Health Records on file at the Health Records Office, including drug testing and back ground check.

Acceptance is conditional on the submission and clearance of student background history by Columbus State Community College's Public Safety Department and drug screening clearance by the Columbus State Community College's Health Records Office. Prospective students can obtain additional information at program information sessions or by contacting Leslie Washington at (614) 287-3655 or lwashi01@csc.edu. Interested persons also can visit the Surgical Technology Web site at www.csc.edu/SurgTech/.

Statement Regarding Infectious Diseases

Students in this program perform 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; thus students may 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, German measles, and Mumps.

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.

Surgical Technology Certificate

COURSE	CR
Quarter 1	
SURG 102 Surgical Technology I	7
ENGL 101 Beginning Composition	3
BIO 261 Human Anatomy	5
TOTAL CREDIT HOURS	15
Quarter 2	
SURG 104 Surgical Technology II	7
BIO 262 Human Physiology	5
ENGL 102 Essay and Research	3
TOTAL CREDIT HOURS	15
Quarter 3	
SURG 202 Surgical Technology III	9
HIMT 141 Pharmacology	3
TOTAL CREDIT HOURS	12
Quarter 4	
SURG 204 Surgical Technology IV	9
SSCI XXX Social Sciences 100, 101, 102, 104, 105	5
TOTAL CREDIT HOURS	14
TOTAL CERTIFICATE CREDIT HOURS	56

Surgical Technology Associate Degree

Quarter 1	
SURG 102 Surgical Technology I	7
ENGL 101 Beginning Composition	3
BIO 261 Human Anatomy	5
TOTAL CREDIT HOURS	15
Quarter 2	
SURG 104 Surgical Technology II	7
BIO 262 Human Physiology	5
ENGL 102 Essay and Research	3
TOTAL CREDIT HOURS	15
Quarter 3	
SURG 202 Surgical Technology III	9
HIMT 141 Pharmacology	3
TOTAL CREDIT HOURS	12
Quarter 4	
SURG 204 Surgical Technology IV	9
SSCI XXX Social Sciences 100, 101, 102, 104, or 105	5
TOTAL CREDIT HOURS	14
Quarter 5	
SURG 250 Surgical Technology V	7
BIO 215 General Microbiology	5
HUM XXX Humanities, 111,112, 113, 151, 152, or 224	5
TOTAL CREDIT HOURS	17
Quarter 6	
SURG 251 Surgical Technology VI	7
BIO 263 Human Pathophysiology	5
ENGL XXX 200 or 202 or 204	3
COMM XXX 105 or 110	3
TOTAL CREDIT HOURS	18
TOTAL DEGREE CREDIT HOURS	91

Technical Communication Associate Degree

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, DVD and the Internet.

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 courses are taught in a state-of-the-art computer classroom 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 another 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 more than 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 that 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 (processes, procedures, reports, manuals, etc.).
- Translate complex material into clear, concise, and easy-to-use language for specific targeted audiences.
- Participate in the entire technical writing cycle both individually and collaboratively, including 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, com-

- pleteness, and effectiveness.
- Operate the word processing 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.

Technical Communication Associate Degree

COURSE	CR
Quarter 1	
ENGL 101 Beginning Composition	3
TCO 101 Careers in Technical Communication	2
CIT 101 PC Application 1	3
* Technical Cognate	3-6
XXXX XXX Math or Science Elective for Tech Cognate	5
TOTAL CREDIT HOURS	16-19

Quarter 2	
ENGL 102 Essay and Research	3
BOA 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
TOTAL CREDIT HOURS	17

Quarter 3	
BOA 167 Desktop Publishing	3
COMM 105 Speech	3
NSCI 191 Natural Science I.....	5
TCO 204 Introduction to Technical Editing	3
* Technical Cognate	3-6
TOTAL CREDIT HOURS	17-20

Quarter 4	
ENGL 200 Business Communications	3
TCO 223 Advanced Technical Communication	3
GRPH 251 Photoshop and Design 1.....	5
TCO 214 Document Design and Delivery Methods	3
* Technical Cognate	3-6
TOTAL CREDIT HOURS	17-20

Quarter 5	
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
TOTAL CREDIT HOURS	15-18

Quarter 6	
SSCI 101 Cultural Diversity	5
TCO 250 Capstone Project	3
TCO 260 Career Development	1
TCO 290 Industry Internship	4
* Technical Cognate	3-6

TOTAL CREDIT HOURS 16-19
TOTAL DEGREE CREDIT HOURS..... 93-110

*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 207 Writing for the Web.....	3
ENGL 208 Communication for the Mass Media	3
ENGL 215 Magazine Publication	3
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

Veterinary Technology

Associate Degree

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 of Applied Science Degree in Veterinary Technology provides students with both classroom and clinical experiences. Students have the opportunity to intern at The Ohio State University Veterinary Teaching Hospital. Students also will 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, communicable, and zoonotic 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 A-D courses.

For students interested in equine health, a joint program has been developed between Columbus State's Veterinary Technology and Otterbein College's Department of Equine Science. Successful completion of these two programs will result in an Associate of Applied Science Degree in Veterinary Technology from Columbus State Community College, and the Bachelor of Arts Degree in Equine Health Technology from Otterbein College. For more information, contact Dr. Maria Calderone, mcaldерone@otterbein.edu.

For students interested in animal science, a joint program has been created between Columbus State's Veterinary Technology and The Ohio State University's Department of Animal Science. Successful completion of these two programs will result in an Associate of Applied Science Degree in Veterinary Technology from Columbus State Community College, and the Bachelor of Science Degree in Agriculture from The Ohio State University. For more information, please contact Amy Lahmers, lahmers8@osu.edu. Special advising with the program coordinator is necessary for students who wish to participate in these joint programs.

Please note that there may be changes to the Veterinary Technology Program admission requirements and curriculum periodically. Any admission criteria or curriculum changes will be updated at the Veterinary Technology Mandatory Information Sessions.

Upon completion of the Associate of Applied Science Degree in Veterinary Technology, and under the supervision of a licensed veterinarian, the graduate will be able to:

- Perform patient assessment techniques, obtain thorough patient history, and maintain medical 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 and understand the effects of treatments and/or medications delivered either orally or parenterally.
- Apply and manage wound dressings, bandages, and splints.
- Properly collect, prepare and handle diagnostic specimens for laboratory analysis.
- Perform clinical laboratory procedures, including complete blood counts, serum chemistries, microbiology, immunologic testing, urinalysis, and cytology.
- Identify internal, external, and blood parasites of domestic animal species.
- Safely handle and perform routine procedures on common laboratory animals used in research settings.
- Prepare equipment, instruments, animals, and medications for surgical, diagnostic, and anesthetic procedures.
- Administer and effectively monitor anesthesia, including anesthetic induction, maintenance, and recovery by inhalation and/or parenteral routes.
- Assist in diagnostic, medical, and surgical procedures, including post-operative management, pain control, and skin closure.
- Perform complete routine dental prophylaxis.
- Administer and monitor basic and/or intensive nursing care, including fluid therapy and nutritional management.
- Perform diagnostic imaging procedures using appropriate safety measures.
- Comprehend the approach to providing safe and effective care for avian, exotic and small mammal species.

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. Students must successfully pass the VTNE to be eligible for licensure in the State of Ohio.

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, held periodically throughout the year, are very helpful in answering the prospective students' questions. General information packets and information session dates and times may be obtained by contacting the **office associate at (614) 287-5511 or by sending an e-mail request to kfannin@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 GED equivalency
- Required high school (or equivalent) courses in Biology (grade of “C” or better within the past five years) or BIO 100 or 101 (grade of “C” or better) and Chemistry (grade of “C” or better within the past three years) or CHEM 100 (grade of “C” or better)
- Placement into ENGL 101–Beginning Composition.
- Placement into “No Reading Required” (students with college transfer credit for ENGL 101 or ENGL 111 are not required to take the placement test).
- Completion of MATH 103–Beginning Algebra II with a grade of “C” or better.
- Attend a Veterinary Technology Mandatory Information Session (Applicants will receive a separate admission application for the Veterinary Technology Program at these sessions. Applicants will not be considered for admission until an information session has been attended).
- Computer literacy (high school, work-related or completion of CIT 101).
- Grade point average of 2.5 or better (most recently completed coursework).

Upon acceptance into the Veterinary Technology, the student will be required to complete the following Health Related Technology Requirements:

- Complete a Health Statement declaring all allergies, medications, and physical limitations or restrictions.
- Tuberculin Testing (Mantoux) within the past year.
- Tetanus Booster (Td) within the past eight years.
- The student must obtain health insurance coverage and keep the coverage on a continual basis while attending CSCC as a Veterinary Technology student.
- Rabies vaccination or signed waiver.
- Drug Test
- Background Check

Acceptance is conditional on the submission and clearance of student background history by Columbus State Community College’s Public Safety Department and drug screening clearance by the Columbus State Community College’s Health Records Office. You can obtain additional information at the program information sessions or by contacting Kelly Fannin at (614) 287-5511.

Veterinary Technology Associate Degree

COURSE	CR
Quarter 1	
BIO 261 Human Anatomy	5
RAD 190 Radiation Protection for the General Machine Operator	2
MATH 100 Calculations and Dosages	2
VET 101 Animal Nutrition	3
VET 102 Laboratory Animal Medicine	2
VET 114 Client Relations	2
TOTAL CREDIT HOURS	16

Quarter 2	
BIO 262 Human Physiology	5
VET 122 Veterinary Parasitology	3
VET 126 Principles of Veterinary Anesthesia	4
HIMT 121 Advanced Medical Terminology	3
VET 124 Principles of Veterinary Radiology	2
TOTAL CREDIT HOURS	17

Quarter 3	
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
TOTAL CREDIT HOURS	15

Quarter 4	
ENGL 102 Essay and Research	3
SSCI XXX Social Science 100, 101, 102, 104, or 105	5
VET 135 Veterinary Hematology	5
CHEM 113 Elements of Organic and Biochemistry	5
TOTAL CREDIT HOURS	18

Quarter 5	
COMM 105 Speech or	
COMM 110 Conference and Group Discussion	3
VET 291 Clinical Experience I	6
VET 254 Clinical Seminar I	2
ENGL 200 Business Communications	3
VET 266 Animal Health and Disease II	3
TOTAL CREDIT HOURS	17

Quarter 6	
VET 262 Vet. Pharmacology	3
VET 267 Vet. Urinalysis and Clinical Chemistry	4
VET 269 Vet. Microbiology	4
VET 263 Clinical Application II	3
TOTAL CREDIT HOURS	14

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
TOTAL CREDIT HOURS	13
TOTAL DEGREE CREDIT HOURS	110

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 office associate 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 Veterinary Technology Mandatory Information Sessions.

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	History.....	HIST
Anthropology.....	ANTH	Hospitality Management.....	HOSP
Applied Technologies.....	APPL	Human Resources Mgmt.....	HRM
Appraisal.....	APPR	Humanities.....	HUM
Arabic.....	ARAB	Interactive Media.....	IMMT
Architecture.....	ARCH	Interpreting/ASL Education.....	ITT
Art.....	ART	Italian.....	ITAL
Arts & Sciences.....	ASC	Japanese.....	JAPN
Automotive Technology.....	AUTO	Landscape Design/Build.....	LAND
Aviation Maintenance		Latin.....	LATN
Technology.....	AVI	Law Enforcement.....	LAWE
Biology.....	BIO	Literature.....	ENGL
Business Management.....	BMGT	Marketing.....	MKTG
Business Office Applications.....	BOA	Massage Therapy.....	MASS
Chemistry.....	CHEM	Mathematics.....	MATH
Civil Engineering		Mechanical Engineering	
Technology.....	CIVL	Technology.....	MECH
Communication Skills.....	COMM	Medical Assisting.....	MAT
Computer Information		Medical Laboratory	
Technology.....	CIT	Technology.....	MLT
Construction Management.....	CMGT	Mental Health/Chemical	
Dance.....	DANC	Dependency/Mental	
Dental Hygiene.....	DHY	Retardation.....	MHCR
Dental Laboratory		Mental Health/Chemical	
Technology.....	DENT	Dependency/Mental	
Developmental Education.....	DEV	Retardation Module.....	MHC
Dietary Manager.....	DMGR	Multi-Competency Health.....	MULT
(See Hospitality Management)		Music.....	MUS
Dietetic Technician.....	DIET	Natural Science.....	NSCI
(See Hospitality Management)		Nuclear Medicine Tech.....	NUC
Digital Design & Graphics.....	GRPH	Nursing.....	NURS
Digital Photography.....	FOTO	Nursing Certificate Programs.....	NURC
Early Childhood Development.....	ECD	Paralegal Studies.....	LEGL
Economics.....	ECON	Philosophy.....	PHIL
Electro-Mechanical		Physics.....	PHYS
Engineering Technology.....	EMEC	Political Science.....	POLS
Electronic Engineering		Practical Nursing.....	PNUR
Technology.....	EET	Psychology.....	PSY
Emergency Medical Services		Quality Assurance Tech.....	QUAL
Technology.....	EMS	Radiography.....	RAD
English.....	ENGL	Real Estate.....	REAL
English Module.....	ENG	Respiratory Care.....	RESP
English as a Second Language.....	ESL	Social Sciences.....	SSCI
Environmental Science, Safety		Sociology.....	SOC
and Health.....	ENVR	Spanish.....	SPAN
Facility Management.....	FAC	Sport & Exercise Studies.....	SES
Finance.....	FMGT	Supply Chain Management.....	LOGI
Fire Science.....	FIRE	Surgical Technology.....	SURG
French.....	FREN	Surveying.....	SURV
Geographic Info Systems.....	GIS	Technical Communication.....	TCO
Geography.....	GEOG	Theater.....	THEA
Geology.....	GEOL	Veterinary Technology.....	VET
German.....	GERM		
Health Information			
Management Technology.....	HIMT		
Health Information			
Management Module.....	HIM		
Heating, Ventilating & Air			
Conditioning Technology.....	HAC		

Explanation of Course Description Codes

Department

Specific Course Quarters Offered

Also available via distance learning

ACCT 106 Introduction to Accounting I **5 credits**
(A,W,SP,SU-DL)

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. Not open to Accounting majors

Lecture: 5 hours Lab: 0 hours

Lab fee: \$2.00

Class hours Lab hours

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.

Corequisite 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 a corequisite 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.

Module—A modular course is defined as a part of the main course that can stand alone. The topics are related, and, when combined with all parts, become the entire course. Modular courses usually do not exist without the main course. Modules may have various methods of instructional delivery, i.e., faculty lectures, Web, self-paced, etc. Modular courses may run on a term basis or be flexibly scheduled. Modular courses are designated as having an alpha letter after the course number, i.e., AVI 324A, AVI 324B. these examples are two modules of the whole main course AVI 324.

Accounting Technology (ACCT)

ACCT 106 Financial Accounting (A, W, SP, SU,–DL) 5 credits

An introduction to accounting emphasizing how general purpose financial statements communicate information about the business corporation's performance and position for users external to management. Approximately one-third of the course emphasizes how the accountant processes and presents the information and includes exposure to recording transactions, adjusting balances, and preparing financial statements for service and merchandising firms according to established rules and procedures. The balance of the course examines major elements of the statements such as cash, receivables, inventory, long-lived assets, depreciation, current and long-term liabilities, and capital stock transactions. Concepts of this course are applied to ACCT 107

Lecture: 5 hours – Lab: 0 hours

Concurrent: ACCT 106 and ACCT 107 can be taken concurrently

Lab fee: \$2.00

ACCT 107 Managerial Accounting (A, W, SP, SU,–DL) 5 credits

Course is a continuation of ACCT 106 with special emphasis on the uses of financial measurements, calculations, and reports used by an organization to make a variety of management decisions. Specific uses discussed are costing of products and services, decision analysis, and control and evaluation.

Lecture: 5 hours

Concurrent: ACCT 106 and ACCT 107 can be taken concurrently

Lab fee: \$2.00

ACCT 108 Introduction to Accounting III (A, W, SP, SU,–DL) 4 credits

A follow-up course to ACCT 106 and ACCT 107 that develops the mechanical phase of theoretical concepts. This course is oriented toward the accounting major to enable the student to apply double entry accounting methods toward the daily maintenance of accounting records.

Lecture: 4 hours

Prerequisite: None

Lab fee: \$2.00

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 electronic spreadsheet.

Lecture: 4 hours

Prerequisite: ACCT 106

Lab fee: \$5.00

ACCT 126 Accounting Systems (A, W, SP, SU,–DL) 4 credits

An introduction to systems fundamentals including flowcharting and internal control. A comprehensive application of accounting principles studied in ACCT 106 and ACCT 107 using microcomputers.

This course studies the current practices and computer technologies used to design, utilize, and manage accounting information systems. Transaction process cycles, general ledgers, and subsidiary ledgers are analyzed. Internal controls, information security, and fraud detection are also examined. Students will practice on accounting system software.

Lecture: 4 hours

Prerequisite: ACCT 106 and ACCT 107

Lab fee: \$5.00

ACCT 128 Basic Internal Controls and Fraud Prevention (On Demand) 2 hours

This course examines internal controls and their role in the prevention of fraud. This is a core course in the Bookkeeping Certificate program.

Lecture: 2 hours

Lab fee: \$2.00

ACCT 211 Cost Accounting (SP,–DL) 4 credits

ACCT 211 offers 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

Prerequisite: ACCT 107

Lab fee: \$2.00

ACCT 221 Fundamentals of Finance (A,–DL) 4 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. FMGT 201 (Corporate Finance) can be substituted for this course.

Lecture: 4 hours

Prerequisite: ACCT 106

Lab fee: \$1.00

ACCT 222 Financial Analysis (W,–DL) 4 credits

ACCT 222 offers a continuation of course ACCT 221, looking at 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.

Lecture: 4 hours

Prerequisite: ACCT 221 or FMGT 201

Lab fee: \$2.00

ACCT 231 State and Local Taxation (SP, SU,–DL) 4 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: 4 hours

Prerequisite: ACCT 106

Lab fee: \$5.00

ACCT 232 Federal Taxation I (A) 4 credits

ACCT 232 covers individual income taxes, returns, income exemptions, deductions, gains and losses, rates, adjustments. Also explores problems of proprietorship, partnerships, corporations, inventories, depreciation accounting, installment and deferred sales treatment. Filing requirements, payments, refunds, claims, and tax planning techniques are discussed.

Lecture: 4 hours

Prerequisite: ACCT 106

Lab fee: \$5.00

ACCT 236 Federal Taxation II (W) 4 credits

A continuation of ACCT 232, this course deals with nonliquidating distributions, accumulated earnings, and undistributed income. Sub-chapter S corporations, stock redemption and partial liquidations, corporate reorganization, and estate and gift taxation also are covered.

Lecture: 4 hours

Prerequisite: ACCT 232

Lab fee: \$2.00

ACCT 239 Advanced Taxation II (On Demand) 4 hours

A continuation of ACCT 236, this course covers fiduciaries, trusts, estates, gifts, foreign corporations, and tax exempt entities.

Lecture: 4 hours

Prerequisite: ACCT 232

Lab fee: \$3.00

ACCT 241 Auditing I: Principles (W) 4 credits

This is a course concerned with the 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: 4 hours

Prerequisite: ACCT 251

Lab fee: \$3.00

ACCT 242 Auditing II: Applications (SP) 3 credits

ACCT 242 is concerned with the 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: 3 hours

Prerequisite: ACCT 241

Lab fee: \$3.00

ACCT 250 Intermediate Accounting I (A, W, SP, SU) 4 credits

This course presents a continuation of accounting theory. Topics explored include 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

Prerequisite: ACCT 108 with a "C" or better and placement into, or completion of, MATH 103

Lab fee: \$1.00

ACCT 252 Intermediate Accounting II (SU, A) 4 credits

This course offers a continuation of ACCT 251 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

Prerequisite: ACCT 250 with a "C" or better

Lab fee: \$1.00

ACCT 253 Intermediate Accounting III (AU, W) 4 credits

ACCT 253 is a continuation of ACCT 252 with emphasis on accounting for taxes, leases and current accounting issues.

Lecture: 4 hours

Prerequisite: ACCT 252 with a "C" or better

Lab Fee: \$1.00

ACCT 258 Advanced Accounting (SP) 4 credits

ACCT 258 is 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: 4 hours

Prerequisite: ACCT 253 with a "C" or better

Lab fee: \$1.00

ACCT 266 Public Administration/Fund Accounting (SP, SU, -DL) 4 credits

ACCT 266 deals 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: 4 hours

Prerequisite: ACCT 250

ACCT 269 Foundations of Accounting (-DL) 5 credits

ACCT 269 is a survey course concerned with the foundations of both financial and managerial accounting. This course covers the accounting for assets, liabilities, and owner's equity, financial statements and analy-

sis, and managerial accounting. This course is not open to students with credit for ACCT 106 or ACCT 107. ACCT 269 is intended to meet the requirements of pre-MBA students.

Lecture: 5 hours

Prerequisite: None

ACCT 271 Accounting Practicum (On Demand) 3 credits

ACCT 271 offers 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: 3 hours

Prerequisite: ACCT 250

Corequisite: ACCT 272

ACCT 272 Practicum Seminar (On Demand) 1 credit

ACCT 272 offers a practical work experience in which the student is expected to perform several operational auditing procedures (i.e., flow-charts, 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: 1 hour

Prerequisite: ACCT 250

Corequisite: ACCT 271

ACCT 275 Fraud Examination I (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A useful course for business executives interested in acquiring additional information about fraud detection, investigation and prevention.

• An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 106

ACCT 276 Fraud Examination II (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A useful course for business executives interested in acquiring additional information about fraud detection, investigation and prevention.
- An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 275

ACCT 277 Fraud and the Legal Environment (On Demand) 4 credits

This course provides an overview of the legal system as it relates to fraud and fraud examination. The topics covered include basic business law, civil court system, criminal law, and the criminal court system. Other topics covered are law enforcement agencies, burden of proof, subpoenas, search warrants, charges, arrests, working papers, reports, testimony, and the legal rights of suspects.

Lecture: 4 hours

Lab fee: \$3.00

ACCT 278 Fraud and Investigative Procedures (On Demand) 4 credits

This course provides background information about fraud rationale from

a social and behavioral science perspective. It also covers appropriate investigative procedures such as interviews of witnesses and suspects, and interrogations.

Lecture: 4 hours

Lab fee: \$3.00

ACCT 281 Sarbanes Oxley Act I (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A useful course for business executives interested in acquiring additional information about the Sarbanes Oxley Act.
- An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 106

ACCT 282 Sarbanes Oxley Act II (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A valuable course for business executives interested in acquiring additional information about the Sarbanes Oxley Act.
- An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 281

ACCT 285 CPA Exam Preparation: Auditing and Attestation (On Demand) 3 credits

This course covers the accounting implications of business planning, measurement, information technology, legal entities, and economic concepts using the MDS method. Course presumes that student has background knowledge in this area such as would have been obtained through previous coursework in Economics, Cost Accounting, Information Systems, and the like.

Lecture: 3 hours

ACCT 286 CPA Exam Preparation: Business Environment (On Demand) 3 credits

This course covers the accounting implications of business planning measurement, information technology, legal entities, and economic concepts using the MDS method. Course presumes that student has background knowledge in this area such as would have been obtained through previous coursework in Economics, Cost Accounting, Information Systems, and the like.

Lecture: 3 hours

Lab fee: \$3.00

ACCT 287 CPA Exam Preparation: Financial Accounting and Reporting (On Demand) 3 credits

This course covers the accounting principles generally accepted in the United States (GAAP) that affect business organizations, not-for-profit organizations, and governmental entities using the MDS method. This course presumes that the student has background knowledge in this area as would have been obtained through previous coursework such as Intermediate Accounting.

Lecture: 3 hours

Lab fee: \$3.00

ACCT 288 CPA Exam Preparation: Regulation (On Demand) 4 credits

This course covers the federal taxation, ethics, professional responsibilities, legal responsibilities, and business law using the MDS method. This course presumes that the student has background knowledge in this area such as would have been obtained through previous coursework in the

areas of Federal Tax, Business Law, and Ethics.

Lecture: 4 hours

Lab fee: \$3.00

ACCT 291 Internal Audit I (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A useful course for business executives interested in acquiring additional information about fraud detection, investigation, and prevention.
- An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 106 and BMGT 111

ACCT 292 Internal Audit II (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A valuable course for business executives interested in acquiring additional information about fraud detection, investigation, and prevention.
- An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 291

ACCT 293 Operational Auditing (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A useful course for business executives interested in acquiring additional information about fraud detection, investigation, and prevention.
- An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 292 and BMGT 272

ACCT 294 Internal Audit: Special Topics (On Demand) 2 credits

This course is designed as:

- A core course in the proposed Certificate of Internal Audit program.
- An elective course for the accounting major.
- A valuable course for business executives interested in acquiring additional information about COSO's Internal Control – Integrated Framework and Enterprise Risk Management.
- An interesting course for individuals in need of related continuing education credit. (Please verify that this course qualifies for continuing education credit with your certifying organization.)

Lecture: 2 hours

Prerequisite: ACCT 293

ACCT 295 – 299 Studies in Contemporary Accounting (On Demand) 1-5 credits

These are specially designed courses offering to meet the needs of the constantly changing accounting community and student population.

Prerequisite: Permission of Instructor

Anthropology (ANTH)

ANTH 200 Introduction to Physical Anthropology (A, W, SP, SU, –DL) 5 credits

This course introduces students to the basic concepts of biological anthropology. It discusses anthropology's relationship with other biological and social sciences, surveys nonhuman primates, examines some aspects and

examples of nonhuman behavior in depth, covers topics in current human diversity, and looks at human evolutionary history. A distance learning (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101
Lab fee: \$6.00

ANTH 201 World Prehistory (A, W, SP, SU,–DL) 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. A distance learning (DL) version of World Prehistory 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101
Lab fee: \$6.00

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: \$6.00

ANTH 240 Introduction to Forensic Anthropology (A, W, 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 BIO 161 or LAW 111
Lab fee: \$6.00

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 student’s academic interest after reviewing research methodologies and findings in anthropology; assembly of a portfolio that covers student’s academic career at Columbus State Community College; and participation in testing of 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 and five credit hours in anthropology
Lab fee: \$6.00

ANTH 293 Independent Study in Anthropology (On Demand) 1-5 credits

ANTH 293 is 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 *and* the Chairperson and one course in Anthropology
Lab fee: \$6.00

ANTH 299 Special Topics in Anthropology (On Demand) 1-5 credits

ANTH 299 allows students to examine selected topics of interest in anthropology in detail.

Lecture: 1 to 5 hours – Lab: 0 hours
Prerequisite: Varies
Lab fee: \$6.00

Applied Technologies (APPL)

APPL 100 Survey of the Construction Industry (A, W, SP, SU) 2 credits

This seminar course provides an overview of the vast array of opportunities in the construction industry. Students will be exposed to careers ranging from the many administrative and management career opportunities available in the industry (e.g., construction management, architecture, and civil engineering) as well as the wide range of skilled trades careers needed to build America (e.g., electrician, carpenter, operating engineer, plumber, welder). Also covered will be the wide range of construction operations: residential, commercial, industrial, and public works.

Lecture: 2 hours – Lab: 0 hours
Prerequisite: None
Lab fee: \$10.00

APPL107 Introduction to Welding 4 credits

This course introduces the learner to the welding profession, welding tools, welding safety, oxyfuel cutting, base metal preparation, and weld quality. The ‘stick welding’ process is a focus in this course.

Lecture: 2 hours – Lab: 4 hours
Prerequisite: None
Lab fee: \$85.00

APPL108 Fundamentals of MIG Welding 4 credits

This course focuses on basic skills in the process called MIG welding, including equipment selection and setup, filler metals, and fillet and multiple-pass welds.

Prerequisite: APPL 107
Lecture: 2 hours – Lab: 4 hours
Lab fee: v\$85.00

APPL109 Basic Skills for the Construction Industry 3 credits

This course introduces the student to basic technical skills that are common to all construction trades: safety in the workplace, measuring and construction math, hand and power tool usage, blueprint reading, and basic rigging operations.

Lecture: 2 hours – Lab: 2 hours
Lab fee: \$20.00

APPL 111 MIG/TIG Welding Applications 4 credits

187 This course continues and expands skills in MIG welding and intro-

duces TIG welding principles. It introduces the learner to preheating and postweld heat treatment of metals and the physical and mechanical properties of metals.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: APPL108

Lab fee: \$40.00

APPL 115 Introduction to Carpentry 4 credits

This course introduces the learner to the varied and complex systems that make up the carpentry trade. History of the trade, career opportunities, and types of construction are discussed. Course introduces the learner to the proper and safe use of hand and portable power tools that are used on the jobsite.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: None

Lab fee: \$35.00

APPL 116 Carpentry: Structural Framing 4 credits

This course introduces the learner to different systems within carpentry. Blueprint reading, plans and drawings are discussed. Floor, wall, ceiling, and roof framing are the focus of this course.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: APPL 115

Lab fee: \$35.00

APPL 117 Carpentry: Interior/Exterior Repair and Renovation 4 credits

Roofing applications, stairs, interior and exterior finishes, and drywall are the main focus of this course. Energy conservation, thermal and moisture applications and “green building” are introduced.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: APPL 116

Lab fee: \$40.00

APPL 118 Intermediate Welding Applications 4 credits

Using welding methods, materials, and techniques of Arc welding, MIG welding, and oxygen/acetylene welding, the student will be instructed in methods that are best suited to weld metals in a wide range of real-world applications. This includes ‘in-position’ or ‘out-of-position’ welding on flat work as well as round work.

Lecture: 2 hours - Lab: 4 hours

Prerequisites: APPL 108

Lab fee: \$95.00

APPL 119 Construction Industry Employability Skills 3 credits

This seminar course covers a wide range of life and employability/employee skills. These skill sets are essential to successfully enter the workforce and build a career with a clear upward path.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: None

Lab fee: \$15.00

APPL 125 Introduction to Electrical Work 4 credits

This course introduces the learner to the electrical profession, electrical safety, electrical tools, and basic skills. Basic electrical theory and the National Electrical Code will be introduced. The learner will engage in conduit bending, wiring single, two-way, and three-way switches. Basic AC circuitry including raceway, box, and fitting selection will be discussed.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: None

Lab fee: \$35.00

APPL 126 Electrical: Basic Wiring, Grounding and Circuits 4 credits

This course introduces the learner to electrical blueprints, conductors, conductor termination, splices, and wiring devices. Residential wiring, grounding, circuit breakers, and fuses are covered in depth. Installation of electrical services, lighting, lamps, ballasts, and components are

discussed.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: APPL 125

Lab fee: \$35.00

APPL 127 Electrical: Repair and Renovation 4 credits

This course introduces the learner to motor theory and application, motor maintenance, load calculations, and over-current protection. Distribution equipment, fire alarm systems, and electrical hazards are discussed. This course helps the learner to apply basic knowledge of wiring and circuitry to diagnose and repair basic wiring problems.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: APPL 126

Lab fee: \$35.00

APPL 134 Introduction to Plumbing 4 credits

This course introduces the learner to the plumbing profession, plumbing safety, tools, plumbing math, and drawings. Plastic, copper, and cast iron pipe and fittings are discussed. Drain, waste and vent systems are introduced.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: None

Lab fee: \$40.00

APPL 135 Plumbing: Fixtures, Valves, and Faucets 4 credits

This course introduces the learner to installation and testing of DWV piping as well as installing roof, floor, and area drains. Installing and testing water supply piping, installing fixtures, valves, and faucets, and water heater installation are covered.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: APPL 134

Lab fee: \$40.00

APPL 136 Plumbing: Repair and Renovation 4 credits

This course introduces the learner to plumbing codes, types of venting, direct and special waste, and sewage and sump systems. Servicing of piping systems, fixtures, and appliances are discussed in detail.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: APPL 135

Lab fee: \$40.00

Appraisal (APPR)

APPR 101 Principles of Appraisal (A, W, SP, SU) 3 credits

This is the introductory course to appraisal, establishing a firm foundation for principles, concepts, and procedures for implementation of the valuation process. Coverage includes attributes and necessary skills for the professional appraisal, identification of centers for employment opportunities or establishing individual, independent appraisal practices, the nature of value, basic appraisal principles, federal reserve system, money and capital markets, real estate markets, valuation process, data collection and analysis, neighborhood description, site and improvement description, requirements for Ohio appraiser licensing or certification, and professional appraisal designations.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$2.00

APPR 102 Procedures of Appraisal (A, W, SP, SU) 3 credits

This course covers the entire spectrum of the valuation process, centering on detailed implementation of the three approaches to valuation and correlating to a final conclusion of value. Coverage includes review of valuation process, appraisal mathematics and use of financial calculator, methods of site valuation, cost approach, sales comparison approach, income approach, reconciliation, and final conclusion of value.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: APPR 101

Lab fee: \$2.00

APPR 115 Report Writing with Case Studies (A) 2 credits

This course covers techniques in writing both form and narrative appraisal reports. Course covers the logic progression appraisal format as well as writing techniques. Students will be expected to write narrative style descriptions, while applying USPAP to report writing and formatting techniques. Students will exam case studies and analyze for errors and logic consistencies.

Lecture: 1 hour – Lab: 0 hours

Prerequisites: APPR 101 and APPR 102

Lab fee: \$2.00

APPR 211 Litigation Support and Expert Testimony (SP) 3 credits

This course demonstrates the numerous opportunities available for the appraiser to offer appraisal services in litigation matters involving real estate taxes, contamination, condemnation, fraud, divorces, construction defects, etc. Coverage includes litigation opportunities, role of the appraiser, role of the attorney, compliance with USPAP, pretrial conference, witness demeanor and effective communication, direct examination, cross examination, and depositions.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: APPR 101

Lab fee: \$2.00

APPR 235 Residential Market Analysis/Highest and Best Use (S) 2 credits

Course provides a look at the relationship between market analysis and highest and best use. Students will examine the market by reviewing census data, government reports, demographics, rent studies and other real estate studies to learn how to measure demand. Students will also explore the four tests for highest and best use and the proper support for each conclusion.

Lecture: 2 hours – Lab 0 hours

Prerequisite: APPR 101 and APPR 102

Lab Fee: \$3

APPR 240 - Residential Site Valuation and Cost Approach (AU) 2 credits

Course will focus on the valuation of vacant land parcels and the development of the cost approach. The valuation of land is explored by looking at all of the different techniques used in the market. This course will explore the methods used to establish replacement cost and reproduction costs of structures as well as a discussion of depreciation and the methods used to measure depreciation in the marketplace.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: APPR 101 and APPR 102

Lab Fee: \$3

APPR 250 Residential Sales Comparison and Income Approaches (W) 3 credits

Course provides the student with the techniques necessary for completing the sales comparison and income capitalization approaches of the valuation process. The course explores paired sales analysis as a tool to support adjustments and the selection of appropriate capitalization rates for use in the income approach.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: APPR 101 and APPR 102

Lab Fee: \$3

APPR 260 Advanced Residential Applications (SP) 2 credits

This course will apply advanced residential methodologies involving a complex residential case study appraisal assignment. This case study will interrelate site valuation, the cost approach, the sales comparison approach and the income approach to value. Students will correlate to a final conclusion of value of their own choosing and learn to support that conclusion.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: APPR 101 and APPR 102

Lab Fee: \$3.00

APPR 284 USPAP and Fair Housing 2 credits

This is a Capstone course for the Ohio appraisal certification. Course users will learn to apply the standards of the industry to the instruments of appraisal process. This course covers the requirements for ethical and competent appraiser performance as set out in materials developed and issued by the Appraisal Foundation. Coverage includes history of the Appraisal Foundation, functions of Appraisal Standards Board and the Appraisal Qualifications Board, rules of USPAP, and standards of USPAP. This course will also cover the Federal, State and Municipal Fair Housing requirements for appraisers.

Lecture: 2 hours

Prerequisites: None

Lab fee: \$2.00

APPR 290 Appraisal Practicum I (A, W, SP, SU) 1 credit

Prerequisite: APPR 101 and 102

APPR 291 Appraisal Seminar I (A, W, SP, SU) 1 credit

Prerequisite: APPR 101, 102

APPR 290 (concurrent)

Arabic (ARAB)**ARAB 101 Elementary Arabic I (On Demand) 5 credits**

ARAB 101 presents an introduction to the fundamentals of the Arabic language with practice in listening, reading, speaking and writing. Course includes studies in Arabic culture. ARAB 101 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

ARAB 102 is a continuation of ARAB 101 with further development of listening, reading, speaking and writing skills and further study of Arabic culture. ARAB 102 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**

This course studies 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. ARCH 100 meets elective requirements in the Associate of Arts and Associate of Science degree programs.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 101

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 hour – 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 and elevations.

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: ARCH 110 or permission of instructor

Lab fee: \$15.00

ARCH 130 Introduction to Interior Design (On Demand) 4 credits

ARCH 110 is 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 113

Lab fee: \$12.00

ARCH 155 Residential Construction/Wood Structures (A, SP) 3 credits

This course outlines the various phases of residential construction from site analysis to finish material installations, including conventional wood framing, floor and roof truss framing, heavy timber/post and beam construction, and various plywood panel construction techniques. Additional topics discussed include the design and use of floor joist span charts, simple beam and footing design, as well as roof and foundation design. This course concludes with the choice of building a structural/framing model or preparing a PowerPoint presentation of a residential construction task.

Lecture: 1 hour – Lab: 5 hours

Prerequisite: CIVL 120

Lab fee: \$12.00

ARCH 161 Presentation Drawings (A, SP) 3 credits

ARCH 161 is 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: 6 hours

Prerequisite: ARCH 111

Lab fee: \$15.00

ARCH 214 Electricity (W, SU) 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 (W, SU) 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: 3 hours

Prerequisite: CMGT121

Lab fee: \$6.00

ARCH 221 Design Studio I (W) 3 credits

This course is built around the design process and design logic and will also include an emphasis on working either alone or as part of a team. The design theme may include emphasis on sustainable architecture as the primary design goal. When sustainable architecture is the framework of the course, lectures and research assignments will include lessons on solar energy, conservation practices, building materials, and other aspects of sustainability.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: ARCH111 and ARCH114 or permission of instructor

Lab fee: \$20.00

ARCH 223 Design Studio II (SP) 3 credits

This course is built on the foundations laid by ARCH 221 and includes discussions of design principles. Students will develop a work on various design projects including a small and complex architectural project.

Lecture: 1 hour – Lab: 6 hours

Prerequisite: ARCH 221 or permission of instructor

Lab fee: \$20.00

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 and Masonry (W, SU)

4 credits

This course presents basic conceptual and practical structural design concepts. Steel, concrete and masonry structures are studied and evaluated mathematically. The student will learn how to evaluate and design beams and columns in both steel and concrete. Other topics include bearing plate/base plate design, bolted and welded connections, concrete and masonry wall design. Drafting projects require the use of CAD and will focus on structural elements.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: MATH 148, ARCH 114 and MECH 242

Lab fee: \$12.00

ARCH 240 3D Modeling and Rendering: AutoCAD (On Demand)

3 credits

Course is 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 hour – Lab: 5 hours

Prerequisite: ARCH 113 and ARCH 161

Lab fee: \$12.00

ARCH 242 3D Visualization: form Z I (A)

4 credits

This course is an introduction to three-dimensional computer modeling using form Z. Basic modeling functions, lighting, material applications and rendering will be studied. This course focuses on techniques and methods applicable to architects, interior designers and other building related professions.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: Associate Degree or higher, or 50 completed hours within Architecture program, or permission of instructor

Lab fee: \$15.00

ARCH 243 3D Visualization: form Z II (W)

4 credits

This course builds upon the fundamentals learned in ARCH 242 and focuses on more advanced techniques. Emphasis is placed on advanced modeling techniques, the mapping of realistic finishes, and the replication of real-world interior and exterior lighting conditions. The fundamentals of architectural animation are also studied.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: ARCH 242

Lab fee: \$15.00

ARCH 244 3D Rendering and Lighting: form Z (On Demand)

3 credits

This course presents the fundamentals of the application of materials and lighting to 3D architectural models. Emphasis is placed on mapping realistic finishes as well as replicating real-world interior and exterior lighting conditions.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ARCH 243

Lab fee: \$15.00

ARCH 245 Computer Animation: form Z (On Demand)

3 credits

This course presents the fundamentals of architectural animation through the use of form Z. Emphasis is placed upon optimizing the model for animation and establishing the camera path.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ARCH 244

Lab fee: 15.00

ARCH 246 3D Visualization: 3ds Max I (SP)

4 credits

This course is an introduction to three-dimensional computer modeling using form Z. Basic modeling functions, lighting, material applications and rendering will be studied. This course focuses on techniques and methods applicable to architects, interior designers and other building related professions.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: Associate Degree or higher, or 50 completed hours within Architecture program, or permission of instructor

Lab fee: \$15.00

ARCH 247 3D Visualization: 3ds Max II (SU)

4 credits

This course builds upon the fundamentals learned in ARCH 246 and will focus on more advanced techniques. Emphasis is placed on advanced modeling techniques, the mapping of realistic finishes, and the replication of real-world interior and exterior lighting conditions. The fundamentals of architectural animation are also studied.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: ARCH 246

Lab fee: \$15.00

ARCH 248 3D Rendering and Lighting: Autodesk Viz4 (On Demand)

3 credits

This course presents the fundamentals of the application of materials and lighting to 3D architectural models. Emphasis is placed on mapping realistic finishes as well as replicating real-world interior and exterior lighting conditions.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ARCH 247

Lab fee: 15.00

ARCH 249 Computer Animation: Autodesk Viz4 (On Demand)

3 credits

This course presents the fundamentals of architectural animation through the use of Autodesk Viz4. Emphasis is placed upon optimizing the model for animation, and establishing the camera path.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ARCH 248

Lab fee: 15.00

ARCH 250 Building Enclosure Materials (A, SP)

3 credits

This course is designed to expand on the knowledge gained in CIVL 120, with the study of how such materials and others are combined to form the building shell. The course focuses on the separation between exterior and interior environments. Topics covered include roofing, glass, windows and doors, walls, foundations, and interior finishes, vertical transportation and acoustics.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIVL 120

Lab fee: \$12.00

ARCH 252 Post Production (W, SU)

3 credits

This course presents the fundamentals of post-editing computer renderings. Emphasis is placed upon adding people and trees, correcting the lighting levels and applying different filter effects.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ARCH 242 or ARCH 246

Lab fee: 15.00

ARCH 266 Working Drawings (A, SP)

5 credits

This course both introduces the student to the practice of working drawings and integrates knowledge based on all prior architectural courses. Part of the course focuses on individual tasks, such as the generation of details, schedules, and plans, while another part of the course will focus on work generated in a group setting, simulating a team effort common to a modern architectural office.

Lecture: 2 hour – Lab: 6 hours

Prerequisite: ARCH 114, ARCH 232 and ARCH 250

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 250 or permission of instructor

Lab fee: \$10.00

ARCH 276 SketchUp (A, SP) 2 credits

To introduce the student to SketchUp V.5, a software package developed for the conceptual stages of design. SketchUp V.5 is a deceptively simple, amazingly powerful tool for creating, viewing, and modifying 3D ideas quickly and easily. SketchUp was developed to combine the elegance and spontaneity of pencil sketching and the flexibility of today's digital media.

Lecture: 1 hour – Lab: 2 hours

Lab fee: \$10.00

ARCH 282 Sustainable Design Strategies (SP) 3 credits

ARCH 282 will introduce the student to the issues and concepts related to sustainable design. The impact of the building's site, energy efficiency, the use of renewable forms of energy, including solar energy, will be studied as it relates to building design. Projects will be assigned on a regular basis and will be adaptable to the varied backgrounds of students.

Lecture: 3 hours

Prerequisite: ENVR 282 or permission of instructor

Lab Fee: \$10.00

ARCH 283 Sustainable Energy Performance (SU) 3 credits

Students become familiar with the concept of thermaltransfer, the energy characteristics of various building energy systems and components, and learn how to compare the projected performance characteristics of one building model against another. The object is to learn an approach that enables well-informed decisions to be made that will affect sustainability.

Lecture: 3 hours

Prerequisite: ENVR 282 or permission of instructor

Lab fee: \$10.00

ARCH 291 Field Experience (SU) 3 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.

Lecture: 0 hours – Lab: 36 hours

Lab fee: \$0.00

ARCH 299 Special Topics in Architecture (On Demand)1-5 credits

ARCH 299 provides an opportunity for detailed examination of selected topics in Architecture.

Lecture and Lab hours: Vary depending upon topic

Prerequisite: Varies based upon topic

Lab fee: \$10.00

Facility Management (FAC)

Also see Architecture (ARCH)

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 and 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

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 – Lab: 0 hours

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 hour – Lab: 2 hours

Prerequisite: CIT 101

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

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. Art 101 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: \$2.00

ART 121 Beginning Drawing (A, W, SP, SU) 5 credits

Art 121 is an introduction to the basic techniques of freehand drawing. Emphasis is on media, concepts, drawing from observation and development of technique. Course 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: \$2.00

ART 122 Two-Dimensional Design (A, W, SP, SU) 5 credits

Art 122 is an introduction to the basic concepts of two-dimensional design: line, shape, space, hue, value and texture. Course covers the 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: \$2.00

ART 123 Beginning Painting (On Demand) 5 credits

Art 123 introduces studio painting fundamentals utilizing varied subject matter and media.

Lecture: 0 hours – Lab: 10 hours

Lab fee: \$2.00

ART 131 Three-Dimensional Design (On Demand) 5 credits

Art 131 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 fabrication of three-dimensional art objects. Various techniques and media that are common to this area of study are systematically addressed.

Lecture: 0 hours – Lab: 10 hours

Prerequisite: ART 122 or permission of instructor.

Lab fee: \$2.00

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. Topics such as color mixing, interaction and organization are presented.

Lecture: 0 hours – Lab: 10 hours

Prerequisite: ART 122 or permission of instructor

Lab fee: \$2.00

ART 242 World Cinema (A) 5 credits

Art 242 is 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 to the social and philosophical context in which they worked.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$2.00

Time Arts Courses

ART 215 Time Arts Foundation (On Demand) 4 credits

Art 215 is an introductory course exploring the visual and audio tools necessary for the production of time art works. The course will also introduce students to thematic, motivic, concrete, symbolic and other structural elements used in such works. Students will create original works utilizing digital camera, tape recorder, video camera and digital audio composition.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: Hum 111, 112, 113, 151, or 152, or permission of instructor

Lab fee: \$4.00

ART 216 The Temporal Image (On Demand) 4 credits

This course will simultaneously explore the history of independent filmmaking (beginning with Dali and Duchamp and ending with the works of Paik and Viola), as well as the techniques for independent film/video production. Building on the concepts and techniques learned in Art 215, students will create their own explorations of images in time.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: Hum 245 and Art 215

Lab fee: \$4.00

HUM 245 Art and Music Since 1945 (see Hum 245)

MUS 217 Electronic Sound (see MUS 217)

ART 290 Capstone Experience in Art (On Demand) 3 credits

Art 290 is a capstone course focusing on art. Students will work on developing techniques and methodologies in the field of art. Students will apply those 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: \$2.00

ART 299 Special Topics in Art (On Demand) 1-5 credits

Student pursues a detailed examination of selected topics of art.

Lecture: Varies – Lab: Varies

Prerequisite: Permission of Instructor

Lab fee: \$2.00

Arts and Sciences (ASC)

ASC 150 Individual Learning and Motivation: Strategies for Success in College (A, W, SP, SU) 3 credits

This course examines theory and practice about learning strategies, motivation and thinking, focusing on the application of four major learning strategies to success in college. Course is taught in a computer environment to engage students in active learning. This course has been proven to increase grade point averages and retention rate of college students. Open to all students. ASC 150 may be used as a substitute for ASC 190 for AA/AS students.

Lecture: 1 hour – Computer Lab: 4 hours.

Prerequisite: Admission to ENGL 101

Lab fee: \$4.00

ASC 190 Freshman Seminar (A, W, SP, SU) 2 credits

The Freshman Seminar is designed to familiarize first time Arts and Science students at Columbus State with the academic environment. Students will use various support systems, set personal academic goals, and map their course of study at Columbus State to meet these goals. The course is designed to enhance critical reading and thinking skills through selected reading of primary materials. ASC 190 is optional for students having completed ESL 100; ASC 190 is required for all Associate of Arts and Associate of Science Degree seeking students. Students are advised to take this course in conjunction with ENGL 101 or ENGL 111.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: AS or AA major, ENGL 100

Lab fee: \$4.00

ASC 290 Capstone Experience in Arts and Science (On Demand) 3 credits

Lecture: 2 hours – Lab: 2 hours

Prerequisite: 75 hours completed toward the degree

Lab fee: \$10.00

ASC 299 Special Topics in Arts and Sciences (On Demand)

1-5 credits

This course explores special topics in Arts and Sciences and is designed to meet specific needs.

Lecture hours: Vary – Lab hours: Vary

Prerequisites: Vary

Astronomy (ASTR)

ASTR 161 The Solar System (A, W, SP, SU) 5 credits

This course offers an introduction to astronomy focusing on the solar system. Topics include the night sky, seasons, phases, eclipses, gravity, light, astronomical tools, solar system origin, terrestrial planets, giant planets, moons, rings, comets and asteroids. Simulations and demonstrations related to subject matter are included. This class may require additional time outside of the scheduled class hours.

Lecture: 5 hours

Prerequisite: Math 104

Lab fee: \$ 6.00

ASTR 162 Stars and Galaxies (A, W, SP, SU) 5 credits

This course explores stars and galaxies. Topics include gravity, light, telescopes, the Sun stellar properties, stellar structure and evolution, the interstellar medium, supernovae, black holes, galaxies and the structure, history, and future of the universe. Simulations and demonstrations related to subject matter are included. This class may require time outside of the scheduled class hours.

Lecture: 5 hours

Prerequisite: Math 104

Lab fee: \$6.00

Automotive Technology (AUTO)

AUTO 061 Basic Automotive Systems and Theories of Operation (A, W, SP, SU) 4 credits

This course covers automotive basic systems and theories of operation. Class 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: It is recommended that this course be taken the same quarter as AUTO 062.

Lab fee: \$25.00

AUTO 062 Auto Shop Orientation and Service (A, W, SP, SU) 4 credits

This course covers the operation of an automotive shop. It includes the 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 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: It is recommended that this course be taken the same quarter as AUTO 061.

Lab fee: \$25.00

AUTO 101 Auto Care (On Demand) 3 credits

This course is designed for the nonautomotive 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: \$30.00

AUTO 110 Engine Operation and Overhaul (A, SU) 4 credits

AUTO 110 is a basic course in automotive engines and the theory behind their operation. 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

Prerequisite: AUTO 061 and AUTO 062

Concurrent: It is recommended that this course be taken the same quarter as AUTO 115.

Lab fee: \$30.00

AUTO 115 Engine Diagnosis and In-Car Repair (A, SU) 3 credits

This is an advanced engine course including minor cylinder head and valve machining, component service, and engine removal and installation. AUTO 115 prepares student to achieve national ASE certification in engine repair.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 110

Concurrent: It is recommended that this course be taken the same quarter as AUTO 110.

Lab fee: \$30.00

AUTO 120 Automatic Transmissions: Operation and Overhaul (W, SP) 4 credits

This is a basic course exploring the theory of operation behind today's automatic transmission. 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

Prerequisite: AUTO 061 and AUTO 062

Concurrent: It is recommended that this course be taken the same quarter as AUTO 125.

Lab fee: \$25.00

AUTO 125 Automatic Transmissions: Diagnosis and In-Car Repair (W, SP) 3 credits

This is an advanced course in automatic transmission and transaxle service and diagnostics. Emphasis is on field diagnostics and repairs. AUTO 125 prepares student to achieve national ASE certification in automatic transmissions.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 120

Concurrent: It is recommended that this course be taken the same quarter as AUTO 120.

Lab fee: \$25.00

AUTO 130 Manual Transmissions/Driveline: Operation and Overhaul (A, SU) 4 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: 4 hours

Prerequisite: AUTO 061 and AUTO 062

Concurrent: It is recommended that this course be taken the same quarter as AUTO 135.

Lab fee: \$15.00

AUTO 135 Manual Transmissions: Diagnosis and In-Car Repair (A, SU) 3 credits

This is an advanced course in clutch, manual transmission, transaxle, and differential diagnostics. Class includes clutch and transmission removal and installation. AUTO 135 prepares student to achieve national ASE certification in manual transmissions.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 130

Concurrent: It is recommended that this course be taken the same quarter as AUTO 130.

Lab fee: \$15.00

AUTO 140 Suspension and Steering: Theory and Operation (SP, 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

Prerequisite: AUTO 061 and AUTO 062

Lab fee: \$25.00

AUTO 145 Suspension and Steering: Diagnosis and Repair (A, W) 3 credits

This is an advanced course covering detailed diagnostics and service of suspension components. It includes instruction on both two-wheel and four-wheel alignment. AUTO 145 prepares student to achieve national ASE certification in suspension and steering.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 140

Lab fee: \$25.00

AUTO 150 Brake Systems: Theory and 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

Prerequisite: AUTO 061 and AUTO 062

Lab fee: \$30.00

AUTO 155 Brake Systems: Diagnosis and Repair (SP) 3 credits

This is an advanced course covering detailed diagnostics and repair of automotive brake systems including anti-lock systems. It prepares student to achieve national ASE certification in brake systems.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 150

Lab fee: \$25.00

AUTO 160 Electrical Systems: Theory and Operation (W, SU) 4 credits

This course provides a working knowledge of the diagnosis and repair of general electrical systems, including the battery, starting, charging and lighting systems. Also included are 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

Prerequisite: AUTO 061 and AUTO 062

Lab fee: \$25.00

AUTO 165 Electrical/Electronic: Diagnosis and Repair (A, SP) 3 credits

AUTO 165 is an advanced course designed to provide the knowledge necessary to diagnosis and repair automotive electrical systems, including the diagnosis and service of supplemental inflatable restraint systems and other electronically controlled accessories. It prepares student to achieve national ASE certification in electrical systems.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 160

Lab fee: \$25.00

AUTO 170 Heating and Air Conditioning Systems: Theory and Operation (SP) 4 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: 4 hours

Prerequisite: AUTO 061 and AUTO 062

Lab fee: \$25.00

AUTO 175 Heating and Air Conditioning: Diagnosis and Repair (SP, SU) 3 credits

This is an advanced course designed to provide the knowledge necessary to diagnose and repair automotive air conditioning systems, including the diagnosis and repair of automatic temperature controls and related electronic systems. AUTO 175 prepares student to achieve national ASE certification in heating and air conditioning systems.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 170

Lab fee: \$30.00

AUTO 180 Engine Performance: Theory and Operation (A, SP) 4 credits

This course provides the opportunity to gain a working knowledge of engine performance diagnostics. It 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 strongly recommended that students complete AUTO 110 and AUTO 160 prior to registering for this course.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: AUTO 160

Lab fee: \$25.00

AUTO 181 Fundamentals of Alternative Fuel Systems (On Demand) 3 credits

This course provides a working knowledge of predominate alternative 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, are 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 of advanced engine diagnostics. Diagnosis and repair of fuel injection and computerized engine control systems are included. AUTO 185 prepares student to achieve national ASE certification in engine performance.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 180

Lab fee: \$25.00

AUTO 186 Advanced Alternative Fuel Systems (On Demand) 3 credits

This is 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. AUTO 186 prepares student to achieve national ASE certification in alternate fuels.

Lecture: 2 hours – Lab: 2 hours
Prerequisite: AUTO 181 and 185
Lab fee: \$20.00

AUTO 190 Automotive Business Management (On Demand) 3 credits

This is an introduction to automotive management principles. Topics covered include 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
Prerequisite: AUTO 061 and AUTO 062
Lab fee: \$10.00

AUTO 191 Service Advising (On Demand) 3 credits

Course covers, in depth, the primary responsibilities of a service advisor, including writing a proper repair order, scheduling, selling maintenance and customer relations. 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

AUTO 193 explores the principles of marketing, merchandising, and advertising and their application in the automotive repair industry. 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. Also included are using catalogs and locator systems, as well as outside sales.

Lecture: 1 hours– 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 very recent technological advances and changes in engine design and repair made by the automobile industry.

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 the most recent technological advances and changes in automatic transmission design and repair made by the automobile industry.

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 the most recent technological advances and changes in manual transmission design and repair made by the automobile industry.

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 the most recent technological advances and changes in steering and suspension system design and repair made by the automobile industry.

Lecture: 1 hour – Lab: 2 hours
Prerequisite: AUTO 145
Lab fee: \$15.00

AUTO 245 Steering, Suspension and Brakes: Diagnosis and Evaluation (On Demand) 3 credits

This course prepares students to service and repair Ford steering, suspension, and brake systems and pass the written and hands-on evaluations required to earn Ford STST General Brakes Certification and Base Steering and Suspension Certification.

Lecture: 2 hours – Lab: 2 hours
Prerequisite: AUTO140 and AUTO150
Lab fee: \$25.00

AUTO 250 Current Trends in Brake Systems (On Demand) 2 credits

The content of this course reflects the most recent technological advances and changes in brake system design and repair made by the automobile industry.

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 the most recent technological advances and changes in electrical system design and repair made by the automobile industry.

Lecture: 1 hour – Lab: 2 hours
Prerequisite: AUTO 165
Lab fee: \$15.00

AUTO 265 Electrical Diagnosis and Evaluation (On Demand) 3 credits

This course prepares students to service and repair Ford electrical systems and pass the written and hands-on evaluations for the Ford STST Basic Electrical Certification.

Lecture: 2 hours – Lab: 2 hours
Prerequisite: AUTO 160

AUTO 270 Current Trends in A/C Systems (On Demand) 2 credits

The content of this course reflects the most recent technological advances and changes in heating/air conditioning system design and repair made by the automobile industry.

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 the most recent technological advances and changes in engine control system design and repair made by the automobile industry.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 185

Lab fee: \$15.00

AUTO 297 Special Topics in Automotive Technology (On Demand) 1 credit

This is an advanced level course elective that will address current issues in the automotive industry.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: AUTO 061 and AUTO 062

Lab fee: \$15.00

AUTO 298 Special Topics in Automotive Technology (On Demand) 2 credits

This is an advanced level course elective which e will address current issues in the automotive industry.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: AUTO 061 and AUTO 062

Lab fee: \$15.00

AUTO 299 Special Topics in Automotive Technology (On Demand) 3 credits

This is an advanced level course elective that will address current issues in the automotive industry.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: AUTO 061 and AUTO 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: \$35.00

Aviation Maintenance Technology (AMT)**AMT 101 Introduction to Aviation (A, SP) 4 credits**

Aircraft maintenance differs from other types of maintenance because intricate aircraft operate in an environment where an essential system or catastrophic failure can have grave results for many people. Any maintenance technician must know how a particular machine should work in a given environment; for aircraft maintenance technicians that knowledge starts with an understanding of the basic science involved in flight. In this course, students receive an introduction to aerodynamics and the physics of flight. Focus will be on principles of simple machines, sound, fluid dynamics, heat, and pressure as they pertain to fixed wing aircraft, rotary wing aircraft, aircraft powerplants, and propellers. Students will also learn the principles of primary and secondary flight controls and aircraft nomenclature.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: Placement into MATH 102 and ENGL 101

Lab fee: \$12.00

AMT 110 AMT Regulations, Privileges and Documentation (A, SP) 4 credits

A critical part of an aircraft maintenance technician's job is to make sure that all work performed on an aircraft is in accordance with the manufacturer's technical data and applicable government regulations. To do this, the technician needs extensive reference skills to know where to acquire this information and background in the regulations pertaining to aircraft maintenance. This course is an in-depth study of Title 14 of the Code of Federal Regulations, Aeronautics and Space, as they pertain to the Aviation Maintenance Technician. Focus will be on history of the FAR's, certification of mechanics, certification of aircraft, engines and propellers. In addition, students study the regulatory maintenance requirements of aircraft and regulatory requirements of aircraft records. The format of FAA and manufacturer's publications is studied with emphasis on aircraft technical publication research.

Lecture: 3 hour – Lab: 2 hours

Prerequisite: Placement into MATH 102 and ENGL 101

Lab fee: \$12.00

AMT 115 Aircraft DC Electricity (A, SP) 5 credits

With the sophisticated aircraft manufactured today, an understanding of basic DC concepts is essential for the modern aircraft maintenance technician. In this course, students will develop a fundamental understanding of basic DC electrical circuits with an emphasis on airborne installations. Electrical theory and practical application will be accomplished and proven through extensive experimentation and practice. Aircraft maintenance practices as they relate to batteries, power calculations, and the relationship of voltage, current, and resistance will be examined, as well as precision measurement of these values on operational circuits.

Lecture: 3 hours – Lab: 5 hours

Prerequisite: Placement into MATH 102 and ENGL 101

Lab fee: \$20.00

AMT 130 Aircraft Ground Handling and Safety (W, SU) 2 credits

Aircraft Maintenance cannot be performed safely without a full understanding of the hazards and handling procedures involved with aircraft in a hangar, shop, or outdoor ramp environment. In this class, students will study and engage in practices involving aircraft in these situations. Emphasis will be placed on accomplishment of tasks while preserving a safe environment for personnel and equipment. Students will become proficient at performing various aircraft maintenance responsibilities that involve shop safety, tie-down procedures, aircraft jacking and hoisting, and aircraft cleaning.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: Placement into MATH 102 and ENGL 101

Lab fee: \$16.00

AMT 140 Aircraft Tools, Hardware and Materials (W, SU) 5 credits

This course helps students acquire the foundational and practical skills to build upon to perform aircraft maintenance. Focus is placed on usage of common hand tools and safety, making precision measurements, and proper use of torque wrenches. Identification of aircraft hardware and other materials used in the aircraft industry will also be presented, and students will receive instruction in the methods of safety wiring hardware. In addition, welding techniques, inspection of welds and heat-treatment of metals will be examined and applied.

Lecture: 3 hours – Lab: 6 hours

Prerequisite: Placement into MATH 102 and ENGL 101

Lab fee: \$26.00

AMT 145 Aircraft AC Electricity (W, SU) 5 credits

In this class, the basics of AC power will be discussed, along with its uses on aircraft avionics and passenger comfort systems. How the electron is controlled and manipulated will be examined. Elementary logic functions and their operators will be discussed and put to practical use. Basic troubleshooting techniques with the use of wiring diagrams, schematics,

and other useful tools will be emphasized.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: AMT 115

Lab fee: \$20.00

AMT 150 Basic Aircraft Inspection Systems (W, SU) 2 credits

One of the most important roles of the aircraft maintenance technician is the inspection of aircraft and their components. Superior skills in this area are essential in determining airworthiness. Students need to start practicing proper inspection techniques early and need to understand the personal barriers that can affect the inspection process. In this course, students will begin to learn inspection skills with an introduction to basic aircraft inspection methodology, an introduction to aircraft conformity research practices, applied techniques of visual and functional defect recognition, and an introduction to nondestructive inspection and testing procedures. Maintenance record management and the human factors involved with the performance of these tasks will also be presented.

Lecture: 1 hour – Lab: 3 hours

Prerequisite: AMT 110

Lab fee: \$12.00

AMT 160 Aircraft Reciprocating Engine Maintenance 1 (A, SP) 4 credits

The vast majority of general aviation aircraft in service today are powered by reciprocating (piston) engines. An aviation maintenance technician needs a broad understanding of these power plants to provide safe aircraft for flight. The focus of this course is the horizontally opposed reciprocating aircraft engine. Areas studied include theory of operation, engine construction features, maintenance and overhaul. Radial engine design, inspection and repair are also addressed. Reciprocating engine lubrication system design and maintenance for both radial and opposed engine are examined. Students learn the proper techniques for ground operational checks of reciprocating engines.

Lecture: 2 hours – Lab: 5 hours

Prerequisites: AMT 110, AMT 140

Lab fee: \$20.00

AMT 162 Aircraft Reciprocating Engine Maintenance 2 (A, SP) 5 credits

As with any type of heat engine, an aircraft reciprocating engine has certain requirements beyond the integrity of its own components for operation. It needs delivery systems for air and fuel and some means to ignite this mixture. These subsystems can vary from simple to very complex. This course covers the reciprocating engine ignition, fuel metering and induction systems. Students study magnetos, float carburetors, fuel injection systems, supercharging and turbo-supercharging. Emphasis is placed on the theory of operation, inspection, maintenance practices, and troubleshooting of each system.

Lecture: 3 hours – Lab: 5 hours

Prerequisites: AMT 110, AMT 115, AMT 140

Lab fee: \$20.00

AMT 165 Aircraft Propellers (A, SP) 3 credits

To produce thrust and remain aloft, most general aviation (and a limited number of commuter and corporate aircraft) utilize engine-driven propellers. Aircraft propeller systems range from the relatively simple to extremely complex machines. In this course, the principles of operation, governing systems, and ice control will be covered for all types of aircraft propellers. Focus will be placed on propeller inspection, lubrication, service, repair, removal, and installation.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: AMT 140

Lab fee: \$20.00

AMT 175 Aircraft Electrical Systems 1 (A, SP) 3 credits

With aircraft electrical system integrity becoming a major factor in the operation of complex aircraft today, the need for understanding on-board power sources is essential to the technician. In this course, the design and theory behind some of the most common DC and AC power supply systems

and their controls are covered, with emphasis placed on maintenance practices and troubleshooting procedures. Extensive hands-on practical study of wire terminations and connector contact techniques, including crimping and soldering, is also accomplished in this course.

Lecture: 2 hours – Lab: 3 hours.

Prerequisite: AMT 145

Lab fee: \$20.00

AMT 180 Aircraft Turbine Engine Maintenance 1 (W, SU) 5 credits

Since the dawn of jet propulsion, turbine powered aircraft have gained in popularity and played a pivotal role in the expansion of the aviation industry. A thorough understanding of turbine engine theory and operation is vital to an aircraft maintenance technician. In this course, the theory and operation of aircraft turbine engines, the study of turbine engine construction and design, and principles of turbine engine maintenance, inspection, repair, and trouble-shooting will be presented. Application of procedures to remove, install, rig, and operationally test turbine engines will be accomplished along with the identification and repair or lubrication systems and components.

Lecture: 3 hours – Lab: 5 hours

Prerequisites: AMT 110, AMT 140

Lab fee: \$20.00

AMT 182 Aircraft Turbine Engine Maintenance 2 (W, SU) 5 credits

To maintain turbine engines, the technician must be familiar with the subsystems needed to operate the engine. A broad understanding of engine ignition, fuel, air bleed, temperature regulation, and starting systems is essential for proper maintenance to be performed. This course deals with the study of electrical principles of turbine engine ignition systems, principles of operating turbine engine electrical and pneumatic starting systems, and the theory of operation of turbine engine fuel systems, fuel metering systems, and subsystems. A study of applied techniques to inspect, maintain, troubleshoot, repair and adjust the respective systems including airflow, temperature control, and thrust reverser systems will be undertaken. Principles of unducted fan systems will be examined as well.

Lecture: 3 hours – Lab: 5 hours

Prerequisites: AMT 110, AMT 115, AMT 140

Lab fee: \$20.00

AMT 190 Aircraft Ice/Rain Protection Systems (W, SU) 2 credits

Because ice formation can add sufficient weight and drag to prevent safe flight, aircraft flying into known icing conditions must utilize some means of preventing ice formation or removing ice. This course will familiarize students with anti-ice, de-ice, ice detection, and rain protection systems used on the airframe, engine, and propeller installations. Emphasis also will be placed on troubleshooting and repair of the systems and associated servicing and inspection techniques.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: AMT 145, AMT 165

Lab fee: \$12.00

AMT 195 Aircraft Electrical Systems 2 (W, SU) 4 credits

A broad understanding of various aircraft electrical systems is imperative to a technician. Many other on-board systems depend on electrical system integrity to function properly. This course deals with complete DC and AC electrical systems overview including control and monitoring systems. Troubleshooting, inspection and maintenance techniques related to these systems are put to practical use with a high level of expectation.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: AMT 175

Lab fee: \$24.00

AMT 210 Aircraft Sheet Metal Structures (A, SP) 5 credits

The primary structures of most aircraft today are made of some form of metal. An understanding of the techniques involved in forming and fabricating various components for metal structures is essential for the

technician to maintain and repair airframes for continued service and reliability. In this course, students will study properties of aircraft metals, fabrication or aircraft repairs by complex bending, riveting, and use of structural adhesives. Students will design and layout repairs of metal aircraft. Students will also learn to detect, prevent, and correct corrosion of metals used in the aviation industry.

Lecture: 2 hours – Lab: 8 hours

Prerequisites: AMT 120, AMT 140

Lab fee: \$28.00

AMT 212 Aircraft Wood, Dope and Fabric (A, SP) 3 credits

Although most modern aircraft structures are primarily metal or composite materials, many homebuilt aircraft and new light sport aircraft are reviving the use of fabric and wood that was common on many older aircraft. This course is an introduction to aircraft structures constructed using wood and doped fabric materials. The students will become familiar with inspection and repair techniques of wood structures. Students will also study the types of aircraft fabric covering with a focus on inspection and repair of polyester based covering.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: AMT 140

Lab fee: \$26.00

AMT 215 Aircraft Environmental Controls (A, SP) 3 credits

Aircraft fly at different times of the year, at high altitudes, and in areas of the world where the climate could be hot, cold or temperate. To compensate, they carry on-board environmental control systems. In this class, students discover how pilots and passengers remain comfortable through heating, air conditioning, pressurization, and supplemental oxygen systems and how the technician maintains them. Maintenance practices of on-board smoke, carbon monoxide, and fire detection and suppression systems are also covered.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: AMT 145, AMT 149

Lab fee: \$20.00

AMT 220 Aircraft Fuel Systems (A, SP) 3 credits

Fuel supply and delivery systems play one of the most important roles in the operation of various airframe mounted heating and auxiliary power units, as well as aircraft engines. Proper installation and maintenance of these systems is essential to the safety of flight as it relates to consistent power production for propulsion and hazards associated with system failures. In this course, students will develop an understanding of aviation maintenance procedures and the tools used by the aircraft technician in the practice of fabrication and installing fluid lines and fittings and the knowledge the aircraft mechanic needs to properly inspect, service, troubleshoot and repair aircraft fuel systems, associated components, and related systems and subsystems.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: AMT 140, AMT 145

Lab fee: \$26.00

AMT 235 Aircraft Instrumentation (W, SU) 4 credits

Aircraft instruments provide an essential part of overall cockpit situational awareness, and the information presented from instruments can sometimes be more reliable than a pilot's senses. Thus technicians need a broad understanding of how the instrument systems function and of the maintenance required to achieve the high reliability necessary for the pilot's peace of mind and the safety of flight. In this course, students will study instrument systems for monitoring flight envelope, environment, and engine parameters. Analog and electronic display systems are covered. Practical application of troubleshooting procedures and maintenance practices associated with these devices will be accomplished with a high level of achievement expected.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: AMT 145, AMT 162, AMT 182

Lab fee: \$26.00

AMT 240 Aircraft Composite Structures (W, SU) 3 credits

For many reasons, the use of composite materials is an intelligent choice for multiple components on large aircraft as well as for the entire structure of some smaller airplanes. With the increased use of these materials today, aircraft maintenance technicians need to become familiar with the unique processes involved in fabrication and repairing composites. In this course, students will discover the principles of composites aircraft structures. The focus will be on basic composite nomenclature, inspection and repair of nonmetallic structures. Students will learn the basic core materials, types of material used, and repair procedures. This course will also cover maintenance practices related to windows, doors and interior furnishings.

Lecture: 1 hour – Lab: 4 hours

Prerequisites: AMT 140, AMT 150

Lab fee: \$26.00

AMT 245 Aircraft Landing Gear and Fluid Power Systems (W, SU) 6 credits

One of the most stressed components on any aircraft, the landing gear have to support the weight of the entire aircraft, absorb the forces of impact during landing and taxiing, and survive the tremendous localized heat produced during rollout by the brakes. For these reasons, and due to the complexity of the retractable landing gear and the nose steering systems, the maintenance technician needs to possess extensive knowledge of landing gear and associated systems. This course will include heavy focus on hydraulic and pneumatic principles, inspection and repair of air/oil struts, wheels, brakes, tires, and the landing gear system in relation to the aircraft. Students will also learn the principles of inspection, repair, and replacement of hydraulic and pneumatic rigid and nonrigid lines.

Lecture: 4 hours – Lab: 6 hours

Prerequisites: AMT 140, AMT 150

Lab fee: \$20.00

AMT 250 Advanced Nondestructive Inspection for Aircraft (W, SU) 3 credits

Constant inspection of aircraft and components is essential to providing aircraft that are safe for flight. In most cases, it is not cost effective or practical to damage/destroy a component in order to determine the useable life remaining. Also, operational environments vary widely so it may not be realistic to rely on the manufacturer's original tests to establish time between failures. Consequently, it is necessary to devise ways of testing and inspecting components without the technician having to replace them at each inspection. In this course, students will be engaged in an advanced study of applied techniques for selecting and performing nondestructive inspection processes involved in the aviation industry. Techniques involving the use of sophisticated test equipment will be utilized with a high degree of practical application.

Lecture: 2 hours – Lab: 3

Prerequisites: AMT 140, AMT 150

Lab fee: \$20.00

AMT 255 Aircraft Navigation and Communication Systems (A, SP) 4 credits

The use of airborne radio equipment is essential to modern day air travel. Without it, the ability to fly to a desired destination, in varying weather conditions, and avoiding other aircraft doing the same would be an impossible task. A technician's familiarity with aircraft warning, communication, and navigation systems is vital to safe air travel. This course will examine these systems and allow students to gain practical experience in the testing, troubleshooting, and required inspections associated with them.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: AMT 145

Lab fee: \$22.00

AMT 260 Aircraft Rigging and Assembly (A, SP) 3 credits

Large and small aircraft utilize rigged cables or electro-hydraulic actuators to transmit the pilot's desired maneuvers to the aircraft's flight controls. Also, complex devices such as entry doors, landing gear systems, and lift augmentation devices can require elaborate rigging techniques in order to function properly. In this course, students will begin with a review

of the basic sciences for the aviation maintenance technician, including aerodynamics, flight stability, and theory of flight for fixed wing aircraft. Then advanced principles and techniques of aircraft rigging, assembly and structure alignment will be studied and put to practical use.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: AMT 110, AMT 140

Lab fee: \$24.00

AMT 262 Fundamentals of Helicopter Maintenance (A, SP) 3 credits

Rotary-wing aircraft have many distinct characteristics which make their maintenance different from conventional airplanes. The popularity and widespread use of helicopters has created a need to train technicians in maintenance practices specific to rotary wing aircraft. In this course, students will start with a review of the basic sciences for the aviation maintenance technician, including aerodynamics, flight stability, and the theory of flight for rotary wing aircraft. Upon completion of this review, application of advanced principles and techniques of rotary aircraft rigging, including tracking and balance of rotor blade assemblies, will be accomplished

Lecture: 2 hours – Lab: 3 hours

Prerequisites: AMT 110, AMT 140

Lab fee: \$20.00

AMT 270 Aircraft Conformity Inspections (A, SP) 5 credits

A crucial role of the Aviation Maintenance Technician is to determine “airworthiness”-- whether an aircraft (and its components) conforms to the original type design or properly altered condition and is safe for flight. In this course, aviation maintenance students will hone their critical inspection skills by studying the application of Federal Aviation Regulations to aircraft maintenance and the aircraft technician. With the help of aircraft maintenance forms, records, publications, and other pertinent technical data, an examination of the disposition of the required maintenance records, the use of inspection equipment and aids, and the proper procedures for returning the aircraft to service, and inspection of a complete airframe, powerplant and all related systems will be accomplished.

Lecture: 3 hours – Lab: 7 hours

Prerequisite: AMT 150, AMT 160, AMT 165, AMT 180, and AMT 210

Lab fee: \$24.00

AMT 280 Advanced Aircraft Maintenance Practices (W, SU) 6 credits

Once students finish this program and complete the FAA certification process, they will be expected to enter the workforce and master the trade through experience and further training. Starting this journey can seem overwhelming to the new technician. By placing students into real-life situations within a controlled environment, valuable experience can be gained as well as insight into future expectations. In this course, students will first complete the cooling and exhaust portion of their powerplant training. They will then be subjected to work place scenarios in the hangar. Assignments will include tasks requiring them to research procedures, perform repairs, and create proper documentation.

Lecture: 4 hours – Lab: 6 hours

Prerequisites: AMT 160, AMT 165, AMT 180, AMT 195, AMT 210, and AMT 260

Lab fee: \$24.00

AMT 285 Aircraft Weight and Balance (W, SU) 3 credits

Changes to equipment and the accumulation of debris while an aircraft is in service can result in compromising changes to its weight and balance. If the weight of an aircraft or the distribution of weight is not held to stringent boundaries, the safety of the aircraft, and perhaps its ability to take off, is compromised. In this course, there will be an in depth look at aircraft and helicopter weight and balance. Students will study the principles of computing weight and balance, computing and correction of adverse load conditions, and the basics of computing weight and balance for transport category aircraft. Procedures for weighing aircraft and documentation of weight and balance data are emphasized.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: AMT 101, AMT 130

Lab fee: \$12.00

AMT 290 Human Factors in Aviation Maintenance (W, SU)

4 credits

In this course, students will examine the major human causative agent in aircraft accidents: the human being. Awareness of how the individual technician or the people around him/her perform the tasks expected, understanding the caveats surrounding these tasks, and identifying areas where mistakes can be made during the process are all a very important part of modern aircraft maintenance. Continual improvement in the detection and perception by individuals can dramatically reduce the errors that occur in the performance of aircraft maintenance.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: AMT 110, AMT 150

Lab fee: \$12.00

AMT 295 Aircraft Systems Review (W, SU)

3 credits

As a student progresses through the AMT program, an overwhelming amount of information spanning a multitude of diverse subject matter is presented. It would be unrealistic to expect the student to retain all this information for such a long time before becoming eligible for formal FAA certificate testing. This course prepares the graduate to take the FAA National Knowledge exam. A series of practice tests are used to determine competency of all subject areas tested. Areas of weakness are also reviewed. To successfully complete the course and be given permission to take the FAA exams, an average score of 80% must be achieved in all three areas of testing: General, Airframe and Powerplant.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: AMT 270

Lab fee: \$12.00

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 BIO 100, BIO 111, or previous college credit in biology within the last 5 years. Students enrolled in distance versions of these courses may be required to come to campus for an orientation meeting, completion of certain exams, and laboratories. Laboratories in distance learning courses are generally done on an every other week basis on campus.

BIO 100 Introduction to Biological Sciences (A, W, SP, SU,–DL)

4 credits

BIO 100 is 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 English 100 or higher. Not open to students with credit for Biology 111, 112, 121, 125, 126, 174, 261, Natural Science 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,-DL)****3 credits**

BIO 101 is a general overview of normal human anatomy and physiology. Topics include the cell, tissues, and the musculoskeletal, nervous, cardiovascular, genitourinary, digestive, respiratory, and endocrine systems.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Placement into English 100 or higher. Not open to students with credit for Biology 121, 122, 261, 269, 211 or 212.

Lab fee: \$3.00

BIO 104 Introduction to Marine Science (SP, SU and On Demand)**4 credits**

BIO 104 is 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 A.A.S. Degree where Natural Science 101 is required.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: Placement into English 101

Lab fee: \$27.00

BIO 105 Field Investigations in Marine Science**(SP, SU and On Demand)****2 credit**

BIO 105 is an introductory course providing laboratory experiences in marine science. This course will be instructed at a marine science laboratory such as Discovery Bay or 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

Corequisite: BIO 104

Lab fee: \$80.00

BIO 111 Introductory Biology I (A, W, SP, SU,-DL)**5 credits**

BIO 111 offers an introduction to the biological sciences for the nonmajor. 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, BIO 115, BIO 125, 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 English 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**

BIO 112 presents 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 BIO 111

Lab fee: \$19.00

BIO 121 Anatomy, Physiology and Pathology I**(A, W, SP, SU,-DL)****5 credits**

BIO 121 is an integrated organ systems approach to the anatomy, physiology and pathology of the human body. Topics include cell biology, histology, and the integumentary, skeletal, muscular and nervous systems. Feline 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 ENGL101. Not open to students with credit for BIO 261, BIO 269, BIO 211 or BIO 212.

Lab fee: \$19.00

BIO 122 Anatomy, Physiology and Pathology II**(A, W, SP, SU,-DL)****5 credits**

This course is a continuation of BIO 121. Topics include endocrinology, hematology, respiratory system, cardiovascular system, metabolism, gastrointestinal system, thermal regulation, and the renal and reproductive systems. Feline 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 placed on the discovery of the DNA molecule and its structure, genetic mutations and diseases, as well as genetic engineering and its implications.

Prerequisites: 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

Prerequisites: 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 BIO 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 174 Biological Sciences I (A, W, SP, SU,-DL)**5 credits**

Designed for biology majors, this course provides 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 a 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, or BIO 111

Corequisite: CHEM 111 or CHEM 171

Lab fee: \$26.00.

BIO 175 Biological Sciences II (A, W, SP, SU,-DL) 5 credits

This course is a continuation of BIO 174. Designed for biology majors, BIO 175 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

Course offers a survey of the diversity of organisms in the animal kingdom. Emphasis is 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, and the impact and potential of the human genome project.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: BIO 111 or BIO 115 or BIO 124 or BIO 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

This is the first course of a two-quarter sequence which presents 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

Prerequisites: BIO 261 or equivalent, CHEM 111 and CHEM 112 and placement into ENGL 101. Not open to students with credit for BIO 121 or BIO 262.

Lab fee: \$6.00

BIO 212 Principles of Human Physiology II (On Demand) 5 credits

This is the 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 215 General Microbiology (A, W, SP, SU,-DL) 5 credits

BIO 215 is a general microbiology course for biology majors (nonmicro-

biology 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 216 Microbial Diseases (On Demand) 3 credits

Course presents 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 antigen-antibody reactions. Additional topics for detailed discussion are human airborne, foodborne, or waterborne infections and human contact diseases.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: BIO 215, ENGL 101

Lab fee: \$3.00

BIO 250 General Genetics (On Demand) 5 credits

BIO 250 covers the principles of genetics, including molecular genetics, transmission genetics of prokaryotes and eukaryotes, developmental and nonchromosomal genetics, and the genetics and evolution of populations.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: CHEM 252 or equivalent and BIO 111 or BIO 174, plus 5 additional hours in biology

Lab fee: \$5.00

BIO 253 Fundamentals of Human Nutrition (SU, W) 5 credits

BIO 253 presents the nutrient and food energy needs of human biological systems throughout the life cycle with consideration of socio-psychological factors. Consideration also is given to the role of nutrition in preventive health care and various alterations in health and disease states.

Lecture: 5 hours

Prerequisite: CHEM 112 or CHEM 113 or CHEM 253 or CHEM 261

Lab Fee: \$3.00

BIO 261 Human Anatomy (A, W, SP, SU,-DL) 5 credits

The gross anatomy of the human body is presented in detail. Course offers a thorough study of the head and neck, thorax, abdomen, pelvis, upper and lower limbs and back regions. The laboratory study includes an in-depth study of a human cadaver.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: High school biology or BIO 100 or BIO 101 or BIO 111 or equivalent

Lab fee: \$26.00

BIO 262 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, Bio 211 or BIO 212

Lab fee: \$13.00

BIO 263 Human Pathophysiology (A, W, SP, SU,-DL) 5 credits

This course deals with the disordered functioning of the human body as a result of 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 BIO 211 and 212 or equivalent, CHEM 112 or CHEM 113 or equivalent, or permission of instructor

Lab fee: \$3.00

BIO 290 Capstone Experience in Biology (A, W, SP, SU) 3 credits

BIO 290 is 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) 1-5 credits

Independent study course allows for a 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) 1-5 credits

BIO 299 is an opportunity for a 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,–DL)

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, DL)

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: 1 hour – Lab: 4 hours

Prerequisite: BMGT 102

Lab fee: \$5.00

BMGT 104 Stress Management (On Demand,–DL) 1 credit

This course will help students learn how to recognize work related stress and stress related problems, how to evaluate their optimal stress levels, and develop strategies to deal with work related stress.

Lab: 2 hours

Lab fee: \$5.00

BMGT 105 Time Management (On Demand,–DL) 1 credit

This course will help students learn how to evaluate, organize, and manage their time and projects more efficiently and effectively.

Lab: 2 hours

Lab fee: \$5.00

BMGT 106 Budgeting (On Demand,–DL) 1 credit

This course introduces the student to basic concepts in budgeting for profit organizations.

Lab: 2 hours

Lab fee: \$5.00

BMGT 107 Gateway to Business for ESL Students

(A, W, SP, SU)

5 credits

This course is designed for ESL students who are interested in either pursuing a Business Plan of Study or simply strengthening their understanding of contemporary business, with an emphasis on American business. Students will learn key business definitions and terms, federal and other institutions pertinent to business, typical business functions and processes, an overview of competition and strategy, and important performance measurements for businesses.

Lecture: 5 hours – Lab: 0

Prerequisite: ENGL 101

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 (A, SP) 3 credits

This course provides 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 class sessions.

Lecture: 1 hour – Lab: 4 hours

Lab fee: \$5.00

BMGT 208 Organizational Communication (A, SP, DL) 3 credits

The Organizational Communication course provides students with the 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

This course provides 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 and Leadership (A, W, SP, SU,–DL) **4 credits**

BMGT 216 offers a comprehensive and practical study of the principles of ethics combined with a study of the fundamentals of leadership. The course develops a framework for determining what is right and wrong within an organizational context. Expected ethical conduct on both a personal and organizational level is reviewed. Additionally, this course provides an in-depth study of leadership styles, skills and roles, as well as the functions and impact of leaders in organizations. The course integrates writings from the humanities, military leaders, political leaders, religious leaders, and business leaders with basic leadership and ethical principles. Students will explore their ethical philosophy and leadership styles to develop or improve ethical leadership skills.

Lecture: 4 hours – Lab: 0 hours
Lab fee: \$5.00

BMGT 218 Management Training for Supervisors (A, W, SP, SU, DL) **5 credits**

This course presents a comprehensive examination of management functions, techniques and the role of a supervisor. BMGT 218 will increase awareness of the supervisory role and present proven methods and techniques to improve performance. Major areas covered include setting objectives, problem identification techniques, decision-making, time management, management styles, motivation, training subordinates, performance evaluation, verbal and nonverbal 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 230 Organizational Development and Change Management (A, SP) **5 credits**

This course explores contemporary organizational development which is defined as the application of knowledge, skills, and tools to improve organizational performance, enhance organizational functioning, and maximize human potential. This course adopts a strategic perspective, and provides concepts and tools related to diagnosing an organization's problems or intentions, designing interventions to help them overcome obstacles and/or achieve their goals, leading and managing the resulting change process, and evaluating and institutionalizing new organizational strategies.

Lecture: 5 hours – Lab: 0 hours
Prerequisites: BMGT 101
Lab fee: \$5.00

BMGT 231 Entrepreneurship I (A, W, SP, SU,–DL) **4 credits**

This is the first of a two-quarter sequence that introduces the fundamental considerations in planning and executing the start-up of a new small business venture. The course focuses 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 Entrepreneurship II (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 Entrepreneurship (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
Prerequisites: BMGT 231 and BMGT 232
Lab fee: \$5.00

BMGT 235 Strategic Business Planning (A, W, SP, SU) **5 credits**

Students prepare and present a formal business plan using the latest computer software. Presentation of the business plan is delivered to a team of observers including local business persons and faculty.

Lecture: 2 hours – Lab: 6 hours
Prerequisite: Permission of instructor
Lab fee: \$5.00

BMGT 236 Franchising (On Demand) **3 credits**

This course introduces the fundamentals of franchising, from both the franchisee and 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, are reviewed. Distributorships and licensing also introduced.

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 a recently established venture. The goal is to prepare students for the challenges of operating a business, bring awareness of potential situations, and elicit methods for handling them effectively. Focus is on the realities of beginning, growing, and leading a 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 Entrepreneurship Practicum (A, W, SP, SU) **4 credits**

The practicum provides a supervised, cooperative work experience with on-the-job application of knowledge and skills acquired in the classroom.

Practicum: 40 hours
Prerequisite: Permission of instructor
Co-requisite: BMGT 239
Lab fee: \$2.00

BMGT 239 Entrepreneurship 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. The course may include a market research survey, case reports, or other special projects.

Seminar: 2 hours
Prerequisite: Permission of instructor
Co-requisite: BMGT 238
Lab fee: \$1.00

BMGT 245 Introduction to Nonprofit Management (A) **5 credits**

This course traces the history, philosophy, and societal role of nonprofits in the United States, and how social sector organizations today compare organizationally to public and private sector organizations. Additionally, this course explores the characteristics of effective and ethical management and leadership in nonprofit organizations are explored. More specifically, it explores the fundamental challenges to effective leadership including

defining and articulating the organization's mission, formulating relevant organizational strategy, crafting an aligned organizational structure, identifying and understanding the multiple "customers" served, and identifying and prioritizing the critical strategic managerial tasks that must be successfully executed. As such, it examines the roles of the executive director, the board, staff and volunteers.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

BMGT 246 Operational Management of Nonprofit Organizations (W) 5 credits

This course focuses on the "tactics" of strategy implementation in a nonprofit organization. It answers the question: "Now that we have determined our mission and strategic goals, what do we have to do to get there?" Course explores human resource development and supervision, program planning, managing volunteers, outcome assessment and measurement, board and committee development, and risk management.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

BMGT 247 Legal and Financial Issues in Nonprofit Management (SP) 5 credits

This course introduces the legal and financial issues relevant to managing a 501 (c) (3) nonprofit organization. Issues to be addressed include organizing the entity, qualifying for and maintaining nonprofit status, principles of fundraising, and strategic marketing. Financial areas covered include the principles of fiscal responsibility for nonprofits, as well as cost accounting, budgeting, the presentation of financial statements, proposed development, and in-kind resources

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

BMGT 248 Leadership Seminar in Nonprofit Management (SU) 5 credits

This course is a project-based capstone learning experience that will facilitate the application of knowledge acquired in BMGT 245, 246, and 247 to a contemporary problem or initiative in a nonprofit organization. Leadership strategies relevant to a nonprofit organizational context and an exploration of professional motivation and commitment will also be explored.

Lecture: 4 hours – Field Experience: 7 hours

Lab fee: \$5.00

BMGT 253 The Art and Science of Managing Conflict (A, W, SP, SU, DL) 4 credits

This course provides students with a basis and a context for effectively managing conflict. The course covers fundamentals of emotional intelligence and emotional intelligence competencies, a critical thinking model, various models of conflict management, dealing with disruptive and antagonistic behaviors, and the eight elements of effective conflict management. The course focuses on theory and practical application and is designed to equip managers with both the basic theoretical knowledge and initial practical experience needed to manage conflict effectively.

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 258 Operational Planning and Analysis (A, SP) 4 credits

This course provides students with a review of operations, including service and manufacturing. It includes a review of tools, techniques, and methodologies that enhance organizational problem-solving, planning, and process analysis and improvement. Students will become familiar with application of these tools and learn which is best suited to a particular organizational challenge.

Lecture: 3 hours – Lab: 2 hours

BMGT 261 Business Management Practicum (A, W, SP, SU) 4 credits

BMGT provides an opportunity for supervised, on-the-job application of knowledge and skills acquired in the classroom. Advisor approval required the quarter before the student actually begins the internship.

Practicum: 40 hours

Prerequisite: Permission of instructor

Co requisite: BMGT 262

Lab fee: \$2.00

BMGT 262 Special Problems in Business Management (A, W, SP, SU) 2 credits

Student will apply business management knowledge to specific areas of an on-the-job internship via a report.

Lecture: 0 hours – Lab: 4 hours

Co requisite: BMGT 263

Lab fee: \$1.00

BMGT 272 Case Studies in Strategic Management (A, W, SP, SU, –DL) 4 credits

Case Studies in Strategic Management is a capstone course for Business Management and Accounting majors. It provides an opportunity for students to explore the strategic integration of the various functional disciplines (operations, finance, marketing, human resources, and strategy) which they have learned in previous business courses. Using business case studies and contemporary readings, students examine and challenge varying corporate strategic issues, problems, and cultures in a collaborative yet challenging dialogue. This course requires the student to draw upon 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: 2 hours

Prerequisites: ACCT 107, ECON 200, FMGT 101, HRM 121, and MKTG 111. Note: Course is open to Business Management majors in their last quarter of study, only after all course prerequisites have been met. Registration requires prior approval by the Business Department Coordinator.

Lab Fee: \$10.00

BMGT 280 Business Professional Development (A, W, SP, SU) 4 credits

Business Professional Development provides students with a competitive advantage in a variety of situations. Students learn to use business etiquette to improve communication through e-mail, written correspondence, and 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, handshakes, and nonverbal communication. The course explores cultural differences in global etiquette.

Lecture: 3 hours – Lab: 2 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: Permission of instructor

Business Office Applications (BOA) **Formerly Office Administration (OADM)**

BOA 101 Business Grammar (A, W, SP, SU, –DL) 4 credits

This course is a structured program reviewing the parts of speech in detail. In addition, it is designed to help students become skillful in sentence analysis, word choice, punctuation, vocabulary, capitalization, number expression, and spelling. Any DEV classes needed are to be taken before scheduling this challenging review course. It is recommended that students take BOA 101 prior to ENGL 101. Business Office Applications majors must earn a “C” grade or better in BOA 101 as one of the two prerequisites for BOA 102 Editing Business Documents.

Lecture: 4 hours – Lab: 0 hours

BOA 102 Editing Business Documents (W, SP, –Hybrid) 3 credits

Editing Business Documents is a course that has application for anyone who writes, edits, or prepares final copy for distribution or publication. The course covers 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: 2 hours

Prerequisites: BOA 101 with “C” grade or higher and BOA 132, or permission of instructor

Lab fee: \$3.00

BOA 105 Desktop and Document Management (A, W, SP, SU, –DL) 1 credit

This is a foundation course preparing students to manage the computer desktop and documents. Students will learn to create and manage document folders, download and upload documents and folders, download and use utility software to view PDF files, videos, and multimedia presentations, condense and extract zipped files and folders.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$5.00

BOA 106 Internet Research (A, W, SP, SU, –DL) 1 credit

This course prepares students to use the Internet effectively for research in a business and workplace environment. Students will learn how to perform basic and complex Internet searches, use search engines and subject guides effectively, evaluate and cite online resources, and utilize specialized research tools, including newsgroups and intelligent search agents. Students will also learn about copyright issues and when it is appropriate to download and use media from the Internet, and when it is necessary to obtain permission. Computer and Internet experience is recommended.

Lab: 2 hours

Lab Fee: \$5.00

BOA 111 Bookkeeping Basics I (A, W, SP, SU) 4 credits

This course is designed to provide students with a basic understanding of bookkeeping 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. Any DEV math classes needed are to be taken before scheduling this course.

Lecture: 4 hours – Lab: 0 hours

Lab Fee: \$5.00

BOA 112 Bookkeeping Basics II (A, W, SP, SU, –DL) 4 credits

This course is a continuation of BOA 111 Bookkeeping Basics I. The course is designed to provide students with a strong basic knowledge of accounting and bookkeeping terminology, concepts, and procedures. Topics include combined journals, payroll accounting, special journals, and the full accounting cycle for a merchandising firm.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: BOA 111 with “C” grade or higher

Lab Fee: \$5.00

BOA 113 QuickBooks I (A, W, SP, SU, –DL) 1 credit

This is an introductory course for QuickBooks accounting software in which students learn to keep a set of computerized books for a small company. Any DEV math classes needed are to be taken before scheduling BOA 113. QuickBooks software is not provided to students in this distance learning course.

Lecture: 0 hours - Lab: 2 hours

Lab fee: \$5.00

BOA 114 QuickBooks II (A, W, SP, SU, –DL) 1 credit

This is an intermediate course in which students will gain additional knowledge in the use of QuickBooks software. Adjustment of company inventory, payroll processing, and banking transactions are covered along with other selected topics. Students should have taken BOA 113. QuickBooks software is not provided to students in this distance learning course.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$5.00

BOA 115 Computer Bookkeeping with Peachtree (A, W, SP, SU, –DL) 3 credits

This course contains basic accounting procedures using computerized accounting software Peachtree ® 2007. The course covers how to create a company file, run accounts payable, manage inventory and payroll, track inventory and fixed assets, maintain ledgers and journals, and create reports.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: BOA 111

Lab fee: \$5.00

BOA 116 Adjusting Entries and Error Corrections (A, W, SP, SU, –DL) 2 credits

Students will learn to set up the trial balance, compute and record all end-of-period adjustments and present the adjusted trial balance. Also included in this course is how to do the monthly bank reconciliation, correcting errors in the trial balance and in the accruals and deferrals.

Lecture: 2 hours

Prerequisites: BOA 112

Lab fee: \$5.00

BOA 117 Payroll (A, W, SP, SU, –DL) 2 credits

This course examines paying wages, withholding, depositing, and reporting taxes, as well as the correct use of government forms. In this course, students will learn who gets overtime pay and who does not; how to process a W-4 and complete the 941, 940, W-2 and W-3; how and when to deposit withheld taxes using actual forms.

Lecture: 2 hours

Prerequisites: BOA 112

Lab fee: \$5.00

BOA 118 Inventory and Depreciation (A, W, SP, SU, –DL) 2 credits

Students will learn the perpetual and periodic methods of recording inventory. Find out how to cost out inventory and record cost of goods sold using weighted and moving average, FIFO, LIFO and lower of cost or market (LCM). Students will also learn to compute and record depreciation for book and tax purposes; the 4 major methods of GAAP depreciation; MACRS depreciation for tax purposes, including Section 179 deductions; and tax depreciation of cars, SUVs and other vehicles.

Lecture: 2 hours

Prerequisites: BOA 112

Lab fee: \$5.00

BOA 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. Any DEV classes needed should be taken before scheduling BOA 121.

Lecture: 2 hours – Lab: 2 hours

BOA 125 Outlook (A, SP,-DL)**3 credits**

This course is a desktop information management application using Microsoft Outlook software. Students 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. Prior computer experience is strongly recommended.

Prerequisite: None

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$5.00

BOA 131 Keyboarding I (A, W, SP, SU,-DL)**3 credits**

BOA 131 is an introductory interactive system of keyboarding, teaching the “touch” system of typing. Development of basic keyboarding skills is measured in words per minute and accuracy of one error per minute. To receive credit for this course, students must complete all keyboarding lessons in assigned text and be able to key at least two different two-minute timings, each demonstrating a minimum speed of 25 words a minute (“D” grade) with accuracy of two or fewer errors. Students must earn a “C” grade or better as a prerequisite for BOA 132 Keyboarding II.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$3.00

BOA 131A Keyboarding Module 1 (Alphabetic Keyboarding)**(A, W, SP, SU,-DL)****1 credit**

This beginning keyboarding module contains approximately one third of the lessons covered in BOA 131 Keyboarding I. Students will learn only the alphabetic keys and essential punctuation marks. Touch keying at the rate of 20 words a minute (“B” grade) or better will grant students one-third credit toward BOA 131 Keyboarding I.

Prerequisite: None

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$3.00

BOA 131B Keyboarding Module 2 (Symbols)**(A, W, SP, SU,-DL)****1 credit**

Students will learn the top row numbers and symbol keys in this second keyboarding module. Successful completion of the timing in Lesson 25 at 20 words a minute (“B” grade) or better will grant students one-third credit toward BOA 131 Keyboarding I.

Prerequisite: BOA 131A

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$3.00

BOA 131C Keyboarding Module 3 (Numeric Keypad)**(A, W, SP, SU,-DL)****1 credit**

In this third module, students will learn the number keypad located on the keyboard. This skill is used on 10-key calculators and data entry. Passing a one-minute timing at a rate of 175 strokes per minute (“B” grade) or better with no more than a 5 percent error rate will grant students one-third credit toward BOA 131 Keyboarding I.

Prerequisite: None

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$3.00

BOA 132 Keyboarding II (A, W, SP, SU,-DL)**3 credits**

BOA 132 presents an intermediate interactive system reinforcing keyboarding skills by touch. Applications using Microsoft Word are 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 key at least two different three-minute timings, each demonstrating a minimum speed of 35 words a minute (“D” grade) with accuracy of three or fewer errors. Students must earn a “C” grade or better as a prerequisite for BOA 133

Keyboarding III.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: “C” grade or better in BOA 131 or proficiency test

Lab fee: \$3.00

BOA 133 Keyboarding III (W, SU,-DL)**3 credits**

BOA 133 presents an advanced interactive system reinforcing keyboarding skills by touch. Applications using Microsoft Word software are designed to continue instruction of business correspondence, tabulations, manuscripts, reports, and various business forms 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 five-minute timings. To receive credit for this course, students must demonstrate assigned formatting skills and be able to key at least two different five-minute timings, each demonstrating a minimum speed of 45 words per minute (“D” grade) with accuracy of five or fewer errors. Students must earn a “C” grade or better as a prerequisite for BOA 134 Keyboarding IV.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: “C” grade or better in BOA 132

Lab fee: \$5.00

BOA 134 Keyboarding IV (A)**3 credits**

The focus in this course is on 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 key 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 or fewer errors. A grade of “C” or better is required in BOA 134 in order to graduate in the BOA program.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: “C” grade or better in BOA 133

Lab fee: \$5.00

BOA 138 Computer Transcription (SP)**3 credits**

This course is designed to develop skill in the use of machine transcription equipment. Mailable copy is the goal in transcribing audio tapes 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. Recommended: Students should complete BOA 101 and BOA 102 before taking this course.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: BOA 132

Corequisite: BOA 133

Lab fee: \$5.00

BOA 139 Keyboarding Improvement (W, SP,-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. Students must complete required testing and drills several days weekly to receive credit. The grading for this course is a Satisfactory/Unsatisfactory grading system.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$5.00

BOA 164 WordPerfect (A, SP)**3 credits**

BOA 164 provides students with a solid foundation in 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, file management, and other selected topics. Recommended: Keyboarding skill of 35 words per minute.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$5.00

BOA 167 Desktop Publishing (A, W, SP) 3 credits
Utilizes InDesign CS2 software, which is a desktop publishing program widely used to design sophisticated publications. This course begins with the basics and builds upon this knowledge to demonstrate how to work with text frames and layers, format text, apply styles, add graphics, and much more. Students will design their own personalized business cards. Requirements: 35 words per minute keyboarding skill and knowledge of a personal computer, Windows, and word processing.
Lecture: 2 hours – Lab: 2 hours
Lab fee: \$5.00

BOA 172 Excel (Modules 1 and 2) (A, W, SP, SU,–DL) 2 credits
This is a foundation course using Microsoft Excel software. Students will explore Excel features and functions used in business applications. Students will learn to plan and create worksheets, modify and maintain worksheets, insert formulas, create charts, and enhance the display of workbooks. Recommended: Keyboarding and computer experience.
Lecture: 1 hour – Lab: 2 hours
Lab fee: \$5.00

BOA 172A Excel Module 1 (A, W, SP, SU,–DL) 1 credit
This is an introductory course in Microsoft Excel spreadsheet software. Students will learn to create a worksheet, modify worksheets, and create formulas. Recommended: Keyboarding and computer experience.
Lecture: 0 hours – Lab: 2 hours
Lab fee: \$5.00

BOA 172B Excel Module 2 (A, W, SP, SU,–DL) 1 credit
This is a continuation of introductory and intermediate skills using Microsoft Excel spreadsheet software. Students will learn to move data within and between workbooks, maintain workbooks, create charts in Excel, and enhance the display of workbooks.
Lecture: 0 hours – Lab: 2 hours
Prerequisite: BOA 172A
Lab fee: \$5.00

BOA 173a Excel Module 3 (A, SP,–DL) 1 credit
This is a course using intermediate features/functions of Microsoft Excel spreadsheet software. Students will learn to format worksheets using advanced formatting techniques, work with templates and workbooks, use advanced features for financial, math, statistical, and logical functions. Students are responsible for the software in this distance-learning course.
Lecture: 0 hours - Lab: 2 hours
Prerequisite: BOA 172b
Lab fee: \$5.00

BOA 173b Excel Module 4 (A, SP,–DL) 1 credit
This is a course using intermediate and advanced features/functions of Microsoft Excel spreadsheet software. Students will learn to use Excel's analysis tools, manage and audit worksheets, collaborate with workgroups, and use data from the Internet and other sources. Students are responsible for the software in this distance-learning course.
Lecture: 0 hours - Lab: 2 hours
Prerequisite: BOA 173a
Lab fee: \$5.00

BOA 188 PowerPoint (Modules 1 and 2) (A, W, SP, SU,–DL) 2 credits
This is a foundation course using Microsoft PowerPoint presentation graphics software. Students will learn to create and enhance slide presentations using clipart, charts, photographs, videos, and sound. More advanced visual elements and animation are also incorporated in this course. Recommended: Keyboarding and computer experience.
Lecture: 1 hour – Lab: 2 hours
Lab fee: \$5.00

BOA 188A PowerPoint Module 1 (A, W, SP, SU,–DL) 1 credit
This is an introductory course to Microsoft PowerPoint presentation

graphics software. Students will learn the fundamentals of creating and enhancing a presentation using clip art, charts, photographs, videos, and sound. Recommended: Keyboarding and computer experience.
Lecture: 0 hours – Lab: 2 hours
Lab fee: \$5.00

BOA 188B PowerPoint Module 2 (A, W, SP, SU,–DL) 1 credit
This course is a continuation of introductory features/functions using Microsoft PowerPoint presentation software. Students will learn to add visual appeal, animation, and visual elements to PowerPoint presentations. Recommended: Keyboarding and computer experience.
Lecture: 0 hours – Lab: 2 hours
Prerequisite: BOA 188A
Lab fee: \$5.00

BOA 189 Access (Modules 1 and 2) (A, W, SP, SU,–DL) 2 credits
This is a foundation course using Microsoft Access database software. Students will learn to create and modify database tables, create data forms and queries, generate reports, and use database wizards. Recommended: Keyboarding and computer experience.
Lecture: 1 hour – Lab: 2 hours
Lab fee: \$5.00

BOA 189A Access Module 1 (A, W, SP, SU,–DL) 1 credit
This is an introductory course in Microsoft Access database software. Students will learn to create, modify, and enhance tables in a database. Recommended: Keyboarding and computer experience.
Lecture: 0 hours – Lab: 2 hours
Lab fee: \$5.00

BOA 189B Access Module 2 (A, WI, SP, SU,–DL) 1 credit
This is a continuation of Microsoft Access database software features and functions. Students will learn to modify tables, create forms, create reports, and use database wizards.
Lecture: 0 hours – Lab: 2 hours
Prerequisite: BOA 189A
Lab fee: \$5.00

BOA 190A Access Module 3 (A, WI, SP, SU,–DL) 1 credit
This is a course using intermediate features/functions of Microsoft Access database software. Students will learn to create and modify advanced tables, create and modify forms, refine queries, and use advanced report features.
Lecture: 0 hours – Lab: 2 hours
Prerequisite: BOA 189B
Lab fee: \$5.00

BOA 190B Access Module 4 (A, WI, SP, SU,–DL) 1 credit
This is a course using intermediate and advanced features/functions of Microsoft Access database software. Students will learn to use Access tools, create database applications, and use data from the Internet and other sources.
Lecture: 0 hours – Lab: 2 hours
Prerequisite: BOA 190A
Lab fee: \$5.00

BOA 191 Word I (Modules 1 and 2) (A, W, SP, SU,–DL) 2 credits
This is a foundation course using Microsoft Word software. Students will learn to create, modify and maintain documents, format and customize documents, create tables and charts, and enhance documents with special features. Students must earn a “C” grade or better in BOA 191 as a prerequisite for BOA 192 Word II. Recommended: Keyboarding skill of at least 35 words per minute and computer experience.
Lecture: 1 hour – Lab: 2 hours
Lab fee: \$5.00

BOA 191A Word Module 1 (A, W, SP, SU,–DL) 1 credit
This is an introductory course using Microsoft Word software. Students will learn to create and edit a document, format documents, arrange text,

and use simple graphics. Recommended: Keyboarding and computer experience.

Lecture: 0 hours – Lab: 2 hours

Lab fee: \$5.00

BOA 191B Word Module 2 (A, W, SP, SU,–DL) 1 credit

This is a continuation of features and functions using Microsoft Word software. Students will learn to modify and maintain documents, customize documents, create tables and charts, and enhance documents with special features. Recommended: Keyboarding and computer experience.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: BOA 191A

Lab fee: \$5.00

BOA 192 Word II (Modules 3 and 4) (A, W, SP, SU,–DL) 2 credits

Provides additional skills and refines techniques presented in BOA 191. This is an intermediate and advanced level course using Microsoft Word software. Students will learn to merge documents, sort and select data, format with special features, add visual elements, and format using macros and styles. Students will learn how to work with shared documents, share data, and create specialized tables and indexes. Students must earn a “C” grade or better in BOA 192 as a prerequisite for BOA 261 Electronic Office Procedures. Recommended: Keyboarding skill of at least 35 words per minute and computer experience.

Lecture: 1 hours – Lab: 2 hours

Prerequisite: “C” grade or better in BOA 191

Lab fee: \$5.00

BOA 192A Word Module 3 (A, W, SP, SU,–DL) 1 credit

This is an intermediate course using Microsoft Word software. Students will learn to customize paragraphs and pages, sort and insert Building Blocks, format with special features, add visual elements, and format using macros and styles.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: BOA 191B

Lab fee: \$5.00

BOA 192B Word Module 4 (A, W, SP, SU,–DL) 1 credit

This is an intermediate/advanced course using Microsoft Word software. Students will learn how to work with shared documents, share data, create specialized tables and indexes, and use XML in Word.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: BOA 192A

Lab fee: \$5.00

BOA 193 Word III (A, W, SP, SU,–DL) 3 credits

This is an advanced level course using Microsoft Word software. Reinforcement of important design concepts such as consistency, focus, balance, directional flow, contrast, color, proportion, legibility, and readability will be emphasized. Students will learn to create professional-looking business documents in the form of letterheads, business cards, calendars, certificates, newsletters, brochures, booklets, and forms.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: BOA 192

Lab fee: \$5.00

BOA 195 Office Integration I (A, W, SP, SU,–DL) 1 credit

This course offers intermediate and advanced features to integrate Word, Excel, PowerPoint, Access, and Outlook applications. Students will learn to join office applications that work together.

Lecture: 0 hours – Lab: 2 hours

Prerequisites: BOA 192A, 173A, 188B, 190A

Lab fee: \$5.00

BOA 196 Office Specialist Seminar I (A, SP,–DL) 1 credit

This course is designed for students who have completed Word, Excel, PowerPoint, and Access modules 1 and 2. The course will provide students with a structured review and hands-on practice using Word, Excel, PowerPoint, and Access features and functions in preparation for office

systems certification.

Lecture: 0 hours – Lab: 2 hours

Prerequisites: BOA 191B, BOA 172B, BOA 188B, BOA 189B

Lab fee: \$5.00

BOA 197 Office Specialist Seminar II (A, SP,–DL) 1 credit

This course is designed for students who have completed Word, Excel, and Access modules 1 through 3, PowerPoint modules 1 and 2, and Outlook. The course will provide students with a structured review and hands-on practice using Word, Excel, PowerPoint, and Access, and Outlook intermediate and advanced features in preparation for office systems certification.

Lecture: 0 hours – Lab: 2 hours

Prerequisites: BOA 192A, 173A, 188B, 190A,

Lab fee: \$5.00

BOA 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. Students must earn a “C” grade or better in BOA 261 in order to graduate from the BOA program.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: “C” grades or better in BOA 134, BOA 188, and BOA 192 or permission of instructor.

Lab fee: \$5.00

BOA 297 Special Topics in Business Office Applications (On Demand) 1-3 credits

BOA 297 provides an opportunity for detailed examination of selected topics of interest in office applications and administration.

Lecture: Varies – Lab: Varies

Prerequisite: Varies

Lab fee: \$20.00

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 earn at least 60% of the total laboratory points in a course to receive a passing grade for the course. Courses in this area may require additional hours outside of scheduled class times. High school chemistry must have been completed within the last 3 years, or the student must have completed CHEM 100 or CHEM 111 in order to meet the prerequisite requirement.

CHEM 100 Introduction to Chemistry (A, W, SP, SU,–DL) 4 credits

This is 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 are included. 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 and completion of certain exams and laboratories. Laboratories in distance learning course are generally done on an every

other week basis on campus.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: MATH 102 or higher and 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 110 Chemistry and Society (A, W, SP, SU) 5 credits

CHEM 110 is a course for nonscience majors intended to a) acquaint students with the science of chemistry as it relates to modern technological society, and b) help students learn about chemistry in the context of their everyday lives. This course will also help students realize the interconnection between chemistry and other disciplines in the natural sciences. The material in the course focuses on the practical significance of basic chemistry in the context of social, political and economic issues that affect our world. In addition, this course will provide students with an interactive laboratory experience. Safety training and goggles are required for participation in laboratory sessions.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: Placement into Math 102 or higher and placement into ENGL 101. Not open to students with credit for CHEM 111 or higher.

Lab fee: \$19.00

CHEM 111 Elementary Chemistry I (A, W, SP, SU,–DL) 5 credits

This is 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. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting and completion of certain exams and laboratories. Laboratories in distance learning course are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: MATH 102 or higher and 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,–DL) 5 credits

CHEM 112 is an introductory course in fundamental organic chemistry, biochemistry and laboratory techniques. Course covers 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. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting and completion of certain exams and laboratories. Laboratories in distance learning course are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: CHEM 111; not open to students with credit for CHEM 171 or CHEM 251 or higher.

Lab fee: \$19.00

CHEM 113 Elements of Organic and Biochemistry (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 basic organic chemistry, especially related to functional groups, and biochemistry including carbohydrates, lipids, proteins, enzymes and nucleic acids and metabolism. 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 and completion of certain exams and laboratories. Laboratories in distance learning courses are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: High school chemistry completed within the last 3 years, or CHEM 100 or CHEM 111, or successfully completing a chemistry

placement exam; MATH 102 or higher; and placement into ENGL 101. Not open to students with credit for CHEM 112 or CHEM 251.

Lab fee: \$19.00

CHEM 171 General Chemistry I (A, W, SP, SU,–DL) 5 credits

CHEM 171 presents fundamental chemical principles for chemistry majors and pre-professionals. Topics include chemical calculations, the mole concept, atomic structure, periodic classification, bonding, the behavior of gases and thermochemistry. Laboratory sessions provide bench experiences. Students will be required to participate in a laboratory research experience. Safety training and goggles are required for laboratory sessions. This is the first of a three-quarter sequence designed for students entering scientific disciplines. 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 and completion of certain exams and laboratories. Laboratories in distance learning courses are generally done on an every other week basis on campus.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: High school chemistry or CHEM 100 or CHEM 111, completion of or concurrent enrollment in 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

This course is a continuation of CHEM 171. Topics include chemical bonding, molecular geometry, behavior of liquids and solids, solutions, kinetics, equilibrium and acid-base chemistry. Laboratory sessions provide bench experiences. Students will be required to participate in a laboratory research experience. Safety training and goggles are required for laboratory sessions. This is the second of a three-quarter sequence designed for students entering scientific disciplines. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting and completion of certain exams and laboratories. Laboratories in distance learning courses 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

CHEM 173 is a continuation of CHEM 172. Topics include buffers, solubility equilibria, atmospheric chemistry, entropy and free energy, electrochemistry, the chemistry of metals and nonmetals, coordination complexes and nuclear chemistry. Laboratory sessions provide bench experiences. Students will be required to participate in a laboratory research experience. Safety training and goggles are required for laboratory sessions. This is the third of a three-quarter sequence designed for students entering scientific disciplines. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting and completion of certain exams and laboratories. Laboratories in distance learning courses 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

This is the first course in a three-course sequence in organic chemistry. CHEM 251 covers 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

This is 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

Concurrent Enrollment: CHEM 254

Lab fee: \$6.00

CHEM 253 Organic Chemistry III (A, W, SP, SU) 5 credits

This is 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

This is 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. Students will be required to participate in a laboratory research experience.

Lecture: 1 hour – Lab: 8 hours

Prerequisite: CHEM 251 and concurrent enrollment in CHEM 252

Lab fee: \$39.00

CHEM 255 Organic Chemistry Laboratory II (A, W, SP, SU)

3 credits

This is 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. Students will be required to participate in a laboratory research experience.

Lecture: 1 hour – Lab: 8 hours

Prerequisites: CHEM 252 and CHEM 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

Prerequisites: CHEM 252 and two quarters of biological science

Lab fee: \$6.00

CHEM 290 Capstone Experience in Chemistry (On Demand)

3 credits

CHEM 290 is 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 chemistry

Lab fee: \$18.00

CHEM 293 Independent Study in Chemistry (On Demand)

1-5 credits

CHEM 293 offers a detailed examination of selected topics of interest in chemistry.

Prerequisite: Permission of instructor

Lab fee: Varies

CHEM 299 Special Topics in Chemistry (On Demand)

1-5 credits

This course is an opportunity for a 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

Chinese (CHIN)

CHIN 101 Elementary Chinese I (A, W, SP, SU) 5 credits

This course offers an introduction to the fundamentals of the Mandarin Chinese language with practice in listening, speaking and simplified Chinese characters. It also includes selected studies in Chinese culture. CHIN 101 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

CHIN 102 Elementary Chinese II (W, SP) 5 credits

CHIN 102 is a continuation of CHIN 101 with further development of listening and speaking skills. Course also focuses on writing skills and further study of Chinese culture. CHIN 102 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: CHIN 101 with a grade of “C” or better or by placement exam.

Lab fee: \$6.00

CHIN 103 Elementary Chinese III (On Demand) 5 credits

CHIN 103 is a continuation of CHIN 102 with further development of listening and speaking skills. Some focus also is given to writing skills and further study of Chinese culture. CHIN 103 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: CHIN 102 with a grade of “C” or better or by placement exam.

Lab fee: \$6.00

CHIN 104 Elementary Chinese IV (On Demand) 5 credits

CHIN 104 is a continuation of CHIN 103 with further development of listening and speaking skills. Some focus also is given to writing skills and further study of Chinese culture. CHIN 104 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: CHIN 103 with a grade of “C” or better or by placement exam.

Lab fee: \$6.00

Civil Engineering Technology (CIVL)

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: \$20.00

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 in preparation for the American Concrete Institute (ACI) Grade 1 Concrete Field Technician exam. Preparation in the ACI Grade 1 Contract Field Technician test is a course requirement.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIVL 120

Lab fee: \$55.00

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 125 Heavy Construction Methods (W, SP) 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

CIVL 221 Elementary Hydraulics (A, W) 3 credits

Course is a study of liquids at rest and in motion in enclosed conduits and open channels. The effects of static heat, 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 112

Lab fee: \$12.00

CIVL 223 Public Utility Systems (W) 3 credits

CIVL 223 is 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 243 Heavy Construction Estimating (A, SU) 3 credits

Course is 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 CMGT 131

Lab fee: \$9.00

CIVL 291 Field Experience (SU) 3 credits

Field Experience offers real-world, off-campus job/work experience in civil engineering, consulting engineering, or the surveying industry that augments formal education received in the technology. "N" credit will not be allowed for this course.

Lecture: 0 hours – Lab: 36 hours

Lab fee: \$5.00

CIVL 299 Special Topics in Civil Engineering Technology (On Demand) 1-5 credits

The study of special topics in civil engineering technology industry designed to meet specific needs.

Lecture: 1 hour – Lab: 1-15 hours

Prerequisite: Permission of instructor

Lab fee: \$10.00

Communication Skills (COMM)

(Also see English, Technical Communication, and Theater)

Note: Courses taught at a distance (Distance Learning) may have a higher lab fee than traditionally taught courses.

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 videotaping of selected projects will occur. This course, or its equivalent, is required for all degrees.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 101 or 111

Lab fee: \$1.00

COMM 110 Conference and Group Discussion (A, W, SP, SU) 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 academic advisor.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 101 or 111

Lab fee: \$1.00

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 Degree students.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 101 or 111

Lab fee: \$1.00

COMM 150 Video Art Production (A, W, SP) 5 credits

This course introduces students to the art of independent film and video through analysis of short films and production of digital video shorts. Students will 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, edit-

ing, and post production in iMovie (Macintosh nonlinear editing software for nonprofessionals). Students will create short videos in selected genre, such as biographical narrative, the parody, or the community-interest documentary.

Lecture: 4 hours- Lab: 2 hours

Prerequisite: ENGL 102 or equivalent with a grade of "C" or higher required; ENGL 245–Introduction to Film is recommended

Lab Fee: \$25.00

COMM 220 Introduction to Mass Communication (A, W, SP, SU,–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 ENGL 111

Lab fee: \$1.00

Introduction to Film (A, W, SP, SU,–DL) 5 credits (See ENGL 245)

COMM 250 Advanced Video Art Production (On Demand) 5 credits

This course is a continuation of COMM 150 Video Art Production. Students will further develop their skills in digital video photography scriptwriting, editing, and post-production in iMovie. Students will create short videos in selected genres, such as the biographical narrative, the parody or community-interest documentary.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: COMM 150 and permission of the instructor

Lab fee: \$25.00

COMM 297/298/299 Special Topics in Communication (On Demand) 1-5 credits

Lecture hours: Vary – Lab hours: Vary

Prerequisite: Varies

Computer Information Technology (CIT)

CIT 089 Introduction to FrontPage (W, SP,–DL) 1 credit

This course introduces the student to Web page creation. The student will create a simple homepage using Microsoft FrontPage. Distance learning students are responsible for the required software.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: CIT 094

Lab fee: \$10.00

CIT 092 Introduction to HTML (A, SU,–DL) 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: None

Lab fee: \$10.00

CIT 093 Project Management (W, 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: None

Lab fee: \$10.00

CIT 094 Web Learning Tools (A, W, SP, SU,–DL) 1 credit

This one-credit-hour course provides students with an introduction to Blackboard and to the Internet. Students will learn how to use Blackboard, find information, and explore the World Wide Web. Not open to students who have taken CIT 139.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: None

Lab fee: \$10.00

CIT 095 Computer File Management (A, W, SP, SU) 1 credit

This one-credit-hour course is an introductory course on the Windows 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 CIT 121.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: None

Lab fee: \$10.00

CIT 100 Computer Literacy (A, W, SP, SU,–DL) 1 credit

This one-credit-hour course provides students with an introduction to computer technology, computer hardware, and computer software.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: None

Lab fee: \$10.00

CIT 101 PC Applications (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 CIT 100 Computer Literacy before taking this course. Recommended: OADM 131. Distance learning students are responsible for the required software.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: DEV 030 and completion of ENGL 100 or ESL 100, or placement into ENGL 101 or 111

Lab fee: \$10.00

CIT 102 PC Applications 2 (A, W, SP, SU,–DL) 3 credits

This course covers advanced concepts and techniques used in word processing, spreadsheet, and database software. Microsoft has approved the textbooks used in CIT 101 and CIT 102, when used in a two-quarter sequence, as courseware for the Microsoft Office Specialist certification. Distance learning students are responsible for the required software.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 101

Lab fee: \$10.00

CIT 102A PC Applications 2 Module 1 (Word) (A, W, SP, SU,–DL) 1 credit

Business-oriented features of Word such as merging letters, merging labels, page layout for newsletters, columns, object linking and embedding, outlines, and Web pages. Not open to students who have completed CIT 102.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: CIT 101

Lab fee: \$10.00

CIT 102B PC Applications 2 Module 2 (Excel) (A, W, SP, SU,–DL) 1 credit

Business-oriented features of Excel such as lists, filters, pivot tables and charts, 3-D formulas, data validation, auditing tools, and IF functions. A bridge course designed to prepare students for CIT 231 Expert Excel. Not

Lecture: 0 hours – Lab: 2 hours
Prerequisite: CIT 101
Lab fee: \$10.00

CIT 102C PC Applications 2 Module 3 (Access)
(A, W, SP, SU,–DL) 1 credit

Business-oriented features of Access such as creating and manipulating forms and form data, creating and manipulating reports and report data, creating complex reports, relating tables, refining table design, using Access database tools, and integrating Access with other applications. This is a bridge course to prepare students for CIT 233 Expert Access. Not open to students who have completed CIT 102.

Lecture: 0 hours – Lab: 2 hours
Prerequisite: CIT 101
Lab fee: \$10.00

CIT 103 Computer Concepts and Logic (A, W, SP, SU) 3 credits

This course is an introduction to computer information systems, computer concepts, and programming logic. Along with general computing concepts, this course will cover command line interaction, file management, programming logic using pseudo code, flowcharts, and VB.NET.

Lecture: 2 hours – Lab: 3 hours
Prerequisites: MATH 102 and completion of ENGL 100, ESL 100, or placement into ENGL 101
Lab fee: \$15.00

CIT 110 Unified Modeling Language (UML) 3 credits

This course teaches all of the major UML diagram types and the basic notation involved in creating and deciphering them. Students will learn to read, draw, and use this visual modeling language to create clear and effective blueprints for software development projects

Lecture: 2 hours - Lab: 2 hours
Prerequisites: CIT 103
Lab fee: \$15.00

CIT 121 PC Operating Systems (A, W, SP, SU) 3 credits

This course examines common operating systems, from the Windows family to Linux and MAC. The student will also learn how operating systems interact with networks and hardware. The content of this course is designed to help a student prepare for the software portion of the CompTIA A+ certification exam.

Lecture: 2 hours – Lab: 3 hours
Prerequisite: CIT 103
Lab fee: \$15.00

CIT 123 Workstation Installation/Configuration (A, W, SP) 3 credits

This course provides students with the necessary skills and knowledge to identify and perform tasks involved in supporting networks. The course is designed to prepare students to perform essential network administration tasks.

Lecture: 2 hours – Lab: 3 hours
Prerequisite: CIT 121
Lab fee: \$20.00

CIT 130 MIS II: Project Management Fundamentals 3 credits

This course teaches the genesis of project management and its importance to improving the success of information technology projects. The student will demonstrate knowledge of project management terms and techniques such as the triple constraint of project management and the project life cycle using project management industry tools and techniques.

Lecture: 2 hours – Lab: 2 hours
Prerequisites: CIT 110
Lab fee: \$15.00

CIT 137 Advanced Information Presentation (A, W, SP, SU) 3 credits

Learn 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. Uses Microsoft approved text. Covers skill set for PowerPoint Expert certification.

Lecture: 2 hours – Lab: 3 hours
Prerequisite: CIT 101
Lab fee: \$15.00

CIT 139 Web Essentials (A, W, SP, SU,–DL) 3 credits

Students will learn the dynamics of the Web environment and explore World Wide Web (WWW) sites. Hands-on experience using the Internet will be emphasized. The midterm and final examinations will be taken in the Testing Center at Columbus State.

Lecture: 2 hours – Lab: 3 hours
Prerequisite: CIT 103
Lab fee: \$10.00

CIT 145 HTML (A, SP,–DL) 3 credits

This course provides an in-depth study of Hypertext Markup Language and its use in Web pages. Student will receive experience in TCP/IP, HTTP, and HTML in a Web server environment.

Lecture: 2 hours—Lab: 3 hours
Prerequisite: CIT 139

CIT 147 Scripting Languages (W, SU) 3 credits

This course provides an in-depth study of scripting languages that add interactivity to Web sites. Scripting languages such as JavaScript and pHp are extensions to hypertext markup language (html) that enable one to get data stored in Web page forms. With scripting languages, one may make intelligent Web pages that verify and calculate input and make presentation decisions based on said input. Students will be introduced to programming concepts to provide planning logic for programs.

Lecture: 2 hours – Lab: 3 hours
Prerequisite: CIT 145
Lab fee: \$15.00

CIT 150 Networking for Home and Small Business 4 credits

This course is designed to teach students the fundamentals of networking while gaining the skills needed to obtain entry-level home and small business network installation jobs. Students gain knowledge in networking theory and obtain hands-on experience in networking, PC configuration, Internet connectivity, wireless connectivity, and file/print sharing.

Lecture: 3 hours – Lab: 3 hours
Lab fee: \$20.00

CIT 151 Networking 1 (A, W, SP, SU) 3 credits

CIT 151 is 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: CIT 121
Lab fee: \$15.00

CIT 152 Working at a Small-to-Medium Business 4 credits

This course is designed to teach students the basics of routing and remote access, addressing, and security. Students will gain hands-on experience with servers that provide e-mail services. Web spaces and authenticated access, network monitoring. Students will also learn troubleshooting skills as well as the necessary soft skills required for interacting with customers.

Lecture: 3 hours – Lab: 3 hours
Prerequisite: CIT 150
Lab fee: \$20.00

CIT 154 Introducing Routing and Switching in the Enterprise 4 credits

The course is designed for students to learn the equipment applications and protocols installed in enterprise networks with an emphasis on switched networks, IP Telephony requirements and security. This course introduces advanced routing protocols such as Enhanced Interior

Gateway Routing Protocol (EIGRP) and Open shortest Path First (OSPF) Protocol. The hands-on exercises include configuration, installation and troubleshooting.

Lecture: 3 hours - Lab: 3 hours

Prerequisite: CIT 152

Lab fee: \$20.00

CIT 156 Designing and Supporting Communications Technology **4 credits**

This course is designed for students to learn basic network design, how to gather user requirements, establish proof-of-concept, and perform project management tasks. Students learn lifecycle services such as system upgrades, competitive analysis and system integration.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: CIT 154

Lab fee: \$20.00

CIT 158 CISCO Certification Review **1 credit**

This course is designed to help students prepare for either the Cisco CCENT (Cisco Certified Entry Networking Technician) or the CCNA (Cisco Certified Network Associate). Upon completion of either the CCNA Discovery Track or the CCNA Exploration Track students can prepare for a Cisco certification exam. This self-paced course in which students can study for a certification exam.

Lecture: 0 hours – Lab: 3 hours

Prerequisite: CIT 156

Lab fee: \$20.00

CIT 163 Visual Basic 1 (A, W, SP, SU,–DL) **4 credits**

CIT 163 emphasizes the essential aspects of creating the graphical user interface of a Visual Basic Windows program. The student also will learn fundamental aspects of coding a VB.NET program, along with more advanced topics such as manipulating MS Access databases, sequential file processing, error handling, and data validation. Software is provided to students.

Lecture: 2 hours – Lab: 5 hours

Prerequisite: CIT 103

Lab fee: \$15.00

CIT 165 COBOL 1 (On Demand) **3 credits**

Course offers an introduction to the concepts and techniques of batch COBOL programming using structured programming techniques. Index access methods are stressed.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 163

Lab fee: \$15.00

CIT 167 C++ Programming 1 (A, W, SP, SU) **4 credits**

This is 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: 5 hours

Prerequisite: CIT 103

Lab fee: \$15.00

CIT 169 Java Programming 1 (A, SP) **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: CIT 103

Lab fee: \$15.00

CIT 171 Database Administration/SQL (A, SP) **4 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: 6 hours

Prerequisites: CIT 151 and either CIT 233 or CIT 173

Lab fee: \$15.00

CIT 173 Database Programming (A, W, SP) **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: CIT 103

Lab fee: \$20.00

CIT 175 Systems Analysis 1 (A, W, SP) **4 credits**

CIT 175 is an introduction to the fundamentals of traditional and object systems analysis, design, and project management. Emphasis will be placed on the Systems Development Life Cycle (SDLC), various flow diagrams, system requirements, project scheduling and managing analysis, and design activities.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: CIT 103

Lab fee: \$15.00

CIT 179 C# Programming I **4 credits**

This course provides an introduction to programming including the basic concepts of object-oriented programming. Students will learn about the C# programming language and how to write a C# program using methods, classes, selection and repetition and arrays.

Lecture: 2 hours – Labs: 4 hours

Prerequisites: CIT 103

Lab Fee: \$20.00

CIT 200 Certification Test Review (A, W, SP, SU-IS) **1 credit**

Students will review topical material to take an industry certification exam relevant to their field of study.

Lecture: 0 hours – Lab: 3 hours

Prerequisite: CIT 175

Lab fee: \$10.00

CIT 230 MIS III: Project Management Case Studies **3 credits**

Through the use of case studies, this course focuses on analyzing and implementing the concepts and techniques learned in the Project Management Fundamentals class.

Lecture: 2 hours - Lab: 2 hours

Prerequisites: CIT 130

Lab fee: \$15.00

CIT 231 Expert Excel (A, SP,–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: CIT 102 or 102B and MATH 102

Lab fee: \$15.00

CIT 233 Expert Access (A, W, SP, SU,–DL) **3 credits**

Course presents a continuation of CIT 102 presenting database software, including file creation, screen and report generators. Emphasis is placed on VB applications. Uses Microsoft approved text. Covers skill sets for Access Expert certification.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: CIT 102 or 102C and MATH 102

Lab fee: \$15.00

CIT 250 Network Communication Systems (A, W, SP, SU,–DL) **3 credits**

Students will learn the fundamentals of data communication and computer

networks. Course includes basic communication theory as applied to both digital and analog communication networks. Students will also learn the basics of the OSI layered network model and characteristics of the wide area and local area data communication networks.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 151

Lab fee: \$10.00

CIT 251 Networking 2 (A, SP) 3 credits

Course is a continuation of CIT 151. 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 configure a network using UNIX.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 151

Lab fee: \$5.00

CIT 252 Enterprise Networking (W, SP) 4 credits

CIT 252 is a continuation of CIT 251. Students will learn to use the Microsoft Windows Server environment to support small and enterprise-wide information management systems. Students will complete a series of laboratory assignments using the Windows Server environment.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: CIT 251

Lab fee: \$10.00

CIT 253 TCP/IP (A, SP,-DL) 3 credits

This course demonstrates the concepts and analyzes the results using utilities provided by Windows. The course covers the aspects of TCP/IP such as history, client/server model, addressing, bridging, and routing/DHCP, Windows domains, and name services.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 252

Lab fee: \$10.00

CIT 255 Server Administration I (A) 4 credits

Students will learn how to perform administration tasks using MS Windows networks. Elements include management of data storage, monitoring event logs, designing and administering Windows 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: 2 hours – Lab: 5 hours

Prerequisite: CIT 252

Lab fee: \$10.00

CIT 257 Network Security (W) 3 credits

This course focuses on the underlying theory of computer security by covering topics such as e-security, cryptography, security architecture and management, laws and ethics, telecommunications, network and Internet security, risk assessment and auditing, and firewalls.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 255

Lab fee: \$10.00

CIT 258 Wireless Networking (SP) 3 credits

This course is designed to provide students and network administrators with an in-depth knowledge of wireless LAN basics including IEEE 802.11, Wi-Fi, Bluetooth, WiMax technologies, encryption techniques, site surveys, securing, troubleshooting, monitoring, and managing wireless LANs, while preparing the students for CWNA certification.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 255

Lab fee: \$25.00

CIT 259 Advanced Network Security (On Demand) 3 credits

This course is designed to introduce students and network administrators to comprehensive and advanced topics related to network security. This

course is an extension to the Network Security course and includes concepts related to network firewall security, intrusion detection techniques, VPNs, IP security, installation and troubleshooting firewall technology while preparing the student for an industry-standard certification.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 257

Lab fee: \$25.00

CIT 260 Web Security (On Demand) 3 credits

This course is designed for students, Web developers, and network administrators who want to gain knowledge related to Internet/Intranet security while learning how to protect Web sites from internal and external threats. This course will teach students about the concepts and techniques related to securing Web sites while exploring common vulnerabilities of Web sites as well as implementing secure communications across unsecured networks. Students gain hands-on experience implementing Web security using a network server-based operating system.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 259

Lab fee: \$25.00

CIT 263 Visual Basic 2 (W, SP,-DL) 4 credits

This is a continuation of CIT 163. Emphasizes advanced topics in VB.NET such as database programming, including SQL, Active X controls, and object-oriented programming. Software is provided to students.

Lecture: 2 hours – Lab: 5 hours

Prerequisite: CIT 163

Lab fee: \$15.00

CIT 264 Visual Basic 3 (A) 4 credits

Visual Basic 3 is a continuation of CIT 263, Visual Basic 2. Emphasis is on advanced topics, including deploying Web forms that utilize a database. Advanced features of Visual Studio.NET are explored and applied as they relate to connectivity with SQL Server, Oracle, and other databases.

Lecture: 2 hours – Lab: 5 hours

Prerequisite: CIT 263

Lab fee: \$15.00

CIT 265 COBOL 2 (On Demand) 3 credits

Course is a continuation of CIT 165. Sort procedures, sequential access, table handling, and SQL with COBOL are stressed.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 165

Lab fee: \$15.00

CIT 266 Interactive COBOL (On Demand,-DL) 3 credits

Course covers interactive programming using applicable software.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 165

Lab fee: \$15.00

CIT 267 C++ Programming 2 (A, SP) 4 credits

This is 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: 3 hours

Prerequisite: CIT 167

Lab fee: \$15.00

CIT 268 Object-Oriented COBOL (On Demand,-DL) 3 credits

CIT268 is an introduction to object-oriented COBOL using classes and objects. Object analysis and object design concepts are introduced for COBOL programming. Programs written are runnable on personal computers using an ANSI-standard COBOL compiler.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CIT 163

Lab fee: \$15.00

CIT 269 Java Programming 2 (W, SU) **3 credits**
 This course is a continuation of Java Programming 1. More advanced work in Java applets, applications, structures, methods, and arrays will be included.
 Lecture: 2 hours – Lab: 3 hours
 Prerequisite: CIT 169
 Lab fee: \$15.00

CIT 270 Advanced Web Programming (A, SP) **4 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 Internet Information Server (IIS).
 Lecture: 2 hours – Lab: 5 hours
 Prerequisite: CIT 147
 Lab fee: \$15.00

CIT 271 Data Mining and Warehousing (W, SU) **4 credits**
 This course provides students with the necessary skills and knowledge to design and develop relational databases and provides an introduction to data mining and data warehousing concepts.
 Lecture: 2 hours – Lab: 6 hours
 Prerequisite: CIT 171
 Lab fee: \$15.00

CIT 273 Database Systems (W, SU) **3 credits**
 CIT 273 presents 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: CIT 173
 Lab fee: \$20.00

CIT 275 Systems Analysis 2 (SP) **4 credits**
 Students will use techniques learned in Systems Analysis 1 to produce various flow diagrams, project schedules, and timetables. They will also explore object-oriented design and unified modeling language (UML) in this class. Students will work in teams to learn to prepare and present a systems proposal and how to implement and complete a software project.
 Lecture: 3 hours – Lab: 2 hours
 Prerequisite: CIT 175
 Lab fee: \$15.00

CIT 276 Information Security Audit (On Demand) **3 credits**
 This course is designed for students, web developers, and network administrators who want to gain knowledge related to information and database security focusing on the areas of security, auditing, and implementation.
 Lecture: 2 hours – Lab: 3 hours
 Prerequisite: CIT 259
 Lab fee: \$25.00

CIT 277 Computer Forensics (On Demand) **3 credits**
 This course is designed for students and systems administrators involved in responding to security incidents and applying computer forensics skills. This course focuses on the latest technologies in computer forensics techniques in order to recognize and respond to security threats.
 Lecture: 2 hours – Lab: 3 hours
 Prerequisite: CIT 259
 Lab fee: \$25.00

CIT 278 Business Continuity and Disaster Recovery (On Demand) **3 credits**
 This course is designed for students and network administrators who need to obtain knowledge and experience for disaster recovery. This course will provide methods used to identify vulnerabilities and take appropriate

countermeasures to prevent and mitigate failure risks for an organization. This course takes an enterprise-wide approach to developing a disaster recovery plan.
 Lecture: 2 hours – Lab: 3 hours
 Prerequisite: CIT 276
 Lab fee: \$25.00

CIT 279 C# Programming II **4 credits**
 This course provides a continuation of the basic concepts of object-oriented programming using the C# programming language. Students will learn more advanced programming using inheritance, exception handling, and controls. Students will also use files and streams for input and output.
 Lecture: 2 hours – Lab: 4 hours
 Prerequisite: CIT 179
 Lab fee: \$20.00

CIT 280 ACP Examination (A, SP) **1 credit**
 Students will review topics covered in all previous technical courses. Students will be eligible to take the Associate Computer Professional (ACP) examination administered by the Institute for the Certification of Computer Professionals (ICCP). All software developer students in Computer Information Technology will take CIT 280 during their graduating quarter.
 Lecture: 0 hours – Lab: 3 hours
 Prerequisite:
 Lab fee: \$40.00

CIT 281 Capstone for Software Developer (A, SP) **5 credits**
 In this capstone course, software developer majors will work in assigned groups to convert a manual business process to a computer-based solution. Using project management techniques, students will design, present, and program their solution using a Web user interface and database technology. Emphasis will be placed on the ability to demonstrate technical expertise and software skills required for employment.
 Lecture: 2 hours – Lab: 8 hours
 Prerequisites: CIT 263 and CIT 275
 Lab fee: \$30.00

CIT 282 Capstone for Net Admin./User Support/Web Dev. (A, SP) **5 credits**
 This is the capstone course for the User Support, Networking Administrator, and Web Developer tracks. Students will work in small groups or individually to design and develop a typical business system. Students in the Software Developer track take CIT 281.
 Lecture: 2 hours – Lab: 8 hours
 Prerequisites: See table below.
 Lab fee: \$30.00

Networking Tech.	Web Dev.
CIT 123	CIT 169
CIT 253	CIT 233
CIT 255	CIT 270
CIT 271	

CIT 283 MIS Internship **3 credits**
 Supervised on-the-job application of knowledge and skills learned in the classroom.
 Lecture: 2 hours – Lab: 2 hours
 Prerequisites: CIT 230
 Lab fee: \$15.00

Special Topics in CIT
 Special Topics in CIT is a series of courses specifically designed to meet the needs of the constantly changing business community and student popu-

lation. Courses will be designed with the advice of the particular group requesting the course and approval by the department chairperson.

Lecture: 0 hours – Lab: 1-5 hours

Lab fee: \$5.00

CIT 291 Special Topics in CIT 1 (On Demand) 1-5 credits

CIT 292 Special Topics in CIT 2 (On Demand) 1-5 credits

CIT 293 Special Topics in CIT 3 (On Demand) 1-5 credits

CIT 294 Special Topics in CIT 4 (On Demand) 1-5 credits

CIT 295 Special Topics in CIT 5 (On Demand) 1-5 credits

CIT 296 Special Topics in CIT 6 (On Demand) 1-5 credits

CIT 297 CIT Internship/Field Experience 1 (On Demand) 1 credit

The student works 12 hours per week in an activity that relates to the student's occupational objective.

Lecture: 0 hours – Lab: 12 hours

CIT 298 CIT Internship/Field Experience 2 (On Demand) 2 credits

The student works 24 hours per week in an activity that relates to the student's occupational objective.

Lecture: 0 hours – Lab: 24 hours

CIT 299 CIT Internship/Field Experience 3 (On Demand) 3 credits

The student works 36 hours per week in an activity that relates to the student's occupational objective.

Lecture: 0 hours – Lab: 36 hours

Construction Management (CMGT)

CMGT 105 Construction Contract Documents (A, W, SP, SU,–DL) 3 credits

Course offers a study of construction industry documents as they relate to a construction project. Emphasis is placed upon legal aspects of documents; roles of design professionals, contractors, and owners; utilization and effects of construction documents; procurement of construction services; assembly of a project manual; specifications formatting; drawing and specifications coordination; submittals and project closeout. Standard forms, ethics, bonding, CSI MasterFormat, and credentialing will also be examined.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$5.00

CMGT 106 Supervision of Field Operations (W, SP) 3 credits

CMGT 106 presents an overview of the principles of construction industry field operations and supervision. Emphasis is placed upon field supervision, revealing the importance of and insights into the complex and responsible task of managing people. Various phases of proper management will be discussed such as understanding employee behavior, boosting productivity, communicating effectively with employees, ethics and professionalism, handling discipline problems, sexual harassment and discrimination, planning and organizing, making and implementing decisions, solving problems, reducing costs and improving safety.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$4.00

CMGT 115 Building Construction Methods (A, W, S,–DL) 3 credits

This course is a presentation on the technical operations, methods, and operational sequences used in the construction of a modern commercial building. The content will be provided so that the student understands the sequence of construction operations in the field. Students will also understand the rationale for, and the sequential nature of, the building construction process.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$3.00

CMGT 121 Building Construction Drawings (A, W, SP, SU) 3 credits

CMGT 121 is a study of reading and interpreting building construction working drawings and project manuals, as related to residential, commercial and industrial construction. Emphasis is placed upon drawing organization; relationship of plan, section, and elevation; coordination of the drawings and specifications; shop drawings and submittals; graphic symbols and interpretation skills; and construction mathematics required for use in building drawings.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: MATH 102 or instructor permission

Lab fee: \$20.00

CMGT 131 Construction Quantity Survey (A, W, SP, SU) 3 credits

This course develops a student's use of construction math relative to linear, area, and volumetric measures of common construction materials. Also presented is how to compute and organize basic material quantities used in a building construction project, including those required for site preparation.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: CMGT 115, 121 or higher or permission of instructor

Lab fee: \$15.00

CMGT 135 Safety and Loss Prevention (W, SP) 3 credits

CMGT 135 is an introduction to materials covering the expanding concerns of construction safety and loss prevention. Emphasis will be placed upon identification of work hazards and unsafe practices; supervisory safety and loss prevention techniques to minimize loss in productivity and resources; OSHA and Ohio BWC as safety resources; creation of a safety plan; the profitability of safety and loss prevention; and the creation and promotion of an ethical and pro-active safety culture in the construction workplace.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$7.00

CMGT 141 Building Estimating (SP, SU) 3 credits

This course is a study of the current manual practices of estimating skills and methods utilized to create project estimates. Emphasis will be placed upon preparation of estimates for typical commercial building projects; incorporating drawing interpretation, quantity survey, and construction methods in estimate creation; and calculating the time, cost, and effort in the form of crew size for the various tasks involved with a construction project.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CMGT 131 or permission of instructor

Lab fee: \$9.00

CMGT 153 Residential Construction (A, W, SU) 3 credits

Class offers a presentation and overview of residential construction. Emphasis will be placed upon home construction methods and field operations, structural design elements, terminology, materials and equipment used, and an understanding of the sequential nature of the residential construction process.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$2.00

CMGT 221 Managing a Construction Company (A, W, SP) 3 credits

CMGT 221 gives students an overview of the operations and management of a construction firm. Emphasis is placed upon construction management firm organization, roles and responsibilities of construction industry participants, accounting and cash flow, analysis of general management techniques, and ethics and professionalism. Students will create a sound business plan in order to better understand what it takes to be successful in the construction industry.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: CMGT 105, 115, and 121 or instructor permission

Lab fee: \$5.00

CMGT 231 Computer Estimating Buildings (W, SU) 3 credits

This class offers a comprehensive study of the skills required to “take-off” the amount of materials from a set of construction plans in an orderly manner and arrive at a final price utilizing computer software. The course develops the general background information and bidding strategies to be used for estimating a commercial construction project.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CMGT 131 or permission of instructor

Lab fee: \$20.00

CMGT 241 Planning and Scheduling (A, SU) 3 credits

CMGT is a study of the management and coordination of construction projects utilizing systematic planning and scheduling. Local and global construction industry methods and techniques will be reviewed and practiced in simulated projects. Topics include WBS (Work Breakdown Structure), PDM (precedence diagram method), and the manual calculations involved with CPM (Critical Path Method) scheduling. The student will learn fundamental skills to develop, analyze, and manage construction projects utilizing several scheduling methods. Fundamental course work will be supplemented with the use of Primavera Project Planner (P3) software.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: CMGT 131 or permission of instructor

Lab fee: \$10.00

CMGT 251 Construction Cost Controls (A, W) 3 credits

Course explores the various methods and techniques used by construction professionals for predicting and analyzing cost performance are presented. The student will learn how to implement cost reduction strategies, monitor field performance, and develop cost databases for estimating future work. This format will provide the student exposure to various types of schedules and projects, as well as assist in the understanding of the concepts and methods used for cost control and monitoring construction project progress.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CMGT 241

Lab fee: \$10.00

CMGT 252 Construction Law (A, W) 3 credits

CMGT 252 presents an intensive study of the legal aspects and characteristics unique to the construction industry. Students review typical legal problems which arise in the day-to-day business of construction. Emphasis is placed upon the bidding process and laws; contracts, sub-contracts, and supply contracts; labor laws and issues, insurance and bonding; lien laws, dispute resolution, and remedies; and ethical behavior in the construction industry.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CMGT 105 or permission of instructor

Lab fee: \$5.00

CMGT 261 Project Management (W, SP) 3 credits

This Capstone experience provides student the opportunity to demonstrate, present, and simulate methods and techniques used to obtain and manage a construction project. The methods and techniques studied include project marketing, obtaining financing, start-up, schedule development, control structures, organizational forms, subcontractor and vendor coordination, schedule adjustment, shop drawing coordination, move-out/shut-down phase, and correspondence and tracking techniques. Some computer simulations will be used to demonstrate project management activities and processes. Student teams are selected jointly by the students and approved by the instructor to prepare for and simulate the process of obtaining financing, marketing/sales, management and some field operational concerns by the project management teams. This information shall be organized by the teams and presented as if making a presentation to a potential customer as a final exercise for the course.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CMGT 251

Lab fee: \$10.00

CMGT 281 Computer Estimating Residential (A, SP) 3 credits

This course offers a comprehensive study of the skills required to take-off the amount of materials from a set of residential construction plans in an orderly and effective manner and arrive at a cost for construction. The course will develop the general background information for the process of bidding/pricing a residential construction project utilizing estimating software.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: CMGT 131 or permission of instructor

Lab Fee: \$20.00

CMGT 282 Sustainable Construction (W,-DL) 3 credits

This course is an intense study of building documents, construction materials and methods, and the sales and marketing of construction management services as they apply to sustainable building of various types of new construction and existing facilities. Prior course work (ENVR 282) and/or field experience is essential, as this course will not be a review of conventional documents, methods, and estimating concepts.

Lecture: 1 hour – Lab: 3 hours

Prerequisites: ENVR 282 or permission of instructor

Lab Fee: \$10.00

CMGT 291 Field Experience (A, WI, SP, SU) 4 credits

Off-campus work experience in construction, consulting engineering or some construction related industry that augments the 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: 48 hours

Lab fee: \$15.00

CMGT 299 Special Topics in Construction Management (On Demand) 1-5 credits

This course provides the student and instructor flexibility to allow for special topics in the construction industry to be presented.

Lecture and Lab hours vary dependent upon topic

Prerequisite: Varies depending upon topic

Lab Fee: \$10.00

Dance (DANC)

All studio classes are held at BalletMet Columbus, 322 Mount Vernon Ave.

DANC 101 Classical Ballet I (A, W, SP) 2 credits

Classical Ballet I presents the basics of this disciplined yet exquisitely moving form of art. Class covers fundamentals of classical ballet technique, coordination, strength and flexibility with an emphasis on proper execution and comprehension. Course is repeatable for up to 6 total credits.

Lecture: 1 hour – Lab: 2 hours

Lab fee: \$8.00

DANC 102 Classical Ballet II (A, W, SP) 2 credits

Classical Ballet II is a continuation of Classical Ballet I, following through on the development of basic skills and their incorporation into combinations of movements. Class is repeatable for up to 6 total credits.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: 6 hours of Ballet I or permission of instructor

Lab fee: \$8.00

DANC 110 Dance Appreciation (On Demand) 2 credits

This class will explore dance as ritual, tradition, educational tool, popular entertainment, propaganda and art form as a reflection and function of culture. It will involve demonstration and teaching of a proper body warm-up, focusing on range of motion, cardiovascular preparation, body awareness, flexibility and strength. Course also covers experimental

movement relating to topics of lecture that will involve movement in place and across the floor.

Lecture: 1 hour – Studio: 2 hours

Lab fee: \$8.00

DANC 121 Beginning Tap I (A, W, SP) 1 credit

Beginning Tap I introduces basic level tap dance techniques. Tap classes emphasize precession in sound, rhythm, movement, gesture and expression. Course is repeatable for up to 3 total credits.

Lecture: hours – Studio: 2 hours

Lab fee: \$8.00

DANC 122 Beginning Tap II (A, W, SP) 1 credit

Beginning Tap II continues with the fundamentals of tap, developed to include more complex movement combinations and interpretations. Emphasis is on quick and efficient learning skills. Course is repeatable for up to 3 total credits.

Lab: 2 hours

Prerequisite: 6 hours of Tap I or permission of instructor

Lab fee: \$8.00

DANC 131 Beginning Jazz I (A, 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. Class is repeatable for up to 3 total credits.

Lab: 2 hours

Lab fee: \$8.00

DANC 132 Beginning Jazz II (A, W, SP) 1 credit

DANC 132 demonstrates additional jazz dance techniques and includes more complex movements, combinations, and interpretations. Course is repeatable for up to 3 total credits.

Lab: 2 hours

Prerequisite: 6 hours of Jazz I or permission of instructor.

Lab fee: \$8.00

DANC 140 Modern Dance I (On Demand) 2 credits

This is a beginning course in the movement and vocabulary, both physical and linguistic, of modern dance.

Lecture: 1 hour – Studio: 2 hours

Lab fee: \$8.00

DANC 299 Special Topics in Dance (On Demand) 1-5 credits

This course presents an examination of types and styles of dance other than those regularly offered.

Lecture: Varies – Lab: Varies

Lab fee: \$8.00

Dental Hygiene (DHY)

DHY 101 Preventive Concepts I (A) 1 credit

This one-credit-hour course introduces students to the concepts of individualized oral hygiene instructions and topics related to patient education.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: Admission to Dental Hygiene Program

DHY 102 Preventive Concepts II (W) 1 credit

This one-credit course introduces students to the concepts and principles on instrumentation.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: DHY 101

DHY 103 Techniques I (SP) 1.5 credits

This 1.5-hour lecture course is designed to expand the student's knowledge

of dental hygiene practice including ultrasonic instrumentation, care of implants and dental appliances, topical anesthetic, care of the special need patient (geriatric, pregnancy, pediatric) and product review.

Lecture: 1.5 hour – Lab: 0 hours

Prerequisite: DHY 110

DHY 110 Introduction to Dental Hygiene (A) 4 credits

This four-hour course is designed to acquaint the dental hygiene student with the role of the dental hygienist and to provide background knowledge, information and the necessary foundation required for subsequent didactic and clinical dental hygiene course work.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: Admission to Dental Hygiene Program

Lab fee: \$60.00

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

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 and radiographic techniques.

Lecture: 0 hours – Lab: 12 hours

Prerequisite: DHY 110

Lab fee: \$300.00

DHY 130 Dental Radiography (W) 3 credits

This three-hour lecture course provides the fundamental theory for safe and effective use of 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

Prerequisite: DHY 110

DHY 135 Dental Radiography Laboratory (W) 1 credit

This one-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

Prerequisite: DHY 110

Lab fee: \$75.00

DHY 140 Head and Neck Anatomy/Tooth Morphology (A)

3 credits

This three-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, soft tissues of the oral cavity, tooth landmarks and identification will also be included in this course.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Admission to Dental Hygiene program

DHY 145 Head and Neck Anatomy/Tooth Morphology Lab (A)

1 credit

This one-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

Lab fee: \$175.00

DHY 204 Techniques II (SU) 1.5 credits
This 1.5 hour lecture course is designed to introduce the foundational theories and clinical techniques of root planing and gingival curettage. Instruction will be provided on the practical aspects of the nutritional need of the dental patient and nutritional counseling. This course will also serve as an orientation to the sealant rotation with the Columbus Health Department.
Lecture: 1 hour – Lab: 0 hours
Prerequisite: DHY 110

DHY 205 Techniques III (A) 2 credits
This two 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: 2 hour – Lab: 0 hours
Prerequisite: DHY 110

DHY 206 Techniques IV (W) 1 credit
This one-hour lecture course is designed to introduce the foundational principles of enhanced therapeutics for periodontal therapy, instrument management, expanded functions, licensure requirements, and advanced computer technology enhancement for dental practices. Dental forensics and other emerging professional issues in dental hygiene will be discussed.
Lecture: 1 hour – Lab: 0 hours
Prerequisite: DHY 110

DHY 207 Techniques V (SP) 1 credit
This 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: 1 hour – Lab: 0 hours
Prerequisite: DHY 110

DHY 214 Dental Hygiene Treatment Planning (SP) 0.5 credits
This 0.5 credit course involves the study of theory on how to complete a total treatment plan for a patient based on individual needs using the ADPIE concept. CSCC's Smoking Cessation Program guidelines will be covered in this course. Lecture: 0 hours – Lab: 1.5 hour
Prerequisite: DHY 110

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 to the members of the Junior and Senior classes.
Lecture: 0 hours – Lab: 1.5 hours
Prerequisite: DHY 110

DHY 220 Dental Hygiene Clinic II (SU) 4 credits
This four-credit, 12 contact-hour clinical course will provide ongoing experience in total patient care.
Lecture: 0 hours – Lab: 12 hours
Prerequisite: DHY 110
Lab fee: \$300.00

DHY 221 Dental Hygiene Clinic III (A) 4 credits
This four-credit, 12 contact-hour clinical course builds upon previous clinical course work involving dental hygiene total patient care.
Lecture: 0 hours – Lab: 12 hours
Prerequisite: DHY 110
Lab fee: \$300.00

DHY 222 Dental Hygiene Clinic IV (W) 4 credits
This four-credit, 12 contact-hour clinical course will provide ongoing

experience in total patient care.
Lecture: 0 hours – Lab: 12 hours
Prerequisite: DHY 110
Lab fee: \$300.00

DHY 223 Dental Hygiene Clinic V (SP) 4 credits
This four-credit, 12 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 and professional decision making.
Lecture: 0 hours – Lab: 12 hours
Prerequisite: DHY 110
Lab fee: \$300.00

DHY 240 Dental Materials (SU) 2 credits
This two-hour lecture 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 110

DHY 245 Dental Materials Laboratory (SU) 1 credit
This 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 110
Lab fee: 150.00

DHY 250 Oral Histology (A) 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.
Lecture: 1 hour – Lab: 0 hours
Prerequisite: DHY 110

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 110

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 110

DHY 270 Dental Pharmacology (A) 2 credits
This two-hour lecture 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 110

DHY 275 Dental Hygiene in Review (W) 0.5 credits
This 0.5 credit lab course is a comprehensive review of dental hygiene courses to aid students in the preparation for both clinical and written examinations for licensure.
Lecture: 0 hours – Lab: 1.5 hours
Prerequisite: DHY 110

DHY 282 Biostatistics and Research for the Dental Hygienist (SP,-DL) 1 credit
This lecture course introduces the student to biostatistics, dental indices, and research methods in dentistry.

Lecture: 1.5 hours – Lab: 0 hours
Prerequisite: DHY 110

DHY 283 Community Dental Health I (SP) 1 credit

This one-hour lecture course introduces the philosophy, techniques, attitudes, and behaviors necessary to promote oral disease prevention through organized community-based programs. The student will be responsible for completing and presenting an oral health prevention or health promotion lesson plan.

Lecture: 1 hour – Lab: 0 hours
Prerequisite: DHY 110

DHY 284 Community Dental Health II (W) 2 credits

This two-hour lecture course introduces the dental hygiene student to public health concepts and principles. The student will be introduced to their roles and responsibilities as a community health educator.

Lecture: 2 hours – Lab: 0 hours
Prerequisite: DHY 283

DHY 285 Community Dental Health III (SP) 1 credit

This course provides the dental hygiene student with the opportunity to apply the principles of community dental health in a practical setting. Projects that involve development, implementation and evaluation on public health dental programs are included.

Lecture: 0 hours – Lab: 3 hours
Prerequisite: DHY 284
Lab fee: \$40.00

DHY 290 Pain Control Management (A) 1.5 credits

This course provides the basic concepts of local anesthesia and pain control. The rationale for pain control, a review of specific anatomic landmarks, physiological aspects and the pharmacology of anesthetic agents will be included. Detailed instruction in the local anesthesia techniques and nitrous oxide analgesia administration will be provided. Prevention and management of complications in relation to pain control will be discussed.

Lecture: 1.5 hours – Lab: 0 hours
Prerequisite: DHY 140
Corequisites: DHY 270, DHY 295

DHY 295 Pain Control Management Lab 1 credit

This laboratory course will provide clinical instruction for the dental hygiene students in relationship to pain control techniques. Detailed instruction and demonstration for local anesthesia techniques, nitrous oxide monitoring and pain control management will be provided. Students are required to participate in partner injections and pain control.

Lecture: 0 hours – Lab: 3 hours
Prerequisite: DHY 145
Corequisites: DHY 270, DHY 290
Lab Fee: \$200.00

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,-DL) 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,-DL) 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 hour – 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 hour – Lab: 3 hours
Prerequisite: Acceptance into program
Lab Fee: \$65.00

DENT 123 Complete Dentures III (SP) 3 credits

This course involves a study of procedures required to solve specific post insertion problems, e.g., repair, rebase, and relin. In addition, the student is introduced to the immediate denture technique.

Lecture: 1 hour – Lab: 6 hours
Prerequisite: Acceptance into program
Lab fee: None

DENT 132 Occlusion (A,-DL) 3 credits

This course will entail a study of occlusal morphology, the temporomandibular joint, and mandibular movements.

Lecture: 1 hour – Lab: 6 hours
Prerequisite: Acceptance into program

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 hour – Lab: 6 hours
Prerequisite: Acceptance into program

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 hour – Lab: 3 hours
Prerequisite: Acceptance into program

DENT 153 Fixed Partial Dentures I (W,-DL) 3 credits

This course will introduce the student to the fixed appliance. The content will be limited to the single unit crown.

Lecture: 1 hour – Lab: 6 hours
Prerequisite: Acceptance into program
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 hour – Lab: 3 hours
Prerequisite: Acceptance into program
Lab fee: None

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 specialized designs such as stressbreakers, precision attachments, and the RPI technique.

Lecture: 1 hour – Lab: 6 hours
Prerequisite: Acceptance into program

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 hour – Lab: 6 hours
Prerequisite: Acceptance into program
Lab fee: None

DENT 275 Ceramics I (W,–DL) 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: Acceptance into program
Lab Fee: None

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 hour – Lab: 6 hours
Prerequisite: Acceptance into program
Lab Fee: None

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 hour – 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 hour – Lab: 6 hours
Prerequisite: Acceptance into program
Lab fee: \$65.00

DENT 297 Applied Laboratory II (SU) 7 credits

This course consists entirely of laboratory and is intended to simulate a working laboratory situation with regard to work schedules, case flow, and coping with real problems.

Lecture: 1 hour – Lab: 18 hours
Prerequisite: Acceptance into program
Lab fee: \$75.00

Developmental Education Department (DEV)

DEV 006 Basic Grammar Skills (A, W, SP, SU,–DL) 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. Traditional and Web-based sections are available.

Lecture: 2 hours – Lab: 0 hours
Lab fee: \$2.00

DEV 007 Basic Punctuation Skills (A, W, SP, SU,–DL) 2 credits

This course covers punctuation skills including the correct use of commas, semicolons, quotation marks, apostrophes, and other marks. Traditional and Web-based sections are available.

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 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, lecture and writing activities involving terminology, simplifying expressions, solving equations and signed number operations. In order to re-enter DEV 031, a "C" or higher in DEV 028 is required. The course is not open to students with credit for DEV 031 or higher.

Lecture: 3 hours – Lab: 0 hours
Lab fee: \$3.00

DEV 030 Basic Mathematics (A, W, SP, SU,–DL) 5 credits

Basic Mathematics offers a review of arithmetic concepts including whole numbers, fractions, decimals, percents, proportions, formulas and data interpretation. 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, Web-based and hybrid sections are available.

Prerequisite: By placement exam; this mastery learning course is not open to students with credit for DEV 031, MATH 101, 102 or higher.

Lecture: 5 hours – Lab: 0 hours
Lab fee: \$6.00

DEV 031 Pre-Algebra (A, W, SP, SU,–DL) 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 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 study skills and help them to perform successfully in MATH 101, MATH 102 and in the workplace. Traditional, Web-based and hybrid sections are available. This course is not open to students with credit for MATH 101, 102 or higher. Please note that students **cannot** take DEV 030 and DEV 031 concurrently.

Prerequisite: By placement exam or "C" or higher in DEV 030
Lecture: 5 hours – Lab: 0 hours
Lab fee: \$6.00

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. In order to re-enter DEV 044, a "C" or higher is required in DEV 040. 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.

Prerequisite: By placement exam; not open to students with credit for any of the ENGL 100 series or higher.

Lecture: 4 hours – Lab: 2 hours
Lab fee: \$12.00

D44 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 for 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: By placement exam

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 personalities 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. Traditional and Web-based sections are available.

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. Traditional and Web-based sections are available.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$6.00

DEV 098 Special Topics in Developmental Education (On Demand) 1-5 credits

Students can explore 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

Lab fee: Will vary

DEV 099 Special Topics in Developmental Education (On Demand) 1-5 credits

Course provides an opportunity for study of 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

Lab fee: Will vary

Digital Design and Graphics (GRPH)

Formerly Graphic Communications. For all photography courses, see Digital Photography (FOTO).

GRPH 110 Survey of Digital Design (A, W,–DL) 5 credits

This course provides an overview of the digital design and graphics industry. The student will be introduced to various areas and job opportunities in this field. A basic overview of the printing industry, graphic design, advertising and marketing communications will be discussed. Key terminology and related software used in this business will be reviewed. Laboratory time will be used for understanding basic skills.

Lecture: 5 hours

Prerequisites: None

Lab fee: \$10.00

GRPH 111 Black and White Photography (See Digital Photography FOTO 111) 4 credits

GRPH 112 Introduction to Computer Design (A, W, SP, SU,–DL) 5 credits

This course introduces the student to the four computer software programs most widely used in the graphic communications field. A basic working

knowledge of Photoshop, Illustrator, InDesign and QuarkXPress is the primary goal of this course. The student will learn these skills through basic project development.

Lecture: 5 hours

Prerequisites: None

Lab fee: \$29.00

GRPH 113 Fundamentals of Layout and Storyboarding (A, SP) 4 credits

A storyboard is used by graphic artists, Web developers, and audio/video professionals to map out visually a series of actions and events. The storyboard graphically outlines in rough format how the project will appear in the final state. This course will introduce students to the fundamental skills in conceptualizing and developing coherent and compelling storyboards. Significant focus will be placed on learning how to communicate ideas into a logical layout that tells the story.

Lecture: 4 hours

Prerequisites: None

Lab fee: \$20.00

GRPH 114 Digital Photography (See Digital Photography FOTO 114) 4 credits

GRPH 115 Fundamentals of Illustration (A, SP) 4 credits

This course is an introduction to the basic techniques of visual communication. Significant focus will be placed on learning how to communicate ideas into a logical layout that tells the story. This course provides a study of basic sketching techniques used to create storyboards.

Emphasis is placed on the human form, gestures, facial expressions, perspective, line, textures, contrast and composition.

Lecture: 4 hours

Prerequisite: None

Lab fee: \$15.00

GRPH 116 Introduction to Traditional Animation (W, SU) 4 credits

In this course, the student will be introduced to the animation process and will learn to adapt this process to various projects. Drawing techniques will be reviewed and practiced to develop the quality and imagination of the student's project. The student will learn the importance of acquiring a large collection of reference material in many different subjects. This will help the student's observation skills and creative thinking.

Lecture: 4 hours

Prerequisite: GRPH 113 and GRPH 115

Lab fee: \$15.00

GRPH 122 Publishing with Quark and Adobe InDesign (W, SU,–DL) 5 credits

This course will expand the students knowledge in QuarkXPress and Adobe InDesign, the most widely used desktop publishing programs in the digital design and graphics industry. By working on various projects, students will learn more about the tools and menu options that will help them produce anything from small ads to multipage documents. Type face manipulation, color control and preparing a document for printing are also covered.

Lecture: 5 hours

Prerequisite: GRPH 112

Lab fee: \$36.00

GRPH 123 Electronic Publishing with InDesign (A, W,–DL) 4 credits

This course introduces students to electronic publishing software, specifically InDesign with typographical command sequences and manipulation applications. Special emphasis is placed on its use to generate and create professional quality publications, such as advertisements and newsletters. This popular desktop publishing program is becoming more prevalent in the printing industry.

Lecture: 2 hours – Lab: 4 hours
Prerequisite: None
Lab fee: \$28.00

GRPH 131 Advertising Design I (A, W, SP, SU,–DL) 5 credits

This course provides the student with an understanding of how graphic design, advertising and marketing are used together to provide a client with effective visual communications to a specific target market. Elements of design, design philosophy, typography, marketing and color will be discussed in preparation for advertising campaign development.

Lecture: 5 hours
Prerequisites: GRPH 112, GRPH 122
Lab fee: \$25.00

GRPH 150 Package Design I (A, W, SP, SU,–DL) 5 credits

In this course, the student will learn the importance of the package design as an advertising element. Package structure and producing 2-D and 3-D comprehensive package designs will be stressed. An extensive study of required package elements and how to visually present that to the consumer will be discussed. Evaluating the creative process from concept to finished package and how this relates to the consumer is very important to the success of a package.

Lecture: 5 hours
Prerequisites: GRPH 112, GRPH 113, GRPH 122, GRPH 131
Lab fee: \$25.00

GRPH 216 Advanced Traditional Animation (A, SP) 4 Credits

This course teaches students advanced skills and techniques to be applied to the development of animation sequences. The emphasis is on creating and developing characters and compositions that effectively support story telling. Topics include the creation of realistic and stylized character design, movement and interaction, as well as props, backgrounds, layout and effects.

Lecture: 4 hours
Prerequisites: GRPH 113, GRPH 115, and GRPH 116
Lab fee: \$15.00

GRPH 242 Media Color Management (A, W, SP, SU,–DL) 5 credits

This course is an introduction to color and how color is perceived and managed across different devices and outputs. Techniques will be used to identify, examine, and measure color to ensure color quality. Students will develop an understanding and application of color theory, color perception, and color management for a color's final destination.

Lecture: 5 hours
Prerequisites: GRPH 110
Lab fee: \$25.00

GRPH 243 Vector Illustration (A, SU,–DL) 5 credits

This course provides the student with a comprehensive knowledge of Illustrator. This software will enable the student to produce complex technical drawings, illustrations and creative typographic applications. Individual projects, team projects and project presentation are used for evaluation.

Lecture: 5 hours
Prerequisite: GRPH 112
Lab fee: \$27.00.

GRPH 251 Photoshop and Design I (A, W, SP,–DL) 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 photographic manipulation. The software used in this course is Photoshop.

Lecture: 5 hours
Prerequisite: GRPH 112
Lab fee: \$24.00

GRPH 252 Digital Imaging II 3 credits

Advanced Electronic Imaging Techniques are covered using Photoshop

CS. These techniques are commonly used with images that are going to be printed in a marketing piece. This course is geared toward those who want to learn every aspect of Photoshop and to learn the techniques that are used in the real work world.

Lecture: 2 hours – Labs: 3 hours
Prerequisites: None
Lab fee: \$ 24.00

GRPH 253 Package Prototype (Form Z) (A, SP) 4 credits

In this course, the student will learn how to use packaging design projects created in GRPH 150 Packaging Design I to produce prototype packaging using FORM Z software. The student will also learn advanced packaging design techniques, incorporate the packaging design into an advertising campaign, prepare the campaign elements for presentation, and then make a verbal presentation of the campaign to the class and faculty members.

Lecture: 2 hours – Lab: 4 hours
Prerequisite: GRPH 150
Lab fee: \$28.00

GRPH 255 Digital Painting (A, SP) 4 credits

This course will introduce students to digital painting using various digital painting software programs. The student will learn how to apply a variety of effects to drawings and photographic images via computer that can give the appearance of oil painting on canvas. Course will explore the ideas behind creatively interpreting color, shape, and movement and study the techniques that can be useful in graphic design, photography, art and illustration.

Lecture: 4 hours
Prerequisites: GRPH 115, GRPH 251
Lab Fee: \$29.00

GRPH 258 Photojournalism (SP) 4 credits
(See Digital Photography FOTO 265)

GRPH 260 Digital Design and Graphics Practicum (A, W, SP, SU) 4 credits

This course provides supervised, on-the-job application of the knowledge and skills the student acquired in the classroom.

Lecture: 0 hours – Practicum: 28 clock hours for 4 credits
Prerequisites: Digital Design and Graphics major, with GPA of at least 2.5 and completion of 12 hours in the technology, or permission of instructor
Corequisite: GRPH 261
Lab fee: \$3.00

GRPH 261 Digital Design and Graphics Seminar (A, W, SP, SU) 2 credits

This course offers an opportunity for supervised application of digital design and graphics knowledge to the specific area of internship.

Lecture: 2 hours – Lab: 0hours
Prerequisites: Digital Design and Graphics major, with GPA of at least 2.5 and completion of 12 hours in the technology, or permission of instructor
Corequisite: GRPH 260
Lab fee: \$3.00

GRPH 265 Character and Environment Design 4 credits

This course will teach students the importance of costume, personality, and story interactivity. Students will also learn to place characters into designed environments. This course will also emphasize professional applications, techniques, and quality. Advanced principles of 3D environment design, architecture and level design will be studied.

Lecture: 4 hours
Prerequisites: GRPH 216
Lab fee: \$15.00

GRPH 270 Advanced Black and White Photography (SU) 4 credits
(See Digital Photography FOTO 150)

GRPH 271 Studio Lighting (W) 4 credits
(See Digital Photography FOTO 220)

GRPH 273 Advertising Design II (W,-DL) 3 credits
This course provides a more extensive and in-depth study of the graphic design process. Using the knowledge students receive in GRPH 131, more complex advertising campaigns and formal presentation options will be emphasized. Individual project presentation and group presentations are a very important part of the business and this class. A class critique will follow each project.
Lecture: 2 hours – Lab: 2 hours
Prerequisites: GRPH112, GRPH 122, GRPH 131
Lab fee: \$25.00

GRPH 278 Photo Lab (A, W, SP, SU) 1 credit
(See Digital Photography FOTO 178)

GRPH 281 Color Photography (A, SP) 4 credits
(See Digital Photography FOTO 160)

GRPH 282 Digital Publishing II (A, SP, DL) 4 credits
This course will provide the student with a more comprehensive study of desktop publishing and how it applies to practical project work. This class will deal with issues that give the student an understanding of the processes involved in producing high-end graphic publications. This course uses QuarkXPress.
Lecture: 2 hours – Lab: 4 hours
Prerequisites: GRPH 112, GRPH 122
Lab fee: \$36.00

GRPH 284 Ad Agency I (AU, SP) 4 credits
This is a capstone course for the graphic designer, which provides the student with advanced graphic design techniques and project presentation practices. The student will learn how to produce elements of advertising campaigns in two and three dimensional form. This class will work in a simulated advertising agency environment to develop product advertising from marketing concepts to visual design applications. One formal team presentation is required for completion of this class.
Lecture: 2 hours – Lab: 4 hours
Prerequisites: GRPH 122, 131 and 251
Lab fee: \$29.00

GRPH 288 Advanced Digital Photography (SP) 4 credits
(See Digital Photography FOTO 214)

GRPH 291 Portfolio Development (W, SU,-DL) 4 credits
In this course, the student will develop a traditional portfolio of his/her graphic design and photography work, as well as create a portfolio on CD. The student will develop a visually effective and informative resume. Learning proper presentation skills when showing the portfolio to prospective employers is a very important part of this class.
Lecture: 4 hours
Prerequisites: GRPH 113, GRPH 273, GRPH 284
Lab fee: \$15.00

GRPH 292 Business of Design (A, SP) 4 credits
This course introduces students to the business and marketing practices needed, and commonly found, in professional design firms and in freelance design work. Emphasis will be placed on developing professional objectives based upon the financial, legal, organizational, promotional, interpersonal and ethical practices particular to design. This course is a research and business-planning course.
Lecture: 4 hours
Prerequisites: GRPH 110 and GRPH 131
Lab Fee: \$3.00

GRPH 294 Business of Photography (-DL) 3 credits
(See Digital Photography FOTO 290)

GRPH 297/298/299 Special Topics in Digital Design and Graphics (On Demand) 1-4 credits
These courses provide an opportunity for detailed examination of a selected topic in digital design and graphics.
Lecture: 1 to 4 hours – Lab: 1 to 4 hours
Lab fee: \$28.00 per course

Digital Photography (FOTO)

FOTO 111 Black and White Photography (A, W, SP, SU) 4 credits
This course introduces students to the basic principles of continuous-tone photography, emphasizing a balance of technical, aesthetic, and business concerns including composition and lighting, as well as manipulative functions, operative settings, exposure, and focus control of cameras and enlargers. Students will also learn to develop film and produce industry acceptable contact sheets and prints. A 35 mm SLR film camera with manual setting capabilities is needed. This course is film-based.
Lecture: 2 hours Lab: 4 hours
Prerequisite: None
Lab fee: \$32.00

FOTO112 Photoshop for Photographers 5 credits
(A, W, SP, SU,-DL)
This course familiarizes students with Photoshop and its relationship with digital photography as a business, design, and communication tool. The goal of this industry-based approach is to facilitate the integration of technical ability and visual problem solving skills in order to strengthen visual communication with the medium of digital photography. Students will need access to a version of Photoshop that best suits their needs.
Lecture: 5 hours
Prerequisite: None
Lab fee: \$24.00

FOTO 113 Photoshop for Photographers II 5 credits
(On Demand,-DL)
This course introduces students to advanced principles of Photoshop as they relate to digital image editing and digital workflow. The goal of this industry-based approach is to continue the integration of technical ability and creative visual problem-solving skills in order to strengthen visual communication and speed up the digital workflow of the medium of digital photography. Students will need access to a version of Photoshop that best suits their needs.
Lecture: 5 hours
Prerequisite: None
Lab fee: \$24.00

FOTO 114 Introduction to Digital Photography (A, W, SP, SU) 4 credits
This course introduces students to the basic principles and applications of digital photography as a medium, a skill-set, and an integral part of today's digital literacy needs. Students will capture images using digital cameras while emphasizing the manipulation of camera controls, exposure, lighting, on-and-off camera flash, essential imaging tactics, digital workflow for photography, print, Web and image storage and archival. Students are required to have a digital camera (point and shoot or DSLR).
Lecture: 3 hours – Lab: 3 hours
Prerequisite: None
Lab fee: \$15.00

FOTO 115 Digital Photography and Design (A, W, SU) 3 credits
This course introduces students to the basic to advanced principles of design as they relate to digital photography as a business, design and com-

munication tool. The goal of this industry-based approach is to facilitate the integration of aesthetics and technical ability and visual problem solving skills in order to strengthen visual design and communication with the medium of digital photography. Students are required to have a digital camera (point and shoot or DSLR).

Lecture: 3 hours

Prerequisite: FOTO 114

Lab fee: \$24.00

FOTO 117 Digital Panoramic Photography (On Demand) 3 credits

This course introduces students to the basic and advanced principles of digital panoramic photography. Students will learn the latest technological advances in panoramic digital photography. Students will learn how to control exposure, focus, and white balance when taking 5 to 30 pictures of a single scene (e.g., landscape, building, room interior) that will be stitched together digitally in a current image-editing software. Focus will be on visual communications of natural and urban landscapes in the context of commercial utilization for marketing or advertising material. Students are required to have a digital camera (point and shoot or DSLR).

Lecture: 3 hours

Prerequisite: FOTO 114

Lab fee: \$24.00

FOTO 118 Real Estate Photography (On Demand) 3 credits

This course introduces students to the basic through advanced principles of digital real estate photography as it is used for promotional flyers, brochures, magazine ads and Web sites. This course will cover all the techniques, skills, equipment and lighting needed to adequately document the interior and exterior of houses with minimal distortion and maximum marketing appeal. Students are required to have a digital camera (point and shoot or DSLR).

Lecture: 3 hours

Prerequisite: FOTO 114

Lab fee: \$24.00

FOTO 119 Digital Infrared Photography (On Demand) 3 credits

This course introduces students to the basic principles of digital infrared photography as it is used for contemporary wedding portraiture and landscapes for client products, magazine ads and Web sites. This course will cover all the techniques, skills and equipment students will need to use their existing digital camera to photograph infrared radiation with spectacular, other-worldly results which attain maximum marketing appeal to service-based clients and business clients. Students are required to have a digital camera (point and shoot or DSLR).

Lecture: 3 hours

Prerequisite: FOTO 114

Lab fee: \$24.00

FOTO 122 Landscape Photography (On Demand) 3 credits

This course is designed to provide students with a firm grounding in the digital photographic techniques and skills to create successful images of landscapes that could be used as stock photography or marketing and promotional materials for print or Web. Students will learn how to implement specific digital design elements and camera angles that aid in the digital translation of the three-dimensional world to two dimensions for display in print or on the Web. They also will explore the technical controls of the camera, from setting the hyper-focal distance to long, tripod-based exposures during the daytime, with reference to relevant theories to the work of recent and contemporary landscape photographers. Students are required to have a digital camera (point and shoot or DSLR).

Lecture: 3 hours

Prerequisite: FOTO 114

Lab fee: \$15.00

FOTO 125 Night Photography (On Demand) 3 credits

This course introduces students to the principles and concerns of night photography using digital camera equipment. Students will learn effective motion control techniques, architectural documentation, light painting, and multiple exposure techniques commonly used in today's

commercial advertisements and promotional materials. Students will learn how to effectively use the law of reciprocity to create exposures that last up to a half an hour with minimal digital noise. Students will discuss many post-production alternatives to refine the night-time digital capture. Students are required to have a digital camera (point and shoot or DSLR) and a tripod.

Lecture: 3 hours

Prerequisite: FOTO 111 or FOTO 114

Lab fee: \$15.00

FOTO 130 Macro and Close-Up Photography (On Demand)

3 credits

This course introduces students to all the concepts, equipment and techniques related to macro and close-up photography as it relates to commercial photography applications such as advertisements and promotions for both print and Web. Students will learn the technical considerations involved in using their DSLR to capture the smallest details. Students will implement the core design and exposure theories in digital photography to capture the details of a smaller world. Working with close-up filters, extension tubes and bellows, students will achieve professional macro-photographed subjects. Students are required to have a digital single lens camera (DSLR) and a set of close-up filters (+1, +2, +4) or a macro lens

Lecture: 3 hours

Prerequisite: FOTO 114

Lab fee: \$35.00

FOTO 150 Advanced Black and White Photography (A, W, SP, SU)

4 credits

This course focuses on advanced applied still photography with emphasis on the technical side of exposure, development, advanced darkroom techniques, and advanced use of a 35mm camera. This course places an emphasis on advanced problem solving, pre-visualization and goal-based, visual communication. This course exposes the student to more extensive use of lighting, Zone System of exposure, development comparisons and its effect upon resulting exposure of films and printing papers. It is required that each student have a 35mm SLR camera with variable shutter speed and aperture as well as an incident light meter.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: FOTO 111

Lab fee: \$28.00

FOTO 160 Color Photography (A, W, SP, SU) 3 credits

This course is an introduction to color photography with emphasis on color theory, exposure control, scene and shot pre-visualization and composition. Students will examine color theory as it relates to light, the Web, and print, with color slide film. This reinforces the concept of pre-visualization, vigilant shot planning, and careful exposure consideration which also will help the student become a better digital photographer in future classes. Through reading, practice and class discussion, students will learn elements unique to color photography. Students are required to have a 35 mm SLR camera with manual setting capabilities. This is a slide-film based class.

Lecture: 3 hours

Prerequisite: FOTO 111

Lab fee: \$15.00

FOTO 178 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. This course may be repeated.

Lecture: 0 hours – Lab: 3 hours

Corequisite: FOTO 111 or 150 or 220 or 250

Lab fee: \$28.00

FOTO 214 Advanced Digital Photography (A, W, SP, SU) 5 credits

This course provides an in-depth look at the digital single lens camera (DSLR), advanced digital shooting techniques in different lighting conditions, and digital workflow solutions with image editing software

for taking full advantage of the DSLR's range of capabilities. This course focuses on high resolution JPEG and RAW capture for photo-industry specific venues and outputs. A continuation of aesthetic and technical camera controls will be covered. This course assumes that the student has an understanding of basic digital photography and has access to a DSLR camera.

Lecture: 5 hours

Prerequisite: FOTO 114

Prerequisite: None

Lab fee: \$15.00

FOTO 220 Studio Lighting (A, W, SP) 4 credits

This course has an emphasis on lighting problem solving in relation to indoor studio lighting techniques and equipment for product photography. This course exposes the student to more extensive use of product lighting, lighting techniques and the Zone System of exposure with the use of digital camera systems. This course will introduce the concepts of lighting required for basic commercial product photography with emphasis on lighting products based upon surface qualities and shape. Additional emphasis will be on designing sets and advertising arrangements for print and Web. It is required that each student have a DSLR as well as a hand-held incident light meter (analog or digital).

Lecture: 4 hours

Prerequisite: FOTO 214

Lab fee: \$28.00

FOTO 232 Industrial Photography (On Demand) 3 credits

This course introduces students to the techniques and concerns of industrial photography. The course focuses on the needs of industrial photographers who photograph workers on the job, machinery, industrial layout, prominent places in an industry, etc. These photographs are used in company publications or for ad campaigns. Industrial photography demands knowledge of the industry as well as its equipment. This requires the student have access to a DSLR camera.

Lecture: 3 hours

Prerequisite: FOTO 114

Lab fee: \$18.00

FOTO 250 View Camera Photography (SP) 4 credits

This is an advanced photography class dealing with large format photography. The student, using college-provided 4x5 equipment, explores the techniques used in large format film exposure, development, and printing. The emphasis is on discovering all of the benefits associated with a view camera in various aspects of the photographic field. Studio work outside of regular class time is required.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: FOTO 150

Lab fee: \$40.00

FOTO 260 Studio and Environmental Portraiture (SP) 4 credits

The focus in this class will be upon advanced posing, lighting and background creation of the single subject and multiple-subject portraiture. Basic-to-advanced studio portrait lighting techniques and on-location (indoor and outdoor) portrait lighting techniques will be covered, in addition to on-camera flash fill techniques and portable strobe use. This course assumes that the student has an understanding of advanced digital photography and has access to a DSLR camera and a hand-held incident meter (analog or digital).

Lecture: 4 hours

Prerequisites: FOTO 214

Lab fee: \$40.00

FOTO 265 Photojournalism (A, SP) 3 credits

This course provided an introduction to the principles and theories of photojournalism in the digital era. FOTO 265 will increase technical understanding of digital photography as a medium, enabling the student to document newsworthy events with accuracy. The latest digital photographic techniques and technology will be employed throughout and the digital work output should be suitable for publication in newspapers, **228**

magazines, Web sites, company publications, brochures, pamphlets, announcements, circulars, folders, handouts, leaflets, throwaways, tracts, and digital slide-show presentations. This course will also cover media ethics, legal issues and the evolving technological impact of photojournalism. Student must have access to a DSLR camera.

Lecture: 3 hours

Prerequisites: FOTO 214

Lab fee: \$18.00

FOTO 266 Photojournalism II (On Demand) 3 credits

This course presents advanced principles, concerns and theories of photojournalism in the digital era. This course will increase technical understanding of digital photography as a medium, enabling the student to document newsworthy events with accuracy. This course provides continued experience in shooting, digital processing, production-based projects, and deadlines, using current digital technology paralleling the photojournalism industry. The latest digital photographic techniques will be employed throughout and the digital work output should be suitable for publication in a variety of media. This course will also cover media ethics, legal issues and the evolving technological impact of photojournalism. Students must have access to a DSLR camera.

Lecture: 3 hours

Prerequisites: FOTO 265

Lab fee: \$18.00

FOTO 290 Business of Photography (SP,-DL) 4 credits

This course introduces students to the business and marketing practices common in a professional photography business or in freelance photography work. Emphasis will be placed on developing professional objectives based upon careful consideration of the financial, legal, organizational, promotional, interpersonal and ethical practices particular to photography. This course is a research and business-planning course. No camera is needed.

Lecture: 4 hours

Prerequisite: None

Lab fee: \$15.00

FOTO 292 Digital Portfolio Development (SP) 3 credits

This course is designed for digital photography majors to gain knowledge of photography portfolio book design and production as well as Web-hosted portfolio production as it relates to self-promotion for future clients, job placement, or pursuit of photo-education at a four year university. Since the course is focused on the printed page and Web-posted portfolio to enhance the multi-medium delivery of any visual information, its potential applications are almost limitless. This course can provide groundwork for continued study and/or a career in digital photography or related industries.

Lecture: 3 hours

Prerequisites: FOTO 114 and FOTO 214

Lab fee: \$15.00

FOTO 297 Field Studies ((On Demand)) 1-5 credits

This hands-on course introduces students to a range of natural and man-made subjects that can range from field trips to the local zoo to foreign lands to study the indigenous people of the area, landscapes and architecture. Students learn ways of visualizing and capturing outside subjects at various times of the day or year. Course topics include studying equipment, portable digital storage devices, and other materials necessary to create the best digital photographs in a field environment. Students go on field trips lasting a day or several days depending on the location and topic to be covered. Students are required to have a DSLR and are responsible for the cost of any entrance fees, travel and lodging (if needed) and meal expenses TBA. This course can be repeated.

Lecture: 1 to 5 hours

Prerequisite: FOTO 114

Lab fee: \$20.00

FOTO 299 Special Topics in Digital Photography (On Demand) 1 to 5 Credits

This course is a detailed examination of a selected topic in Digital Photography. This course can be repeated.

Lecture: 1 to 5 hours

Prerequisite: TBA

Lab fee: \$15.00

Early Childhood Development (ECD)

ECD 101 Introduction to ECD 1 credit

This course presents an overview of the early childhood profession with an emphasis on developmentally appropriate practice. Students will be introduced to historical perspectives, philosophies, theories, trends and issues. Focus will be placed on professionalism.

Lecture: 1 hour

Prerequisite: Placement into English 101

Lab fee: \$4.00

ECD 102 Introduction to CDA (W, SU) 1 credit

This flex-term course focuses on the process to follow to earn the national Child Development Associate (CDA) credential. Students will study the history of the early childhood profession and discuss the role of professionals in this field. They will complete a written autobiography, a requirement for the CDA.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$4.00

ECD 104 CDA Competencies (W, SU) 1 credit

This flex-term course focuses on the processes to complete requirements to earn the national Child Development Associate (CDA) credential. Students will select a format for presenting their written competencies and required resource file. They will complete written assignments for CDA competency areas and collect samples for their resource file. Procedures for final steps to earn the CDA will be discussed.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: ECD 108

Lab fee: \$4.00

ECD 105 Emotional Development (A, W, SP, SU) 3 credits

This course details the importance of individualizing early childhood practices to meet the needs of children in a manner which develops positive self-image and individual competence. The course explores the impact of a teacher's self-image, values, and attitudes on the preschool classroom. Also looks at dimensions of self, antecedents of self-concept, relationship of feelings to self-concept, and teaching strategies and classroom arrangements that foster self-esteem. Finally, the class examines the 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, W, 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. ECD 106 may be taken concurrently with ECD 105 or 107.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: ECD 105

Corequisite: ECD 105 or 107

Lab fee: \$4.00

ECD 107 Curriculum Planning (A, W, SP, SU) 3 credits

This class presents strategies that facilitate classroom management and guidance, and it emphasizes developing goals and objectives as a basis for classroom activities. The course includes preschool curriculum planning and fundamentals of developmentally appropriate practice. Also deals with the organization of time and space as it impacts group child care. This class may be taken concurrently with ECD 105 and 106.

Lecture: 3 hours – Lab: 0 hours

Corequisites: ECD 105 and 106

Lab fee: \$12.00

ECD 105, 106 and 107 may be taken together.

ECD 108 Creative Curriculum (A, W, SP, SU) 3 credits

This 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 and 106

Lab fee: \$12.00

ECD 109 Language Experiences in Early Childhood Programs (A, W, SP, SU) 3 credits

This course includes theories and sequence of speech/language development, differentiating between normal and atypical language. Focus is on the teacher as facilitator of communication skill development, planning and implementing language arts activities, and 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 establishing a literacy area in the classroom and working with parents also will be included.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 105, 106, 107, 108, PSY 261

Lab fee: \$12.00

ECD 110 Infant-Toddler Curriculum (A, W, SP, SU) 3 credits

This course 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, and Ohio Child Care Licensing Rules are reviewed. This course is offered every quarter, with alternating day and evening class times.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 105, 106, 107, 108, PSY 261

Corequisite: ECD 181, ECD 191

Lab fee: \$12.00

ECD 112 Physical Development Curriculum (A, SP) 3 credits

This course covers the theoretical foundations for a child's physical and motor development. It 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 of childhood sexuality are part of this course.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 107 and PSY 261

Lab fee: \$12.00

ECD 114 Cognitive Curriculum (W, SP, SU) 3 credits

This course explores the theoretical foundations behind a child's cognitive development. Techniques for promoting concept development as well as focus on science and math activities for young children are part of the course. Emphasis is on planning activities which encourage questioning, probing, and problem-solving skills appropriate to individual developmental levels and learning styles. The course also includes studying the effects and use of television, computers and technology in settings for young children.

Lecture: 3 hours – Lab: 0 hours
 Prerequisites: ECD 108, PSY 261
 Lab fee: \$12.00

ECD 115 School Age Child Care (On Demand) 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
 Prerequisites: ECD 105, 106, 107, 108
 Lab fee: \$12.00

ECD 120 Interpersonal Communications for Human Services (A, W, SP, SU) 3credits

This participatory and interactive course teaches principles of interpersonal communication for individuals working in Human Services. It is structured on the premise that the most important resource individuals bring to a helping relationship is their ability to remain self-aware and to communicate honestly and directly. Also covered are managing anger, conflict resolution, and assertive behavior.

Lecture: 4 hours – Lab: 0 hours
 Prerequisite: ENGL 101
 Lab fee: \$12.00

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 and materials to be used with and by 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
 Lab fee: \$12.00

ECD 181–285 ECD Seminars I-V (A, W, SP, SU) 1 credit

These seminars offer group discussion of experiences related to ECD field experiences and integration of theory and practice. Seminars are taken as corequisites with ECD Practicums 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 hour – Lab: 0 hours
 Prerequisites: ECD 108, PSY 261
 Corequisites: ECD 110, ECD 191–295
 Lab fee: \$4.00 for each course

ECD 191–295 ECD Practicums 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, who guide and assist in the evaluation of student performance. Students in the field for practicum are observed twice during the quarter by an assigned ECD faculty member. Successful completion with a “C” or better is a prerequisite for the next practicum.

Lecture: 0 hours – PR: 7 hours
 Prerequisite: Formal admission to ECD, ECD 108 & ECD 261

Corequisite: ECD 110, ECD 181–285
 Lab fee: \$25 for ECD 191; \$20 each for ECD 192–295

Number	Seminar	Practicum
ECD 181	Infants & Toddler Sem	
ECD 182	Preschoolers Sem	
ECD 183	Three to Five Sem	
ECD 284	Special Needs Sem	
ECD 285	Pre-Kindergarten Sem	
ECD 286	Administration Sem	
ECD 287	Student Teaching Sem	
ECD 191		Infants & Toddler Prac
ECD 192		Preschoolers Prac
ECD 193		Three to Five Prac
ECD 294		Special Needs Prac
ECD 295		Pre-Kindergarten Prac
ECD 296		Administration Prac
ECD 297		Student Teaching Prac

ECD 190 Activity Plan Seminar (A, W, SP, SU) 1 credit

This seminar is required for ECD students who have received Prior Learning Assessment credit for Practicum and Seminars I. 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. Students will be observed in their work with children one time as a requirement for completing this class on a pass/fail basis.

Lecture: 1 hour – Lab: 0 hours
 Prerequisites: Successful completion with a “C” or better in ECD 101, 105, 106, 107, 108
 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. Prior Learning Assessment credit may be awarded for a current valid certificate for First Aid.

Lecture: 1 hour – Lab: 0 hours
 Prerequisite: Placement into ENGL 100
 Lab fee: \$4.00

ECD 201 Health and Safety (A, W, SP) 3 credits

This course gives training and practice in First Aid, in the recognition and management of communicable diseases, and in child abuse recognition and prevention. ECD 201 meets requirements of Ohio Child Day Care Licensing Rules for staff in early childhood settings. Prior Learning Assessment credit may be awarded for current valid certifications in First Aid, Recognition of Child Abuse and Neglect, and Management of Communicable Diseases.

Lecture: 3 hours – Lab: 0 hours
 Prerequisite: Placement into ENGL 100
 Lab fee: \$4.00

ECD 202 Management of Communicable Disease (A, W, SP, SU) 1 credit

This course is designed to give students the knowledge and skills to recognize and manage communicable diseases. This class meets requirements for Ohio Child Day Care Licensing Rules for staff in early childhood settings. Prior Learning Assessment credit may be awarded for a current valid certificate in Management of Communicable Diseases.

Lecture: 1 hour – Lab: 0 hours
 Prerequisite: Placement into ENGL 100
 Lab fee: \$4.00

ECD 204 Recognition of Child Abuse and Neglect (A, W, SP, SU)**1 credit**

This course is designed to provide students with the knowledge and skills needed for child abuse recognition and prevention. This class meets requirements for Ohio Child Day Care Licensing Rules for staff in early childhood settings. Prior Learning Assessment 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 ENGL 100

Lab fee: \$4.00

ECD 205 Family Dynamics (W, SU)**3 credits**

This course will present strategies for working effectively with parents of young children and involving them in childcare programs. Emphasis is on how to encourage active participation of parents in early childhood programs, 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 ECD 120

Lab fee: \$12.00

ECD 206 Social Development Curriculum (A, SP, SU)**3 credits**

This course will address the major 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 114, EDC 109

Lab fee: \$12.00

ECD 207 Guidance and Discipline in Early Childhood Programs (W, SP, SU)**3 credits**

This course is a study of social learning theories and the guidance of young children. 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. Ways to resolve problem situations, change behavior, and develop moral reasoning are suggested. Strategies for helping children cope with stressful situations and for working with children in special circumstances are presented.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ECD 120

Lab fee: \$12.00

ECD 208 Young Children with Special Needs (A, SP)**3 credits**

This course presents the rationale and skills necessary for educating and caring for young children with special needs in programs that are inclusive. It describes methods for identifying and assessing children with special needs and offers adaptive activities/strategies that are useful in an integrated classroom. Course acknowledges the importance and necessity of collaboration with parents, community professionals, and resources.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ECD 120

Lab fee: \$12.00

ECD 210 Administration and Staff Dynamics**3 credits**

This course is an 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, and team functioning. Problem-solving, professional growth and development, evaluation processes, and the legal requirements and responsibilities of Ohio Child Day Care Licensing procedures will be explored.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ECD 206 and minimum of one year working in a childcare setting

Lab fee: \$12.00

ECD 212 Family Ecology (A, SP)**3 credits**

ECD 212 views the family as an ecosystem and examines its inter-relationships 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

Prerequisites: ECD 120 and ECD 205

Lab fee: \$12.00

ECD 221–230 Contemporary Issues in Early Childhood (SU)**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 and 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: ENGL 100 or permission of ECD coordinator

Lab fee: \$4.00 - \$12.00

ECD 231 Phonics and the Structure of Language (SU)**5 hours**

This course is designed to introduce students to the teaching of phonics and grammar in the context of reading, writing, and spelling. Students will learn basic terminology, will apply this terminology to instruction, and will develop an understanding of, and appreciation for, the structure and function of language elements. Teacher candidates must achieve a grade of "C" or better.

Prerequisites: ECD 287 and 297

Lab fee: \$ 20.00

ECD 286 ECD Administration Seminar (A, W, SP, SU)**1 credit**

This seminar provides opportunities for discussion and activities related to the ECD field experience and for the integration of theory and practice. Focus will be given to the program philosophy, qualifications and roles required to administer programs for young children, and to the planning required to meet the needs of staff, children, families, and the community. Establishing and maintaining sound fiscal practice also will be reviewed.

Lecture: 1 hour

Corequisite: ECD 296

Prerequisites: ECD 284, 294

Lab Fee: \$4.00

ECD 287 Student Teaching Seminar (A, W, SP, SU)**2 credits**

Students will 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 inter-relationships in programs for young children and families. They will plan to integrate theory and practice to facilitate learning and promote quality programming, guidance, health, and safety of pre-Kindergarten children.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: ECD 284, 294

Corequisite: ECD 297

Lab fee: \$12.00

ECD 296 Administration Practicum Experience (W, SU)**1 credit**

This experience is to be taken corequisitely with ECD 211 Child Care Administration. Students will spend 7 hours a week with an assigned community childcare administrator. Objectives related to administration of a childcare center, including budgeting, enrolling children, parent involvement, hiring and monitoring staff, and program development will direct student participation in this practicum experience.

Lecture: 0 – Lab: 0 – Clinical: 7 hours

Prerequisite: ECD 284, 294

Corequisite: ECD 286

Lab fee: \$4.00

ECD 297 Student Teaching Practicum (A, W, SP, SU) 3 credits

This practicum helps students integrate theories of child development with actual teaching practice as they work with young children individually and in groups. Students will hone their teaching skills in assigned Pre-Kindergarten classrooms five days a week for a total of 21 hours weekly.

Lecture: 0 hours – Lab: 21 hours

Prerequisites: ECD 284, ECD 294

Corequisite: ECD 287

Lab fee: \$12.00

Economics (ECON)

Students who enroll in economics courses must have placed in ENGL 101 and are encouraged to either have completed ENGL 101 or be enrolled in that course when scheduling an economics course.

ECON 100 Introduction to Economics (A, W, SP, SU,–DL) 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. A distance-learning (DL) version of Introduction to Economics 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: MATH 101 (or equivalent) and placement into ENGL 101

Lab fee: \$5.00

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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: MATH 102 (or equivalent) and placement into ENGL 101

Lab fee: \$5.00

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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in ECON 200 and MATH 102 (or equivalent) and placement into ENGL 101

Lab fee: \$5.00

ECON 280 Intermediate Microeconomics (W, SP, SU,–DL) 5 credits

Sophomore level microeconomics course investigating the theory of consumer behavior including indifference curve analysis and the construction of demand curves; income and substitution effects; income consumption curves; Engel curves; theory of the firm and derivation of all cost curves in short run and long run; factor price determination; dealing with uncertainty; general equilibrium and Edgeworth Box diagrams; and various pricing systems.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in ECON 200 and MATH 102 (or equivalent) and placement into ENGL 101

Lab fee: \$5.00

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. The course presents a basic introduction to economic research methodologies that students apply in researching a social science topic of interest. Course requirements include the assembly of a portfolio that covers the student’s academic career at Columbus State Community College, and participation in summative testing of 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

Prerequisites: Completion of AA/AS core requirements and at least 75 hours toward the degree and five credit hours in economics

Lab fee: \$5.00

ECON 293 Independent Study in Economics (On Demand) 1-5 credits

ECON 293 is 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 and the chairperson and one course in Economics

Lab fee: \$5.00

ECON 299 Special Topics in Economics (On Demand) 1-5 credits

This course allows students to examine, in detail, selected topics of interest in economics.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Varies

Lab fee: \$5.00

Education (EDUC)

EDUC 200 Educational Psychology (A, W, SP, SU) 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 (DL) 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 Testing Center.

Prerequisites: Placement into ENGL 101 and PSY 100 with a grade of

“C” or better
Lecture: 5 hours
Lab fee: \$5.00

EDUC 210 Introduction to Education (A, W, SP, SU) 5 credits
This course provides an introduction to the teaching profession with a focus on urban education. Candidates will learn how the historical, philosophical and sociological foundations of education as well as current cultural, economic and political forces impact urban schools through class discussion, inquiry and field experiences. Focusing on understanding themselves, understanding their students, and understanding the teaching profession, candidates work in urban community and school settings and critically reflect on their values, experiences and observations. Specifically, students will gain an educational policy and practice in Columbus City Schools.
Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101
Lecture: 3 hours – Lab: 5 hours
Lab fee: \$5.00

EDUC 220 Educational Technology (A, W, SP, SU) 5 credits
This course provides those entering the teaching profession with an understanding of how to effectively enhance modern education with various types of technology. Students will explore the benefits and challenges of using technology and develop the skills to choose and implement technologies that will improve learner understanding and retention. Teaching and learning topics include basic hardware configurations and troubleshooting, operating systems, file types, spreadsheets, presentation software, databases, word processing, audio-visual technologies, and online and distance-learning technologies. Students will be able to find reliable educational resources online and to understand intellectual property and copyright laws.
Prerequisites: EDU 210 or PSY 200
Lecture: 5 hours
Lab fee: \$5.00

EDUC 245 Children with Exceptionalities (A, W, SP, SU) 5 credits
This course is an introductory course that offers teachers, teaching assistants, and students interested in becoming teachers an opportunity to study both the characteristics of children with special needs and the educational practices and programs that work to meet these learners’ needs in inclusive settings. Course topics include causes, prevalence and assessment of specific exceptionalities; historic and current theories, issues, trends, legal rights, and responsibilities in special education; student placement and service options; teaching strategies, modifications, and accommodations; classroom organization and management; and professional and home-school collaboration for lifelong learning.
Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101
Lecture: 5 hours
Lab fee: \$5.00

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) 4credits
This course presents 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: 3 hours – Lab: 3 hours
Lab fee: \$15.00

EMEC 251 Controls and Control Logic (W, SU) 4 credits
This course is 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 PLC Programming (AU, SP) 4 credits
EMEC 260 is an introduction to Programmable Logic Controllers (PLCs). Students gain knowledge and experience in programming the Allen-Bradley SLC 500 series of PLCs. 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

ENGT 100 Introduction to Engineering Technology (AU, SP, SU, W) 4 credits
This course is designed to introduce the beginning student to the Engineering Technology Department at Columbus State. The student will complete exploratory assignments in Mechanical Engineering Technology, Electro-Mechanical Engineering Technology, and Electronic Engineering Technology as well as get a broad overview of the jobs that engineering technologists and technicians have and the industries they work in. Students will participate in engineer interviews and plant tours. Additional topics covered include the industrial revolution, manufacturing and electronics in today’s global market, the future of manufacturing and electronics, and Steven Covey’s book, *Seven Habits of Highly Effective People*.
Lecture: 3 hours – Lab: 3 hours

Electronic Engineering Technology (EET)

EET 105 Basic Electronic Systems (A, W, SP, SU) 5 credits
Every electrical or electronic device operates using either Direct Current (DC) or Alternating Current (AC) or both. This course is an introduction to DC and AC fundamentals, the systems that use them, and the basic sources of DC and AC electricity.
Lecture: 3.5 hours – Lab: 4.5 hours
Prerequisites: MATH 103 with a grade of “C” or higher, or placement in MATH 111 or higher, *and* PHYS 100 or high school physics within the last 5 years.
Lab fee: \$11.00

EET 110 Electronic Drafting (A, W, SP, SU) 2 credits
EET 110 is an introductory drawing course incorporating the use of instruments, instructions, and practice to produce quality schematics and 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 115 Basic Digital Systems (A, W, SP, SU) 5 credits
A digital system is one that uses a precise sequence of discrete voltages, representing numbers or non-numeric symbols such as letters or icons, for input, processing, transmission, storage, or display. This course covers PDAs, cell phones, DVD players, GPS devices, laptops, MP3 players, PCs, and scores of others.
Lecture: 3.5 – Lab 4.5 hours
Prerequisites: EET 105
Lab fee: \$11.00

EET 123 Technology Systems Essentials I (A, W, SP, SU) 4 credits

The first course in a two-course curriculum based upon the knowledge domains required for the CompTIA A+ certification exam. This exam is vendor neutral and recognized worldwide in the Information Technology industry. The domains of the exam address the skills and responsibilities of computer service and support personnel.

Lecture: 3 hours - Lab: 3 hours

Prerequisites: MECH 112 or CIT 101

EET 125 Electronic Switching Systems (A, W, SP, SU) 5 credits

This course introduces operating characteristics and practical applications of electronic switching systems. It is designed to demonstrate actual systems used to control power. Practically all electronic systems require some form of power conversion. A typical application of a power supply is to convert utility AC voltage into regulated DC voltages required for electronic equipment. Switch mode power supplies can be classified into four types according to the form of input and output voltages: AC to DC (off-line power supply or a rectifier); DC to DC (voltage converter); AC to AC (frequency changer); and DC to AC (inverter). Systems which will be studied in the laboratory setting include Uninterruptible Power Supplies (UPS), Variable-frequency drives (VFD), Intelligent Charging Systems, and Switching-Mode Power Supplies (SMPS).

Lecture: 3.5 – Lab 4.5 hours

Prerequisite: EET 105

Lab fee: \$11.00

EET 136 Introduction to Open Source (A, SP) 4 credits

This course introduces the Open Source systems and provides the knowledge necessary to use it and its tools productively each day.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: CIT 101, EET 115

Lab fee: \$12.00

EET 143 Technology Systems Essentials II (A, SP) 4 credits

This is the second course in a two-course curriculum based upon the knowledge domains required for the CompTIA A+ certification exam. This exam is vendor neutral and recognized world-wide in the Information Technology industry. The domains of the exam address the skills and responsibilities of computer service and support personnel.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: EET 123

Lab fee: \$45.00

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 123

Lab fee: \$40.00

EET 154 Electronic Fabrication (W, SU) 2 credits

EET 154 is an introduction to the fabrication of electronic circuits from assembly through testing. Course includes soldering/desoldering techniques, surface mount technology, printed circuit board design, testing techniques, documentation standards and repair/replacement of parts. Credit also can be earned by life experience or proficiency testing. See advisor for details.

Lecture: 1 hour – Lab: 3 hours

Lab fee: \$12.00

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 241 Electronic Devices II (W, SU) 4 credits

This course covers the concepts of small signal voltage amplification of 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

Prerequisite: EET 125

Corequisite: EET 242

EET 242 Electronic Devices II Lab (W, SU) 2 credits

This course is designed to complement 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

Prerequisite: EET 125

Corequisite: EET 241

Lab fee: \$9.00

EET 243 Digital Electronics II (A, SP) 4 credits

EET is a continuation of the study of digital electronics covering waveforms, the generation of pulses and study of 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

Prerequisite: EET 115

Corequisite: EET 244

EET 244 Digital Electronics II Lab (A, SP) 2 credits

This lab course, corequisite 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 used in building a computer are introduced and employed in experiments.

Lecture: 0 hours – Lab: 6 hours

Prerequisite: EET 115

Corequisite: EET 243

Lab fee: \$9.00

EET 252 Microprocessors (W, SU) 4 credits

In this course, 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

Prerequisites: EET 243, EET 244

Corequisite: EET 253

EET 253 Microprocessor Lab (W, SU) 2 credits

This lab course is the practical version of the corequisite 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
Prerequisites: EET 243, EET 244
Corequisite: EET 252
Lab fee: \$9.00

EET 255 Instrumentation and Controls (W, SU) 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: EET 115, EET 125
Lab fee: \$10.00

EET 260 Capstone Experience in Electronic Engineering Technology (A, SP) 4 credits

EET 260 is a Capstone course focusing on electronic systems. Students will master the skills related to the design, development, fabrication, troubleshooting, implementation and documentation of a system or systems relevant to emerging technologies. The course requirements include preparation of system requirements specifications, proposals, prototyping, troubleshooting, testing, and functional demonstration of a core project. The specific student core project will be based on current emerging technology.
Lecture: 3 hours – Lab: 2 hours
Prerequisites: EET 241, EET 242, EET 243, EET 244
Lab fee: \$9.00

Emergency Medical Services (EMS)

EMS 100 First Responder (SP) 4 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 hour – Lab: 3 hours
Lab fee: \$ 35.00

EMS 110 EMT–Basic (A, W, SP, SU) 9.5 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. Course includes 18 clock hours of clinical experience.
This course provides a first phase of training in the career structure of the Emergency Medical Technician (EMT). The course covers the U.S. Department of Transportation knowledge and skill objectives. Successful completion of the course and practical examination allows the student to take the certification exam leading to potential certification to practice as an EMT-Basic. Students must receive a “C” or better in this course for successful completion of EMS 110.
Lecture: 6 hours – Lab: 10 hours
Prerequisites: Placement into ENGL 100 and completed health record required *prior to* registration
Lab fee: \$200.00

EMS 111 EMT–Intermediate (A, W, SP, SU) 11 credits

This course offers an in-depth study of patient assessment, shock physiology, fluid and intravenous therapy. It also covers the knowledge and skills required to take the state certification exam. Students must receive

a “C” or better in this course for successful completion of EMS 111.
Lecture: 7 hours – Lab: 9 hours
Prerequisite: State Certified EMT–Basic and completed health record required *prior to* registration
Lab fee: \$230.00

EMS 121 Emergency Medical Services Systems (A) 3 credits

This course deals with the history, development, organization, funding, and control of Emergency Medical Services. It will involve the student in current trends in EMS.
Lecture: 3 hours – Lab: 0 hours
Lab fee: \$15.00

EMS 122 Legal Principles for Emergency Medical Technicians (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.
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: \$12.00

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 the methods of evaluation and management of people experiencing behavioral crises.
Lecture: 3 hours – Lab: 0 hours
Lab fee: \$20.00

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: \$15.00

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). Course content includes dealing with Weapons of Mass Destruction (WMD) situations.
Lecture: 2 hours – Lab: 0 hours
Lab fee: \$30.00

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 related to the EMS provider. The student will learn to manage the initial stages of a rescue incident effectively and without becoming a victim themselves.
Lecture: 2 hours – Lab: 2 hours
Lab fee: \$70.00

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 rappelling.
Lecture: 2 hours – Lab: 2 hours
Prerequisite: Intermediate swimming ability
Lab fee: \$30.00

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 individual interest.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Permission of instructor

Lab fee: \$50.00

EMS 132 Emergency Medical Services Dispatcher (SP) 2 credits

The EMS dispatcher course prepares dispatch personnel to receive requests for emergency medical services, allocate community resources in response to such requests, and to give pre-arrival instruction.

Lecture: 1 hour – Lab: 2 hours

Lab fee: \$240.00 (includes book and certification fee)

EMS 133 Ice and Cold Water Rescue (W) 2 credits

This course deals with rescuing victims from ice-covered and cold water and with handling hypothermia and other related medical concerns.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$40.00

EMS 142 Vertical Rescue (SP) 2 credits

This course presents 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. Course covers rescue of the injured and/or stranded from ledges, cliffs, elevator shafts, etc.

Lecture: 1 hour – Lab: 3 hours

Lab fee: \$40.00

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

This course introduces the job responsibilities as well as the philosophy/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, and briefing/debriefing. The course also introduces map and compass reading.

Lecture: 1 hour – Lab: 3 hours

Lab fee: \$40.00

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

This course presents OSHA regulations and requirements, as well as 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 201 Paramedic Preparation Course 4 credits

This is the course prerequisite for the paramedic certification program. The student will study anatomy, physiology, and pathophysiology, as they relate to providing paramedic emergency care. The course will cover fluid and electrolyte balance, neuromuscular theory, cardiovascular, respiratory, immune and renal systems, infectious disease, and principles of pharmacology.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: EMS 110 or permission of instructor

Lab fee: \$25.00

EMS 211 EMT–Paramedic I (W, SU) 7 credits

This course encompasses the training of the paramedic in the areas of 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.

Students must receive a “C” or better in this course as a prerequisite for subsequent EMT–P courses.

Lecture: 5 hours – Lab: 4 hours

Prerequisites: State certified EMT–Basic; EMS 201, successful completion of the Health Occupations Basic Entrance Test and the pre-testing process, and a completed health record.

Corequisite: EMS 281 and EMS 291

Lab fee: \$165.00

EMS 212 EMT–Paramedic II (A, SP) 7 credits

the training of the paramedic in the areas of cardiovascular, anaphylaxis, and the endocrine and nervous systems.

This course encompasses the training of the paramedic in cardiovascular care, anaphylaxis and the endocrine and nervous systems. Students must receive a “C” or better in this course as a prerequisite for subsequent EMT–P courses.

Lecture: 5 hours – Lab: 4 hours

Prerequisite: EMS 211, EMS 281, and EMS 291

Corequisite: EMS 282 and EMS 292

Lab fee: \$180.00

EMS 213 EMT–Paramedic III (W, SU) 6 credits

This course encompasses the training of the paramedic in the central nervous system, musculoskeletal system, soft tissue injuries, obstetric and gynecologic emergencies, neonatal and pediatric emergencies, and rescue. Students must receive a “C” or better in this course as a prerequisite for subsequent EMT–P courses.

Lecture: 4 hours – Lab: 4 hours

Prerequisites: EMS 212, EMS 282, and EMS 292

Corequisites: EMS 283 and 293

Lab fee: \$165.00

EMS 214 EMT–Paramedic IV (SP, A) 4 credits

This course encompasses the training of the paramedic in trauma life support and major incident response, and continues the student’s training in ob/gyn, neonatal, behavioral emergencies, and rescue. Students must receive a “C” or better in this course as a prerequisite for subsequent EMT–Paramedic courses.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: EMS 213, EMS 283, EMS 293

Corequisites: EMS 284 and EMS 294

Lab fee: \$180.00

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 also will 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: \$75.00

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. Course will 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: \$310.00 (includes \$200.00 certification fee required by UMBC)

EMS 281 Hospital Clinical I (W, SU) 2 credits
EMS 281 offers students a hospital clinical observation and supervised experience, encompassing the didactic areas covered in EMS 211.
Lecture: 0 hours – Lab: 5 hours
Corequisites: EMS 211 and 291
Lab fee: \$75.00

EMS 282 Hospital Clinical II (A, SP) 2 credits
This course offers students a hospital clinical observation and supervised experience, encompassing the didactic areas covered in EMS 211 and EMS 212.
Lecture: 0 hours – Lab: 5 hours
Prerequisite: EMS 281
Corequisites: EMS 212 and 292
Lab fee: \$75.00

EMS 283 Hospital Clinical III (W, SU) 2 credits
Course offers student a hospital clinical observation and supervised experience, encompassing the didactic areas covered in EMS 211, 212 and EMS 213.
Lecture: 0 hours – Lab: 5 hours
Prerequisite: EMS 282
Corequisites: EMS 213 and 293
Lab fee: \$75.00

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.
EMS 284 offers student a hospital clinical observation and supervised experience, encompassing the didactic areas covered in EMS 211, 212, 213 and 214.
Lecture: 0 hours – Lab: 5 hours
Prerequisite: EMS 283
Corequisites: EMS 214 and 294
Lab fee: \$75.00

EMS 291 Field Clinical I (W, SU) 1 credit
Field clinical observation and experience.
Course gives student the opportunity for field clinical observation and experience.
Lecture: 0 hours – Lab: 5 hours
Corequisites: EMS 211, 281
Lab fee: \$125.00

EMS 292 Field Clinical II (A, SP) 1 credit
Field clinical observation and experience.
EMS 292 provides an opportunity for field clinical observation and experience.
Lecture: 0 hours – Lab: 5 hours
Prerequisites: EMS 211, 281 and 291
Corequisites: EMS 212 and 282
Lab fee: \$45.00

EMS 293 Field Clinical III (W, SU) 2 credits
Field clinical observation and experience.
This course provides another opportunity for field clinical observation and experience.
Lecture: 0 hours – Lab: 10 hours
Prerequisite: EMS 292
Corequisites: EMS 213 and 283
Lab fee: \$45.00

EMS 294 Field Clinical IV (A, SP) 2 credits
This course provides an additional opportunity for field clinical observation and experience.
Lecture: 0 hours – Lab: 10 hours
Prerequisite: EMS 293
Corequisites: EMS 214 and 284
Lab fee: \$65.00

English (ENGL)

(Also see **Communication Skills, Theater and Technical Communication**)

Note: Courses taught at a distance (Distance Learning [DL]) may have a higher lab fee than traditionally taught courses.

ENGL 100 Language Development (A, W, SP, SU,–DL) 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, exemplification and/or illustration.
Lecture: 5 hours – Lab: 0 hours
Prerequisite: DEV 041 with a grade of “C” or higher or placement by test.
Credit will not count toward graduation in any degree program.
Lab fee: \$1.00

ENGL 101 Beginning Composition (A, W, SP, SU,–DL) 3 credits
Students develop processes for critically reading, writing and responding to a variety of texts in order to compose clear, concise expository essays. 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: \$1.00

ENGL 101A MLA/APA Documentation Module (On Demand) 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
A continuation of ENGL 101, this course helps students refine and assess processes for critically reading, writing and responding to a variety of texts, both traditional and nontraditional. The course includes instruction in research techniques and documentation of sources.
Lecture: 3 hours – Lab: 0 hours
Prerequisite: ENGL 101 with a grade of “C” or higher
Lab fee: \$1.00

ENGL 111 English Composition (A, W, SP, SU,–DL) 5 credits
An accelerated combination of ENGL 101 and 102, this course helps students develop, refine and assess processes for critically reading, writing and responding to a variety of texts, both traditional and nontraditional. The course includes instruction in research techniques and documentation of sources.
Lecture: 5 hours – Lab: 0 hours
Prerequisite: Placement test score
Lab fee: \$1.00

ENGL 119 Tutoring for Literacy (A) 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 two hours of weekly classroom instruction 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 (See ASC 190)**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

Prerequisites: ENGL 102 or ENGL 111 with a grade of "C" or higher and at least two quarters (or equivalent) work experience in a technology

Lab fee: \$5.00

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 academic advisor.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ENGL 102 or ENGL 111 with a grade of "C" or higher, enrollment in 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

Prerequisites: ENGL 102 or ENGL 111 with a grade of "C" or higher and at least two quarters (or equivalent) in the student's technology

Lab fee: \$5.00

ENGL 206 Governmental Communications (On Demand) 3 credits

The course emphasizes the principles of effective writing practiced 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 specific guidelines. The student will also prepare selected components of a job application package.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or ENGL 111 with a grade of "C" or better

Lab fee: \$5.00

ENGL 207 Writing for the Web (A, W, SP, SU,–DL) 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 ENGL 111

Lab fee: \$7.00

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 ENGL 111

Corequisite: COMM 105 or equivalent is recommended

Lab fee: \$7.00

ENGL 210 Creative Writing (A, W, SP, SU,–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 ENGL 111

Lab fee: \$3.00

ENGL 215 Magazine Publication: Literary Criticism, Editing and Design (W) 3 credits

Through hands-on practice with *Spring Street*, students learn the processes and techniques involved in the production of a literary magazine.

Lecture: 1 hour – Lab: 4 hours

Prerequisites: ENGL 101 or ENGL 111 with a grade of "C" or higher and instructor's permission.

Lab fee: \$3.00

ENGL 220 Literature and Composition (A, W, SP, SU,–DL)**3 credits**

Literature and Composition is an intermediate writing course that focuses on producing expository and critical essays about major literary works and genres. Students are introduced to a variety of works by American and British authors, as well a works in translation in the process of analyzing and writing about them. This course, or its equivalent in the ENGL 250–253 series, is required for all Associate of Arts and Associate of Science degrees, but this course is designed for A.A. and A.S. students transferring to colleges other than Ohio State.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ENGL 102 or ENGL 111 with a grade of "C" or higher

Lab fee: \$1.00

ENGL 225 Introduction to Fiction (SU,–DL) 5 credits

The course 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 ENGL 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 ENGL 111 with a grade of "C" or better

Lab fee: \$1.00

ENGL 235 Introduction to Poetry (A, SP,–DL) 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 also will learn to encounter the poem as a whole piece of written discourse between poet and reader. Students will, therefore, conduct an ongoing 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 ENGL 111 with a grade of "C" or better

ENGL 240 Introduction to Science Fiction (A,–DL) 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 ENGL 111 with a grade of “C” or higher

Lab fee: \$1.00

ENGL 245 Introduction to Film (A, W, SP, SU,–DL) 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 ENGL 111 with a grade of “C” or higher

Lab fee: \$7.00

ENGL 250 Writing about the American Experience (A, W, SP, SU,–DL) 5 credits

ENGL 250 is an intermediate writing course that extends and refines skills in expository and argumentative writing, critical reading and critical thinking. Students analyze, discuss and write about major topics pertaining to the theme of the *American Experience*, and the ways in which individual writers have articulated this theme. Assigned reading of American literature will address such issues as race, culture, diversity, class, gender and sexual orientation to stimulate writing and facilitate an awareness of the interplay among purpose, audience, content, structure and style. Students plan, draft and revise essays that represent a sophisticated application of expository skills and critical analysis. This course also refines skills in researching a topic, documenting sources, working collaboratively, and preparing and giving oral presentations. 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 ENGL 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 251, ENGL 252, or ENGL 253.

Lab fee: \$1.00

ENGL 251 The American Identity (A, W, SP, SU,–DL) 5 credits

ENGL 251 is an intermediate writing course that extends and refines skills in expository and argumentative writing, critical reading and critical thinking. Students analyze, discuss and write about major topics pertaining to the theme of identity in the United States, and the ways in which individual writers have articulated this theme. Assigned reading of American literature will address such issues as race, culture, diversity, class, gender and sexual orientation to stimulate writing and facilitate an awareness of the interplay among purpose, audience, content, structure and style. Students plan, draft and revise essays that represent a sophisticated application of expository skills and critical analysis. This course also refines skills in researching a topic, documenting sources, working collaboratively, and preparing and giving oral presentations. 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 ENGL 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 250, ENGL 252, or ENGL 253

Lab fee: \$1.00

ENGL 252 Images of Men and Women (A, W, SP, SU, – DL) 5 credits

ENGL 252 is an intermediate writing course that extends and refines skills in expository and argumentative writing, critical reading and critical thinking. Students analyze, discuss and write about major topics

pertaining to the theme of gender in the United States, and the ways in which individual writers have articulated this theme. Assigned reading of American literature will stimulate writing and facilitate an awareness of the interplay among purpose, audience, content, structure and style. Students plan, draft and revise essays that represent a sophisticated application of expository skills and critical analysis. This course also refines skills in researching a topic, documenting sources, working collaboratively, and preparing and giving oral presentations. 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 ENGL 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 250, ENGL 251, or ENGL 253

Lab fee: \$1.00

ENGL 253 Regional American Writing (A, W, SP, SU,–DL) 5 credits

ENGL 253 is an intermediate writing course that extends and refines skills in expository and argumentative writing, critical reading and critical thinking. Students analyze, discuss and write about major topics pertaining to the theme of regionalism in the United States, and the ways in which individual writers have articulated this theme. Assigned reading of U.S. literature will address such issues as race, culture, diversity, class, gender and sexual orientation to stimulate writing and facilitate an awareness of the interplay among purpose, audience, content, structure and style. Students plan, draft and revise essays that represent a sophisticated application of expository skills and critical analysis. This course also refines skills in researching a topic, documenting sources, working collaboratively, and preparing and giving oral presentations. 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 ENGL 111 with a grade of “C” or higher. Not open to students who have credit for ENGL 250, 251, or 252

Lab fee: \$1.00

ENGL 259 Survey of United States Literature to 1865 (A, SP)**5 credits**

This course examines the works of major writers in U.S. literature from the pre-colonial period to 1865. Genres include essays, short fiction, drama, poetry and the novel. Course activities include reading, class discussion and writing assignments.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 250 or equivalent

Lab fee: \$1.00

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, class discussion and writing assignments.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 250 or equivalent

Lab fee: \$1.00

ENGL 261 Survey of British Literature I (A, W) 5 credits

261 is a survey of canonical British literary works written before 1789. The course activities will include readings and class discussions.

Prerequisites: ENGL 250 or equivalent

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$1.00

ENGL 262 Survey of British Literature II (SP,–DL) 5 credits

Students will study selected master works of 19th and 20th century British literature. The course activities will include readings, class discussion and writing assignments.

Prerequisite: ENGL 250 or equivalent.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 250 or equivalent

Lab fee: \$1.00

ENGL 264 Introduction to Shakespeare (W, SU,–DL) 5 credits

This course will examine representative works of Shakespeare, concentrating on a critical/analytical approach to both the plays and Elizabethan dramaturgy. Emphasis will be placed upon Renaissance/Elizabethan dramaturgy and conventions, upon language and style, upon the elements of history plays, comedies, romances, tragedies, and upon analyses of fundamental human experience.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 250 or equivalent

Lab fee: \$1.00

ENGL 265 European Literature in Translation (On Demand)

5 credits

The course will examine the works of representative European writers and cultures to develop an appreciation of the international nature of literary subjects, themes and movements. Emphasis will be placed upon understanding 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 250 or equivalent

Lab fee: \$1.00

ENGL 270 African–American Writers (A, W, SP, SU,–DL) 5 credits

This course is a survey of Black American literature from 18th 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 250 or equivalent

Lab fee: \$1.00

ENGL 272 Introduction to Folklore (SU)

5 credits

This course looks at 1) oral folklore, e.g., proverbs, riddles, myths, motifs, legends, folktales; 2) customary folklore, e.g., superstitions, folk customs, folk festivals; and 3) material and folk traditions, e.g., 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 250 or equivalent

Lab fee: \$1.00

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 Middle 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 250 or equivalent

Lab fee: \$1.00

ENGL 276 Women in Literature (SP)

5 credits

This course will explore the history and literature 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 250 or equivalent

Lab fee: \$1.00

ENGL 278 The English Bible as Literature (A, W, SP) 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 Testament, as well as parts of the Apocrypha. This is not a course in religion. The approach is literary, historical and 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: 0 hours

Prerequisite: ENGL 250 or equivalent

Lab fee: \$1.00

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 *Spring Street* 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, W, SP, SU,–DL)

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 (A, W, SP, SU,–DL)

5 credits

This course introduces students to the art and craft of writing poetry. Emphasis is on the students' 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 non-traditional, ancient and modern, and from diverse cultures. Students will keep a writer's journal, respond critically to the works of other students, and 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 required to study the works and writing processes of established playwrights, 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 short play (or an act or acts of a longer work). 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

Prerequisites: ENGL 101, ENGL 111 (or equivalent), and permission of instructor

Lab fee: \$5.00

ENGL 284 Writing Creative Nonfiction (A, W, SP, SU,–DL)

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 (W, S,–DL)

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 also will have the opportunity to give a public performance of their work. Course is repeatable to 15 credits.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: ENGL 281, ENGL 282, ENGL 283, or ENGL 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

ENGL 290 is 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: \$5.00

ENGL 297/298/299 Special Topics in English (On Demand)

1-5 credits

These courses offer special topics in English language or literature designed to meet specific needs.

Lecture: Hours vary– Lab: Hours vary

Prerequisite: Varies

English as a Second Language (ESL)

ESL 044 Fiction for Non-Native Readers (A, W, SP,) 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. 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 dis-

cussions 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 087 College Vocabulary 1 (A, W, SP) 2 credits

College Vocabulary 1 is the first in a series of three courses based on the Academic Word List. Students are exposed to academic readings which embed the target vocabulary. Through various oral and written exercises, students work with the vocabulary. Students employ study skills such as vocabulary journals, dictionary use and context clues.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Placement into ESL 097

Lab fee: \$6.00

ESL 088 College Vocabulary 2 (A, W, SP) 2 credits

College Vocabulary 2 is the second level of the series. Students are introduced to 200 more words from the Academic Word List. Oral and written exercises are used foster mastery of the words.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Placement into ESL 097

Lab fee: \$6.00

ESL 089 College Vocabulary 3 (A, W, SP) 2 credits

College Vocabulary 3 is the final course of the series. 200 new academic vocabulary words are targeted, with the same study methods employed as in the previous two classes. Vocabulary journals are required.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Placement into ESL 097

Lab fee: \$6.00

ESL 090 Critical Skills for College Success (On Demand) 3 credits

This course prepares non-native students to achieve their academic goals at a U.S. college or university. They will examine U.S. 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. Students will demonstrate these techniques through the completion of mini-projects derived from a variety of courses currently offered at Columbus State. Students' final project will be derived from an entry-level 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 (A, W, SP, SU) 3 credits

This course will introduce students to the American sound system and quickly expand their working oral vocabulary. It also will equip students to perform vital 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 (A, W, SP, SU)

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 evidence of improvement found through a contrast of audio-taped readings. Credit will not count toward graduation in any degree program.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ESL 098 (may be taken as a corequisite) or placement into ESL 098

Lab fee: \$3.00

ESL 094 Advanced Oral Communication (A, W, SP, SU) 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 as a corequisite) 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 as a corequisite) 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 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 test

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 test

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 organiza-

tion. 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

ESL 299 Special Topics in English as a Second Language

(On Demand)

1-5 credits

ESL 299 offers students a detailed examination of selected topics of interest in English as a Second Language. Special topics courses are offered to meet the special needs or interests of a group of students and pilot new courses.

Lecture: Varies

Prerequisite: Varies

Lab fee: \$1.00 to \$5.00

Environmental Science, Safety and Health (ENVR)

ENVR 101 Introduction to Environmental Science, Safety and Health

(A, W, SP)

4 credits

This course offers an introduction to the environmental technology field, including 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: 4 hours – Lab: 0 hours

ENVR 110 Industrial/Municipal Pollution Control (W) 3 credits

ENVR 110 is 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, treatment and disposal, recycling and pollution prevention.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$18.00

ENVR 111 Hazardous Materials Management (SP) 3 credits

This class presents an overview of the management practices for hazardous materials and hazardous waste, including 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: \$20.00

ENVR 120 Environmental Aspects of Soils (A, SP, SU) 5 credits

This course offers 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: \$15.00

ENVR 130 Environmental Laws and Regulations (W) 5 credits

ENVR 130 presents a study of American political institutions and a brief history of the American environmental movements and the resulting environmental regulations, as well as 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: \$15.00

ENVR 158 Environmental Site Assessment (A, SP) 3 credits

This course explores environmental site assessments, including Phase I ESAs for real estate transactions. Environmental regulations and standard practices will be applied in the analysis of a site-specific project. Additional property assessment issues addressed in this class include Environmental Impact Statements, wetlands, asbestos, lead, mold and radon. 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 160 OSHA 10-Hour Construction Safety and Health (W, SP) 1 credits

This course covers the approved Occupational Safety and Health Administration (OSHA) curriculum for the 10-hour Outreach Training Program for Construction Industry Safety and Health. Topics include introduction to OSHA, electrical safety, fall protection, personal protective and lifesaving equipment, materials handling, storage, use and disposal, equipment safety, excavation, stairways and ladder safety and other applicable OSHA standards. Course completion cards will be issued to individuals successfully completing the class.

Lecture: 1 hour

Lab fee: \$10.00

ENVR 167 OSHA 10-Hour General Industry Safety and Health (On Demand) 1 credit

This course covers the approved OSHA curriculum for the 10-hour Outreach Training Program for General Industry Safety and Health. Topics include introduction to OSHA, walking and working surfaces, exit routes, emergency action plans, fire prevention plans, fire protection, fall protection, electrical safety, and other applicable safety topics as recommended by OSHA. Course completion cards will be issued to individuals successfully completing the class. Not open to students with credit for ENVR 170.

Lecture: 1 hour

Lab fee: \$10.00

ENVR 170 General Industry Safety and Health (A) 4 credits

This course covers the approved Occupational Safety and Health Administration (OSHA) curriculum for the 30-hour Outreach Training Program. Topics include an introduction to OSHA, hazardous materials, walking and working surfaces, fire protection, personal protective equipment, confined space, lockout/tagout, machine guarding, welding and brazing safety, electrical safety, industrial hygiene and other applicable OSHA standards. Course completion cards will be issued to individuals successfully completing the class.

Lecture: 4 hours

Lab fee: \$10.00

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

Lab fee: \$18.00

ENVR 222 Water Treatment Techniques (SU) 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 methods of water treatment and laboratory processes. Practical experience will be emphasized.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: 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 attempt 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 102 or by permission of instructor

Lab fee: \$20.00

ENVR 224 Environmental Hydrology (SP) 3 credits

Course studies the occurrence, movement, and behavior of water in the hydrologic cycle. Also presents an 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 102

Lab fee: \$15.00

ENVR 240 Environmental Analytical Methods 2 credits

This course provides an overview of the qualitative and quantitative analysis of environmental, waste and building material samples. An overview of laboratory methods will be provided. The emphasis will be on the application of certain analytical methods commonly used in the environmental industry.

Lecture: 1 hour - Lab: 3 hours

Prerequisites: CHEM 100 or CHEM 111

Lab fee: \$20.00

ENVR 250 Environmental Sampling (A) 5 credits

ENVR 250 covers 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

Lab fee: \$20.00

ENVR 252 Health and Safety Training for Hazardous Waste Operations (40-Hour OSHA Training) (W, SP, SU, –DL) 3 credits

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

Lab fee: \$18.00

ENVR 254 Subsurface Restoration Techniques (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

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

Prerequisite: CHEM 111

Lab fee: \$23.00

ENVR 256 Hazardous Materials Refresher Training (W, SU,–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 the distance version of this course will be required to come to campus to complete the final quiz. This is a repeatable course.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$50.00

ENVR 265 OSHA 30-Hour Construction Safety and Health (W, SP) 4 credits

This course covers the approved Occupational Safety and Health Administration (OSHA) curriculum for the 30-hour Outreach Training Program for the Construction Industry Safety and Health. Topics include an introduction to OSHA, safety and fall protection, health hazards, material handling, equipment safety, concrete and masonry construction, welding and cutting, excavation, stairways and ladder safety and other applicable OSHA standards. Course completion cards will be issued to individuals successfully completing the class.

Lecture: 4 hours

Lab fee: \$10.00

ENVR 275 Industrial Hygiene (SP) 4 credits

This course is an overview of the science of industrial hygiene and describes the process of investigating and examining workplace hazards and how those hazards are abated. The laboratory will emphasize the use of instrumentation and important calculations. Topics include introduction to industrial hygiene, principles of toxicology, occupational safety and health standards, occupational skin and noise disorders, indoor air quality, ergonomics, engineering and administrative controls, and personal protective equipment.

Lecture: 3 hours – Lab: 2 hours

Lab fee: \$10.00

ENVR 282 Sustainable Building Strategies (SP) 3 credits

This course is an introduction to the field of environmentally-friendly

construction. Sustainable architecture and building site principles will be presented, including strategies for energy-efficient heating and cooling, “green” building materials and methods, alternative energy sources, water efficiency and waste management. Topics include the need for sustainability, energy efficient design, construction and controls, site selection, passive solar heating and cooling, “green” building materials and methods, alternative energy sources and water efficiency and waste management.

Lecture: 3 hours

Lab fee: \$10.00

ENVR 283 Ecological Residential Construction (On Demand) 3 credits

This course addresses the important aspects of building green homes. The topics include environmentally friendly design, the use of alternative materials, and the utilization of sustainable systems.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$10.00

ENVR 291 Field Experience (SU) 3 credits

ENVR 291 offers an off-campus work experience in the 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.

Lecture: 0 hours – Lab: 36 hours

Lab fee: \$15.00

ENVR 299 Special Topics on Environmental Science, Safety and Health (On Demand) 1-5 credits

ENVR 299 explores special topics from the environmental industry designed to meet specific needs.

Lecture and/or Lab Hours: Vary

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. Topics such 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 fee: \$3.00

FMGT 201 Corporate Finance (A, W, SP, SU,–DL) 5 credits

Course is 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. Course can be substituted for ACCT 221 Fundamentals of Finance.

Lecture: 5 hours

Prerequisite: ACCT 106

Lab fee: \$3.00

FMGT 202 Money and Banking (A, W) 5 credits

FMGT 202 is a study of the operation, organization, and economics of U.S. monetary and banking systems. Current trends, the monetary policy process, and the regulation of financial markets also are covered.

Lecture: 5 hours

Prerequisite: ECON 200

Lab fee: \$3.00

FMGT 211 Investments (W, SP,–DL) 4 credits
This course examines investments for the individual with emphasis on the securities markets. Topics presented include risk and return tradeoffs, sources of investment information, stocks, bonds, mutual funds, options and tax considerations.
Lecture: 4 hours
Lab fee: \$3.00

FMGT 221 Financial Institutions and Markets (W) 4 credits
This course examines the operation, organization, and structure of the U.S. financial system. Financial markets will be examined along with financial institutions with an emphasis on commercial banking. An analysis of commercial credit will be covered which will include the study of credit control and the management of collections.
Lecture: 4 hours
Lab fee: \$3.00

FMGT 242 International Finance (On Demand) 4 credits
This course covers the multinational firm, globalization, balance of payments, market for foreign exchange, international monetary system, and global capital markets. Also covered is the study of global debt and equity markets to optimize a firm's financial structure while minimizing foreign exchange exposure.
Lecture: 4 hours
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. FMGT 251 is 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 fee: \$3.00

Fire Science (FIRE)

FIRE 100 Introduction to Firefighting (A, W) 3 credits
This course presents a broad overview of a career in the fire service, including the basics of firefighter safety, fire behavior, etc. Not available to students with Fire 117 or equivalent Firefighter I and II certification.
Lecture: 3 hours – Lab: 0 hours
Prerequisite: ENGL 100
Lab fee: \$20.00

FIRE 102 Prevention Practices (On Demand) 3 credits
This course is an overview of inspection programs, with emphasis on fire protection procedures and practices. Relationships of prevention programs with the government, private sector, codes and arson is discussed.
Lecture: 3 hours – Lab: 0 hours
Prerequisite: FIRE 117

FIRE 104 Fire Investigation Methods (SU, A) 4 credits
This course is a study of the principles of fire investigations including recognition, preservation, collection, and presentation of arson evidence. Also covered are arson laws, interrogation of witnesses, application of photography, preparation of reports, and adjustment of insured losses. A look at the estimation of loss due to fire, smoke and water is included.
Lecture: 3 hours – Lab: 2 hours
Prerequisite: FIRE 100 or 117 or documented Firefighter I and II certification.
Lab fee: \$25.00

FIRE 106 Protection Systems (SU) 3 credits
This course introduces 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 are studied in detail. Also covered are standpipes and sprinkler systems and methods of reestablishment after use.
Lecture: 2 hours – Lab: 2 hours
Prerequisite: FIRE 100 or 117 or documented Firefighter I and II certification.
Lab fee: \$5.00

FIRE 108 Fire Fighting Command I (W) 4 credits
FIRE 108 presents a study of group operations and command strategy for fireground operations. Course includes the training of companies and officers to operate as a team and methods for implementing plans and strategy into tactical operations.
Lecture: 3 hours – Lab: 2 hours
Prerequisite: FIRE 100 or 117 or documented Firefighter I and II certification.
Lab fee: \$5.00

FIRE 109 Fire Fighting Command II (SP) 3 credits
This course covers group operations and command strategy at the chief officer level, preplanning of fire fighting operations, and deployment of personnel and equipment. Specific tactical problems are analyzed. Operations and tactics including mutual and outside aid in fire fighting are presented.
Lecture: 0 hours – Lab: 6 hours
Prerequisites: FIRE 108, FIRE 117 or documented Firefighter I and II certification.
Lab fee: \$25.00

FIRE 116 Personnel Training Methods (On Demand) 3 credits
This course introduces methods of instruction, application of audio visual equipment, testing and evaluation, and preparation of materials. Special emphasis is placed upon planning an organizational training program.
Lecture: 1 hour – Lab: 4 hours
Lab fee: \$3.00

FIRE 117 Firefighter I and II (A, SP, SU) 12 credits
The course covers all of 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 employment as a professional firefighter. Successful completion of this course will enable students to take the State of Ohio certification exam for Firefighter I and II levels (240-hour firefighter course).
Lecture: 8 hours – Lab: 14 hours
Lab fee: \$250.00

FIRE 151 Fire Prevention Codes (On Demand) 4 credits
FIRE 151 is 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
This course presents 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 are all discussed. Students receive practice in the application of hydraulic principles. Flow and pump testing, as well as the study of water distribution, are covered.
Lecture: 3 hours – Lab: 2 hours
Prerequisite: FIRE 100 or 117 or documented Firefighter I and II certification.
Lab fee: \$8.00

FIRE 202 Hazardous Materials II (On Demand) 4 credits
FIRE 202 is a study of the properties and behavior of various hazardous chemicals in our environment. It presents 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 upon safe approach to incident scenes, positive identification of materials, and accurate analysis of the dangers 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

This course presents an introduction to laws, civil and criminal actions, and the judicial system. Topics such as municipal liability for acts of the fire department and its members, pensions, salary and compensation, and termination are covered, as are the initiation, operation, liability and legal aspects of mutual aid, primary response contracts, and private contracts. Also noted is the duty owed by the public to members of the fire department.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

FIRE 204 Fire Service Rating System (Fire Insurance) (A)

2 credits

FIRE 204 covers the history of fire insurance and the principles and practices of inspections by the Insurance Services Office. Course details the rating system as used by I.S.O. to determine premium rates and presents an extensive study of methods used by I.S.O. to classify public protection and individual property fire suppression.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: FIRE 100 or 117 or documented Firefighter I and II certification

Lab fee: \$5.00

FIRE 205 Fire Service Company Officer: Supervisory Methods (A)

3 credits

FIRE 205 introduces supervisory techniques as applied to public service personnel. Course covers the need for job descriptions and job procedures, reports, oral and written directions, work evaluation, meetings, discipline, and conference leaders. Also presents effective methods for teaching and motivating personnel.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: FIRE 100 or 117 or documented Firefighter I and II certification

Lab fee: \$5.00

FIRE 206 Administration of a Fire Department (SP) 3 credits

FIRE 206 looks at the contemporary fire protection agency, its functions, structure, and operational techniques. Course covers the principles of organization, staffing, budgeting, controlling, coordinating, planning, and research in fire protection. Also suggests ways to develop and maintain liaison/cooperation between fire and police departments.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: FIRE 205, FIRE 100 or FIRE 117 or documented Firefighter I and II certification

Lab fee: \$5.00

FIRE 207 Customer Services for the Fire Services: PR (A)

3 credits

This course studies the psychology of relations between public service employees and the general population. It presents the policies and practices of community relations as they apply to public service agencies. Current national and local community problems are explored.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

FIRE 209 Fire Fighting Problems (On Demand) 3 credits

FIRE 209 introduces procedures for fighting aircraft fires. Course details the procedures for fighting fires involving hydrocarbons and LP gas. It presents the hazards of electrical emergencies and the proper procedures

for handling them. Examples of disaster and stress involving emergency personnel are discussed.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: FIRE 117

Lab fee: \$3.00

FIRE 210 Construction/Collapse for Fire/Rescue (A) 4 credits

FIRE 210 offers an introduction to present and past practices involved in building construction. It deals with 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. The relationships between construction materials and fire damage to a building are presented.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: FIRE 100 or 117 or documented Firefighter I and II certification

Lab fee: \$20.00

French (FREN)

FREN 101 Elementary French I (A, W, SP, SU) 5 credits

FREN 101 presents an introduction to the fundamentals of the French language with practice in listening, reading, speaking and writing. Course also includes selected studies in French culture. FREN 101 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

FREN 102 Elementary French II (A, W, SP, SU) 5 credits

This course is a continuation of FREN 101, with further development of listening, reading, speaking and writing skills and further study of French culture. FREN 102 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

FREN 103 Intermediate French I (A, W, SP, SU) 5 credits

FREN 103 offers continued study of the French language and development of listening, reading, speaking and writing skills. Readings from contemporary French culture and literature are explored. FREN 103 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

FREN 104 Intermediate French II (W, SP, SU) 5 credits

FREN 104 focuses on the reading and discussion of French short stories, novels, plays, newspapers, and magazines, emphasizing literary appreciation and the development of French culture. FREN 104 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.

FREN 290 Capstone Experience in French (On Demand) 3 credits

This is 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

FREN 299 offers students a detailed examination of selected topics in French.

Prerequisite: Varies

Lab fee: \$2.00

Geographic Information Systems (GIS)

GIS 100 Acquiring GIS Data (A, W, SP, SU,–DL) 3 credits

This course introduces students to acquiring geographic data and to learning to recognize and understand different data types used in the GIS applications. GIS 100 is designed for the beginning student who has limited knowledge in accessing existing databases. Students also develop skills for participating in distance learning courses and submitting class projects using the Internet.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$10.00

GIS 105 Elements of Photogrammetry (W,–DL) 2 credits

This course focuses on concepts and uses of photogrammetry in GIS. Students learn about the basic types of photogrammetry, examining ways of obtaining photographic data, finding points and performing measurements on aerial photographs, and understanding the limitations and applications.

Lecture: 1 hour – Lab: 3 hours

Lab fee: \$15.00

GIS 110 Georeferencing and Editing GIS Data (W,–DL) 2 credits

This course explores georeferencing existing GIS data so that it can be properly spatially referenced within your current GIS system. Students will also discover different methods of editing and creating GIS data. Students will understand different georeferencing and editing methods and errors associated with each method.

Lecture: 1 hour – Lab: 3 hours

Prerequisites: GEOG 207 or GIS 251 or instructor's permission

Lab fee: \$10.00

GIS 203 Remote Sensing of Environment (W,–DL) 4 credits

This course is designed to give students an understanding of the electromagnetic spectrum as used in remote sensing techniques and applications. Students learn to make decisions with remote sensed data.

Lecture: 3 hours – Lab: 3 hours

Lab fee: \$30.00

GIS 251 GIS Software I: ArcGIS (A, W,–DL) 3 credits

This course is the first in a two-part series of specific application software usage training using ESRI's ArcGIS. The students will learn the basics of ArcMap, ArcCatalog and ArcToolbox and explore how these applications interrelate in a complete GIS software solution. This course covers the fundamental GIS concepts as well as how to create, edit and work with spatial data. Students will manipulate, query, present data in maps and make decisions from the presented information.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$20.00

GIS 253 GIS Software II (W, SP,–DL) 3 credits

This course is the second in a two-part series of specific application software usage training using ESRI's ArcGIS. The students will learn the basics of ArcMap, ArcCatalog and ArcToolbox and explore how these applications interrelate in a complete GIS software solution. This course covers the advanced applications of the software and reinforces the important concepts and functionality for successfully working with ArcGIS.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: GIS 251

Lab fee: \$20.00

GIS 260 Introduction to Spatial Analysis (A, SP,–DL) 4 credits

This course explores a range of spatial and analytical techniques and their implementation in GIS software. Students will apply different spatial techniques with the software and become familiar with the essential methodological and practical issues involved in spatial analysis.

Lecture: 3 hours – Lab: 3 hours

Prerequisites: GEOG 207 or GIS251 or instructor's permission

Lab fee: \$20.00

GIS 275 Planning and Implementing GIS (A,–DL) 3 credits

This course focuses on the methodology for planning and implementing a GIS. Class examines the procedures and methods for designing a GIS, evaluating data sources, testing, hardware and software planning, cost benefit analysis, staffing, training, legal issues and system implementation.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$20.00

GIS 277 Introduction to ArcIMS (W,–DL) 3 credits

This course provides specific application software usage training using ESRI's ArcIMS. The students learn the basics of ArcIMS, how to create and maintain geography Internet sites, how to install and maintain ArcIMS, and explore and customize ArcIMS viewers.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: GEOG 207 or instructor's permission

Lab fee: \$20.00

GIS 278 VBA Programming for GIS (SP,–DL) 3 credits

This course focuses on object-orientated programming and the unique issues relating to spatial objects, customization and syntax. Students learn how to use, find and modify Visual Basic scripts for use in ArcGIS. MapObjects will be introduced. Students should have some familiarity with ArcGIS.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: GEOG 207 or instructor's permission

Lab fee: \$20.00

GIS 279 Introduction to GIS Databases (A, SP,–DL) 3 credits

This course focuses on the design, use and maintenance of a GIS database. Students will be introduced to structured query language (SQL) and SQL server as they relate to GIS databases. The course covers ArcGIS personal geodatabases and SDE software. Student should have some familiarity with ArcGIS.

Lecture: 1 hour – Lab 4 hours

Prerequisite: GEOG 207 or instructor's permission

Lab fee: \$20.00

GIS 280 Advanced GIS Applications (SP,–DL) 4 credits

This is a capstone course utilizing the skills and knowledge learned throughout the curriculum. Students perform research, identify issues, find data and develop a solution to a problem or project in a specific industry or area.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: GIS 253

Lab fee: \$20.00

GIS 281 Introduction to ArcGIS Server (W,-DL) 3 credits

This course provides specific application software training for ESRI's ArcGIS Server. Students will learn the components of ArcGIS Server, about the available libraries and APIs and server development guidelines, and the development of different types of Web applications. In the course, students will also learn how to install and configure ArcGIS Server. The course concludes with a project in which students will build a centrally managed GIS applications using ArcGIS Server.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: GIS 251 or instructor's permission

Lab fee: \$20.00

GIS 283 GIS in Emergency Management (SP,-DL) 3 credits

This course is designed for members of the Emergency Management and Homeland Security communities. Students learn how to use ArcGIS tools to perform basic GIS tasks such as accessing, displaying, querying, and editing geographic data. In the course, students will learn the core GIS skills they need to support their organizations' missions using terminology, exercise scenarios, and data relevant to homeland security. The course concludes with project in which students independently apply what they have learned to work through a particular emergency management scenario.

Lecture: 1 hour – Lab: 4 hours

Lab Fee: \$20.00

GIS 284 GIS in Health (A,-DL) 3 credits

This course is designed to teach GIS to health professionals. Students learn how to use GIS software in the context of health-care scenarios. In the course, students will also learn the core GIS skills they need to support their organizations' missions using terminology, exercise scenarios, and data relevant to the health market.

Lecture: 1 hour – Lab: 4 hours

Lab Fee: \$20.00

GIS 285 GIS in Business (W,-DL) 3 credits

This course is designed for members of the business community. Students learn how to use ArcGIS tools to perform basic GIS tasks as they specifically relate to marketing. In the course, students will also learn the core GIS skills they need to support their organizations' missions using terminology, exercise scenarios, and data relevant to Marketing.

Lecture: 1 hour – Lab: 4 hours

Lab Fee: \$20.00

GIS 286 GIS in Utilities (SP,-DL) 3 credits

This course is designed for members of the utilities community. Students learn how to use ArcGIS tools to perform basic GIS tasks such as accessing, displaying, querying, and editing geographic data. In the course, students will learn the core GIS skills they need to support their organizations' missions using terminology, exercise scenarios, and data relevant to utilities industries. The course concludes with a project in which students independently apply what they have learned to work through a particular utilities-related scenario.

Lecture: 1 hour – Lab: 4 hours

Lab Fee: \$20.00

GIS 290 Seminar for GIS (A, W, SP, SU,-DL) 1 credit

GIS 290 offers an opportunity for application of business knowledge to specific areas of on-the job work experience. The student takes this course concurrently with GIS 291.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

GIS 291 GIS Practicum (A, W, SP, SU,-DL) 4 credits

GIS 291 provides an opportunity for an off-campus work experience in GIS 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 GIS 290.

Lecture: 0 hours – Lab: 28 hours

Lab fee: \$15.00

GIS 299 Special Topics in GIS (On Demand) 1-5 credits

GIS 299 allows the student to explore special topics in GIS to meet needs of the GIS community.

Lecture: 1-5 hour – Lab: 1-5 hours

Lab fee: \$15.00

Geography (GEOG)

Students who enroll in geography 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 geography course.

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 (land-forms, 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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

GEOG 207 Introduction to Geographic Information Systems**(A, W, SP, SU,-DL)****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. A distance-learning (DL) version of Introduction to GIS 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 Testing Center.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

GEOG 280 Elements of Cartography (A, W, SP, SU,-DL) 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. A distance-learning (DL) version of Elements of Cartography 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 Testing Center.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

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. The course presents a basic introduction to geography research methodologies that students apply in researching a social science topic of interest. Course requirements include the assembly of a portfolio that covers student's academic career at Columbus State Community College and participation in summative testing of 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

Prerequisites: Completion of AA/AS core requirements *and* at least 75 hours toward the degree with five credit hours in Geography

Lab fee: \$5.00

GEOG 293 Independent Study in Geography (On Demand)

1-5 credits

GEOG 293 is 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 and the chairperson and one course in geography

Lab fee: \$5.00

GEOG 299 Special Topics in Geography (On Demand)

1-5 credits

GEOG 299 allows students to examine, in detail, selected topics of interest in geography.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Varies

Lab fee: \$5.00

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

GEOL 101 is 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 122 Historical Geology (W, SU)

5 credits

GEOL 122 presents the history of the Earth and its inhabitants through geologic time. It is the recommended second course in geologic science for a two-course sequence in physical sciences for the AS Degree. Related laboratories and demonstrations. Field trips outside normal class time may be required.

Lecture: 4 hours – lab 3 hours

Prerequisites: GEOL 121

Lab fee: \$26.00

GEOL 293 Independent Study in Geology (On Demand)

1 to 5 credits

GEOL 293 is an opportunity for a 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

GEOL 299 is an opportunity for a 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

GERM 101 is an introduction to the fundamentals of the German language with practice in listening, reading, speaking and writing. It also includes selected studies in German culture. GERM 101 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

This course is a continuation of GERM 101 with further development of listening, reading, speaking, and writing skills and further study of German culture. GERM 102 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 (A, SP)

5 credits

GERM 103 continues the study of the German language and the development of listening, reading, speaking, and writing skills. It also highlights readings from contemporary Germanic culture and literature. GERM 103 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 (W, SU) 5 credits
GERM 104 focuses on the reading and discussion of German short stories, novels, plays, newspapers, and magazines, emphasizing literary appreciation and the development of Germanic culture. GERM 104 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
This is a capstone course 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
GERM 299 offers students an opportunity for detailed examination of selected topics in German.
Prerequisite: Varies
Lab fee: \$2.00

Health Information Management (HIMT)

HIMT 111 Introduction to Health Information Management Tech (SU,–DL) 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. This course must be completed as a prerequisite to starting the HIMT degree program or the Medical Coding Certificate program.
Lecture: 2 hours – Lab: 0 hours
Lab fee: \$5.00
Prerequisite: Acceptance into the HIMT degree program or the Medical Coding Certificate program.

HIMT 112 Electronic Health Concepts (SU,–DL) 2 credits
This course discusses electronic health concepts as they relate to safety and quality of health care, homeland security, HIPAA and escalating health care costs. These national concerns have brought the electronic health record (EHR) to the forefront of the health care industry and have created several initiatives that are driving the standardization and implementation of the EHR and EHR systems.
Lecture: 1 hour – Lab: 2 hours
Lab fee: \$20.00

HIMT 113 Managed Care Trends (A,–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

HIMT 121 Advanced Medical Terminology (A, W, SP, SU,–DL) 3 credits
The student will study medical terminology as it relates to word parts, human body structure, procedural terms, abbreviations, directional terms, anatomical planes and regions, and the following: integument system, musculoskeletal system, hematology, immune system, endocrine system, nervous system, special senses, respiratory system, cardiovascular system, gastrointestinal system, urinary system, male reproductive system, female reproductive system, obstetrics and neonatology, mental health and oncology. Recommended: Completion of MULT 101 Medical Terminology
Lecture: 3 hours – Lab: 0 hours
Lab Fee: \$5.00

HIMT 133 Legal Aspects of Health Information (SP,–DL) 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: 3 hours – Lab: 0 hours
Prerequisite: HIMT 111 with a grade of “C” or higher.
Lab fee: \$25.00

HIMT 135 Health Data Management (A,–DL) 5 credits
The student will be introduced to filing systems as well as to 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 gain knowledge of health record content required to perform chart reviews for quality assessment and abstracting functions.
Lecture: 4 hours – Lab: 2 hours
Prerequisite: HIMT 111 with a grade of “C” or higher.
Lab fee: \$25.00

HIMT 141 Pharmacology and Health Information Management (W, SP,–DL) 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. Recommended: Completion of HIMT 121
Lecture: 3 hours – Lab: 0 hours
Prerequisite: BIO 121 or (BIO 261 and BIO 262) with a grade of “C” or higher
Lab Fee: \$5.00

HIMT 243 Comparative Health Settings in HIM (SP,–DL) 3 credits
The student will study health information systems in nonhospital 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 may be scheduled.
Lecture: 3 hours – Lab: 0 hours
Prerequisites: HIMT 111 and HIMT 135 with a grade of “C” or higher
Lab Fee: \$5.00

HIMT 245 ICD-9-CM Coding (A, SP,–DL) 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.
Lecture: 3 hours – Lab: 4 hours
Prerequisites: BIO 122 or (BIO 261, BIO 262, and BIO 263), HIMT 111 and HIMT 121 with a grade of “C” or higher
Lab fee: \$80.00

HIMT 245A Introduction to ICD-9-CM Coding (A, SP,-DL)**1 credit**

HIMT 245A is the first module of HIMT 245. In this module, students are introduced to basic ICD-9-CM coding guidelines and conventions.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

HIMT 255 CPT-4 Coding (W, SU,-DL)**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 261, BIO 262, and BIO 263), HIMT 111 and HIMT 121 with a grade of “C” or higher

Lab fee: \$80.00

HIMT 255A Intro to CPT-4 Coding and Evaluation and Management**(W, SU,-DL)****1.5 credits**

HIMT 255A is the first module 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

Lab fee: \$10.00

HIMT 256 Clinical Data Analysis (W,-DL)**3 credits**

The student will study clinical information used to support diagnoses and services provided to patients 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 with a grade of “C” or higher

Lab Fee: \$5.00

HIMT 257 Introduction to Health Statistics (SP,-DL)**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: CIT 102, HIMT 111, and HIMT 135 with a grade of “C” or higher, or permission from the instructor for those not enrolled in the HIMT

Lab Fee: \$5.00

HIMT 259 Quality and Resource Management (A,-DL)**3 credits**

The student will be introduced to the internal and external requirements for establishing, operating, and maintaining quality improvement and utilization management programs. Accreditation standards pertaining to the quality of health information will be discussed, along with methods used in bench marking, credentialing, critical pathways, monitoring and evaluation, occurrence screening, peer review and risk management.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: CIT 102, HIMT 111, and HIMT 257 with a grade of “C” or higher

Lab fee: \$25.00

HIMT 265 Medical Reimbursement (A,-DL)**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 CMS

1500 and office procedures for posting payments and claims follow-up.

Lecture: 2 hours – Lab: 2 hours

Lab Fee: \$5.00

HIMT 267 Principles of Management (W,-DL)**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

Lab Fee: \$5.00

HIMT 270 Case Management in Health Care (W,-DL)**2 credits**

This course is designed to introduce the student to the role of the case manager. 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: 2 hours

Lab Fee: \$5.00

HIMT 274 Issues in Health Information Management Technology (SP,-DL)**1-3 credits**

This special topics course is designed to provide presentation of topics pertinent topics and current trends in the health information management field.

Lecture: 1-3 hours – Lab: 0 hours

Prerequisite: HIMT 111, varies with topic offered

HIMT 275 Intermediate Coding (A,-DL)**5 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.

Lecture: 3 hours – Lab: 4 hours

Prerequisites: HIMT 111, 245, 255, and 256 with a grade of “C” or higher

Corequisite: HIMT 265

Lab fee: \$130.00

HIMT 276 Medical Coding Practicum (W)**3 credits**

The student is assigned to a facility or equivalent experience 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 hour – PR: 14 hours

Prerequisites: HIMT 111, 245, 255, and 265, 275, and successful completion of all coursework in the Medical Coding Certificate program with a grade of “C” or higher and permission from the instructor. Completion of a health record, a 2-step TB test, a clear BCI check, and a clear drug screen are also required.

Lab fee: \$155.00

HIMT 290 HIM Seminar for Medical Coding Certificate Completers (W)**1 credit**

This course is intended for students who have previously completed HIMT 276 in the Medical Coding Certificate program and have completed the coursework in quarters 1-5 of the HIMT degree program. This course is designed to provide a review for students of all the domains, tasks, and subtasks applicable to the Registered Health Information Management Technician (RHIT).

Lecture: 1 hour – Lab: 0 hours

Prerequisites: HIMT 276, HIMT 292 and HIMT 294 with a grade of “C” or higher

HIMT 292 Practical Applications in HIMT (SU)**4 credits**

Students are provided with practical applications in HIMT they can apply to health information storage and retrieval, record completion, and release

of information. Students are required to participate in an orientation to an actual health information management department and/or facility. Students will begin preparatory work for the RHIT certification examination and will complete assignments requiring them to apply the fundamentals of English grammar and the writing process.

Lecture: 1 hour – Lab: 6 hours

Prerequisites: CIT 102, HIMT 111, HIMT 121, HIMT 133, HIMT 135, HIMT 243 and HIMT 245 with a grade of “C” or higher and permission from the instructor. Completion of a health record, a 2-step TB test, a clear BCI check, and a clear drug screen are also required.

Corequisite: HIMT 255

Lab fee: \$50.00

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. Students will meet to share clinical experiences with classmates and prepare for the RHIT certification examination.

Lecture: 1 hour – PR: 14 hours

Prerequisites: HIMT 245, HIMT 255, HIMT 257 and HIMT 292 with a grade of “C” or higher and permission from the instructor. Completion of a health record, a 2-step TB test, a clear BCI check, and a clear drug screen are also required.

Corequisites: HIMT 259 and 265

Lab fee: \$50.00

HIMT 296 Clinical Practicum III (W) 3 credits

Course offers continued clinical experience in health information services. Students will meet to share clinical experiences with classmates and prepare for the RHIT certification examination.

Lecture: 1 hour – PR: 14 hours

Prerequisites: HIMT 275 and HIMT 294 with a grade of “C” or higher and permission from the instructor. Completion of a health record, a 2-step TB test, a clear BCI check, and a clear drug screen are also required.

Lab fee: \$50.00

Heating, Ventilating and Air Conditioning Technology (HAC)

HAC 116 Piping Systems, (W, SU) 3 credits

A comprehensive study of the UPC, water supply, water treatment, and distribution, to include waste water 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. This is a comprehensive study of the UPC, water supply, water treatment, and distribution, to include waste water disposal and sanitation standards. Emphasis will be placed upon 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 refrigerator systems will be discussed in detail.

Lecture: 1 hour – Lab: 5 hours

Lab fee: \$12.00

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

This is 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

This is 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

Lab fee: \$12.00

HAC 231 Load Calculations II (W, SP) 4 credits

HAC 231 covers 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

HAC 242 is a basic introduction to HAC safety considerations, first aid, and CPR as well as emergency procedures for on-the-job accidents. Course also introduces the various codes that affect the workplace and jobsite, such as OSHA, NFPA, state and local building codes. In addition, NEC, energy codes and ASHRAE standards will be covered.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: HAC 116, HAC 141 and HAC 152

Lab fee: \$12.00

HAC 243 Air Conditioning Systems (SP, SU) 4 credits

This course is 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 is 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: HAC 116, HAC 141, 161, 183 and 253

Lab fee: \$20.00

HAC 244 Heat Pump Systems (SP, SU) 4 credits

This is 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

around hands-on training on the various component parts of an air cycle heat pump system.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: HAC 116, HAC 141, 161, 183 and 253

Lab fee: \$20.00

HAC 253 Automatic Controls I (A, SP) 3 credits

This course introduces 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, HAC 152 and HAC 183

Lab fee: \$20.00

HAC 254 Heating Systems (A, SU) 4 credits

HAC 254 is 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, HAC 161 and HAC 183

Lab fee: \$20.00

HAC 256 Automatic Controls II (W, SU) 3 credits

HAC 256 is 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 hour – 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 253

Lab fee: \$15.00

HAC 266 Advanced Problems (A, W, SP, SU) 4 credits

HAC 266 presents a simulation that will allow the student to use his/her educational knowledge on a problem(s) 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) 5 credits

This course uses basic combustion knowledge from HAC 152 and piping system knowledge from HAC 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: 2 hours – Lab: 6 hours

Prerequisites: HAC 116 and HAC 152

Lab fee: \$10.00

HAC 288 Commercial A/C Systems (W) 4 credits

This course uses basic piping knowledge from HAC 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: HAC 116, HAC 141, HAC 242 and HAC 253

Lab fee: \$10.00

HAC 291 Field Experience (SU) 4 credits

HAC 291 offers an opportunity for an 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.

Lecture: 0 hours – Lab: 40 hours

Lab fee: \$15.00

HAC 299 Special Topics in Heating and Air Conditioning (On Demand) 1 - 5 credits

This course offers 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: Hours vary – Lab: Hours vary (depends upon topic)

History (HIST)

HIST 290 Capstone Experience in History (On Demand) 3 credits

History 290 is a capstone course in which 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 two academic quarters

Lab fee: \$2.00

Hospitality Management

Dietetic Technician Major (DIET)

DIET 191 Dietetic Technician Practicum I (A) 1.4 credits

Practical application of information presented in the classroom from MLT 100, HOSP 102, and HOSP 122 to related health care facilities. Skills

are developed through supervised learning situations to understand the organizational structure of health care facilities and pertinent regulations, to define the roles of dietetic practitioners, and to maintain and evaluate standards of sanitation and safety. Student must be enrolled in or have completed MLT 100, HOSP 102, HOSP 122.

Lecture: 1 hour – Lab: 2.5 hours

Prerequisite: Permission of instructor

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 health care 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. Student must be enrolled in or have completed HOSP 107 and HOSP 109.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: DIET 191 with a “C” grade or higher and permission of instructor

Lab fee: \$20.00

DIET 193 Dietetic Technician Practicum III (SP) 2 credits

Practical application of information presented in the classroom from HOSP 123 and HOSP 153 in related health care 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. Student must be enrolled in or have completed HOSP 123 and HOSP 153.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: DIET 192 with a “C” grade or higher and permission of instructor

Lab fee: \$15.00

DIET 261 Community Nutrition: A Life Cycle Approach (A) 2 credits

Course provides an introduction to community nutrition programs. Nutrition interventions targeted toward various population groups throughout the human life cycle are identified. Food and nutrition requirements for specific age groups and cultural preferences for foods are examined. The course explores overall program goals, delivery and evaluation, target audiences, funding sources, legislation, and nutrition goals for a variety of community programs. Local, state, and federal food and nutrition programs are addressed. The various roles of the nutritionist/nutrition educator in the community setting are identified.

Lecture: 2 hours

Corequisite: DIET 297

Lab fee: \$10.00

DIET 263 Nutrition Care Process (A) 2 credits

DIET 263 is an introduction to the study of nutritional assessment, diet modification, and nutritional care plans. Methods and management of clinical documentation will be emphasized. The student will utilize appropriate nutritional assessment tools and techniques and develop care plans and chart notes for various disease states utilizing the Nutrition Care Process and model.

Lecture: 2 hours

Prerequisite: HOSP 153 Nutrition for a Healthy Lifestyle with a minimum grade of “C”

Lab Fee: \$10.00

DIET 265 Dietetic Technician Seminar (SP) 1 credit

This course is 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

Prerequisite: DIET 298 with a “C” grade or higher and permission of instructor

Lab fee: \$2.00

DIET 275 Medical Nutrition Therapy I (A) 5 credits

DIET 275 is 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 life cycle-related conditions are studied. The student will identify and utilize appropriate nutritional assessment tools and techniques for specific medical and/or life cycle-related conditions. The student will plan, prepare and/or evaluate menus, meal plans, meals, and nutritional supplements related to these diet modifications. BIO 262 or BIO 122 must be completed or taken as a corequisite.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: HOSP 153 with a “C” grade or higher and permission of instructor

Lab fee: \$10.00

DIET 276 Medical Nutrition Therapy II (W) 5 credits

This course is a continuation of the study of nutritional assessment, diet modification, and nutritional care plans presented in DIET 275. 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. BIO 262 or BIO 122 must be completed before enrolling.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: DIET 275 with a “C” grade or higher and permission of instructor

Lab fee: \$10.00

DIET 297 Dietetic Technician Practicum IV (A) 3 credits

DIET 297 provides an opportunity for 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. Student must be enrolled in or have completed HOSP 225 and DIET 275.

Lecture: 2 hours – Lab: 7 hours

Prerequisite: DIET 193 with a “C” grade or higher and permission of instructor

Lab fee: \$55.00

DIET 298 Dietetic Technician Practicum V (W) 2 credits

This is an opportunity for further practical application of information presented in the classroom from HOSP 225, DIET 275, and DIET 276 to clients in related health care 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. Student must be enrolled in or have completed DIET 276 and HOSP 224.

Lecture: 1 hour – Lab: 7 hours

Prerequisite: DIET 297 with a “C” grade or higher and permission of instructor

Lab fee: \$10.00

DIET 299 Dietetic Technician Practicum VI (SP) 2.6 credits

254 DIET 299 is another opportunity for 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: 11.5 hours

Prerequisite: DIET 276 and DIET 298 and permission of instructor

Lab fee: \$10.00

Dietary Manager (DMGR)

DMGR 101 Dietary Manager Seminar I (A) 4 credits

This course offers a study of the types of health care facilities, typical health care organizational structures, and roles of the health care team members. Regulations and how they affect food service in health care facilities are examined. Methods and records used in purchasing, receiving, storing, preparing and serving food are explained. Management principles and employment issues are discussed. The student must have passed the ServSafe examination before enrolling.

Lecture: 4 hours

Corequisite: DMGR 194 and permission of instructor

DMGR 102 Dietary Manager Seminar II (W) 4 credits

Course presents the principles for planning menus to meet the nutritional needs of people in health care 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.

Lecture: 4 hours

Prerequisite: DMGR 101 with a “C” grade or higher

Corequisite: DMGR 195 and permission of instructor

DMGR 103 Dietary Manager Seminar III (SP) 4 credits

In this class, methods and records used to gather nutrition histories, to determine food needs and preferences, to establish care plans and to do charting are presented. Control measures for maintaining quality, quantity, and cost of nutrition care are discussed. Supervisory characteristics are reviewed. Facility evaluation and plans for improvement are presented. Continued professional development is emphasized. The student must earn a grade of “C” or higher to receive a certificate of completion.

Lecture: 4 hours

Prerequisite: DMGR 102 with a “C” grade or higher

Corequisite: DMGR 196 and permission of instructor

DMGR 194 Dietary Manager Cooperative Work Experience I (A) 2 credits

Course provides an opportunity for supervised, work-related learning experiences to be performed on the job following material presented in the classroom from DMGR 101. Employment in a health care facility with a qualified preceptor on the staff is required.

Lab: 20 hours/week

Corequisite: DMGR 101 and permission of instructor.

Lab fee: \$12.00

DMGR 195 Dietary Manager Cooperative Work Experience II (W) 2 credits

Course offers supervised, work-related learning experiences to be performed on the job following materials presented in the classroom from DMGR 102. Employment in a health care facility with a qualified preceptor on the staff is required.

Lab: 20 hours/week

Prerequisite: DMGR 194 with a “C” grade or higher

Corequisite: DMGR 102 and permission of instructor

Lab fee: \$12.00

DMGR 196 Dietary Manager Cooperative Work Experience III (SP) 2 credits

Opportunity for more supervised, work-related learning experiences to be performed on the job following materials presented in the classroom from DMGR 103. Employment in a health care facility with a qualified preceptor on the staff is required. The student must earn a grade of “C” or higher to receive a certificate of completion.

Lab: 20 hours/week

Prerequisite: DMGR 195 with a “C” grade or higher

Corequisite: DMGR 103 and permission of instructor

Lab fee: \$12.00

School Foodservice Manager (SMGR)

SMGR 101 Introduction to School Foodservice Management (W) 3 credits

This course presents a study of the history of school meals, typical organizational structures, and roles of the foodservice team members. Regulations and how they affect foodservice in schools are examined. Foodservice safety and sanitation principles, utilization and care of equipment are studied. Foodservice systems, marketing, customer service and merchandising techniques are examined.

Lecture: 3 hours

Prerequisites: HOSP 122

SMGR 102 School Nutrition and Menu Planning (SP) 4 credits

Course presents the principles for planning menus to meet the nutritional needs of school age children. Nutrition requirements, functions and sources of nutrients and the digestion and absorption of food are studied. Diet modification for a variety of health conditions is studied. Food preparation techniques for menu components are studied.

Lecture: 4 hours

Prerequisite: SMGR 101 with a grade of “C” or higher

SMGR 103 School Foodservice Management/Human Resources (SU) 4 credits

Course provides an explanation of the methods and records used in procurement, receiving, and storage of food and related items. Inventory control/methods are studied. Control measures for maintaining quality, quantity, and cost of food production are discussed. Financial management, record keeping and budgets are studied. Management principles, interpersonal skills, employee development and supervisory characteristics are discussed. Facility evaluation and planning for improvements is presented.

Lecture: 4 hours

Prerequisite: SMGR 102 with a grade of “C” or higher

Hospitality Management (HOSP)

HOSP 101 Researching the Hospitality and Tourism Industry (A, W, SP, SU) 3 credits

HOSP 101 offers a comprehensive look at the fascinating and challenging related fields in the hospitality industry: travel and tourism; lodging; food service, meetings, 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, SP, SU) 2 credits

In this course, students will learn to operate, clean and describe preventive maintenance of commercial foodservice equipment and apply that knowledge in a laboratory setting. Basic knife skills and cooking techniques, following sanitation and safety guidelines, will be practiced. Appropriate uses for equipment and general 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

This is a laboratory course for registered Chef Apprentices. The course includes preparation of stocks, soups, sauces, entrees, starches, vegetables, fruits and breakfast items. Also includes butchery, fish filleting and poultry de-boning. Students will develop and cost recipes, plan menus, requisition food, and prepare menu items.

Lecture: 1 hour – Lab: 4 hours

Prerequisites: HOSP 102, HOSP 122, and HOSP 107

Lab fee: \$100.00

HOSP 107 Food Principles (A, W, SP) 5 credits

This is 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, HOSP 122

Corequisite: HOSP 107

Lab fee: \$100.00

HOSP 110 Baking Principles (A) 3 credits

HOSP 110 is a course in the fundamentals of baking terminology, principles of baking, the characteristics and functions of the main ingredients used in bakery production, and an introduction to the equipment used for baking.

Lecture: 3 hours

Lab fee: \$5.00

HOSP 111 Principles of Baking Operations (SP) 3 credits

This course introduces the principles involved in operating a bakery department including recipe adjustment, recipe costing, purchasing of baking ingredients, storage procedures, and customer service.

Lecture: 3 hours

Lab Fee: \$5.00

Prerequisites: HOSP 110, 122

HOSP 112 Basic Yeast and Quick Breads (W) 4 credits

This is a laboratory course in which the fundamentals of producing basic yeast-raised and quick breads are studied. White breads, rolls, variety grain breads, specialty breads, sweet yeast-raised products and quick breads are produced. Emphasis will be given to sanitation, safety, and equipment usage.

Lecture: 1 hour – Lab: 9 hours

Prerequisite: HOSP 110, 122

Lab fee: \$60.00

HOSP 113 Pies and Pastries (W) 3 credits

This is a laboratory course in which the fundamentals of preparing a variety of pies and pastries are studied. A variety of pastry doughs and fillings are produced and finishing techniques are practiced. Emphasis will be given to sanitation, safety, and equipment usage.

Lecture: 1 hour – Lab: 4 hours

Prerequisites: HOSP 110, 122

Lab fee: \$60.00

HOSP 114 Advanced Breads (SP) 4 credits

This course builds on the skills learned in HOSP 112 Basic Yeast and Quick Breads. Emphasis will focus on the principles and preparation of complex breads, e.g., artisan bread, Danish dough, puff dough, and pâte à choux using safe and sanitary methods. Industry standard products for commercial production will be introduced.

Lecture: 1 hour – Lab: 9 hours

Prerequisite: HOSP 112

Lab fee: \$60.00

HOSP 115 Cakes, Cookies and Other Desserts (SU) 3 credits

HOSP 115 is a laboratory course in which the fundamentals of preparing a variety of cakes, cookies and other desserts are studied and produced, utilizing both scratch and convenience techniques. Production of restaurant style desserts, along with specialty or celebration styles, will be emphasized.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: HOSP 110, HOSP 122

Lab fee: \$60.00

HOSP 116 Baked Goods and Dessert Presentation and Decoration (SU) 3 credits

A laboratory course in which the styles of decorating and presenting baked goods is studied. Plate, buffet, and retail presentations are demonstrated and practiced.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: HOSP 110, HOSP 122

Lab fee: \$60.00

HOSP 122 Hospitality Sanitation and Safety (A, W, SP, SU) 3 credits

This course presents a detailed study of the HACCP (Hazard Analysis Critical Control Points) procedures which include 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. Students must pass the applied Foodservice Sanitation examination from the National Restaurant Association Educational Foundation. Students will receive certificates from the National Restaurant Association Educational Foundation and from the Ohio Department of Health.

Lecture: 3 hours

Lab fee: \$15.00

HOSP 123 Food Purchasing (A, SP) 3 credits

This course offers a working knowledge of procurement methods and procedures and record keeping (manual methods and computer applications) when purchasing, receiving, and storing food, equipment and nonfood supplies. 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

Prerequisites: HOSP 107 and DEV 031 or MATH 101 or MATH 102

Lab fee: \$5.00

HOSP 143 Hospitality and Travel Law (A, SP,–DL) 3 credits

This class provides a general knowledge of the law as it applies to the hospitality and tourism industry.

Lecture: 3 hours

HOSP 145 Lodging Operations (W) 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: \$5.00

HOSP 153 Nutrition for a Healthy Lifestyle (A, W, SP, SU,-DL)**5 credits**

HOSP 153 explores 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

Prerequisites: DEV 031 and placement into ENGL 101

Lab fee: \$10.00

HOSP 154 Destination Geography (SU, W)**5 credits**

This course provides a geographical and cultural study of all major regions of the world with emphasis on the most popular travel destinations. It includes lodging, points of interest, customer profile, and transportation types for each destination.

Lecture: 5 hours

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

Lab fee: \$35.00

HOSP 203 Beverage Management (W, SU,-DL)**3 credits**

This course covers the classification, history and control of beer, wines and spirits. It includes 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 are also explored.

Lecture: 3 hours

Lab fee: \$20.00

HOSP 205 Records and Cost Control (A, SP)**4 credits**

HOSP 205 covers the principles and procedures involved in an effective system of food, beverage, labor and sales control. Class emphasizes development and use of standards and calculation of actual costs.

Prerequisite: MATH 101 OR MATH 102

Lecture: 4 hours

HOSP 206 Management Accounting for Hospitality (W)**4 credits**

This course looks at accounting theory and use of the Uniform System of Accounting as applied to the hospitality industry. It emphasizes development and use of financial statements and provides an overview and understanding of the need for budgets and budgeting.

Prerequisite: ACCT 106

Lecture: 4 hours

HOSP 214 International Cuisine (W, SU)**3 credits**

This course focuses on the cuisines of the world. Students will research diverse countries and regions and cook from recipes that represent a variety of cultures, native foods, seasonings and flavors.

Lecture: 1 hour – Lab: 4 hours

Prerequisites: ENGL 102, HOSP 216

Lab fee: \$100.00

HOSP 216 Food Laboratory II (A, SP)**3 credits**

This is a laboratory course to follow HOSP 106 Food Laboratory I for registered Chef Apprentices. It focuses on proper roasting, grilling, poaching, sautéing and braising of meats, seafood, and poultry with appropriate sauces. Classical preparation of consommé, bisque, and cream soups as well as starch and vegetable preparation are presented. Plated desserts are covered, too. 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 HOSP 107

Lab fee: \$100.00

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. Course introduces ice carving. Buffet presentation, including platters, bowls and plates, and culinary show guidelines and practices are covered.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: Permission of instructor/chair

Lab fee: \$100.00

HOSP 218 Fundamentals of Baking (A, SP)**3 credits**

This class covers the fundamentals of baking and functions of ingredients for 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: Permission of instructor/chair

Lab fee: \$60.00

HOSP 219 Food Production Management (SP)**4 credits**

This is 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: Permission of instructor/chair

Lab fee: \$100.00

HOSP 223 Sports Nutrition (W, SP,-DL)**3 credits**

This course studies the role of sports nutrition in establishing and maintaining, optimal health for enhanced performance throughout the life cycle. The science of food nutrients, bioenergetics, and current recommendation specific to human performance are also included in this course.

Lecture: 3 hours

Prerequisite: HOSP 153 or equivalent

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, SU)**3 credits**

This course covers the principles of menu planning for a variety of foodservice operations. It includes merchandising techniques, layout and design, and pricing strategies. Consideration is given to food selection; nutritional requirements; food, labor, and other costs; equipment utilization, and computer application.

Lecture: 3 hours

Prerequisites: HOSP 153 and HOSP 107

Lab fee: \$5.00

HOSP 226 Event Menu Planning (SP)**3 credits**

This course studies the role of nutrition in promoting good health. The

composition and functions of foods, and a variety of nutrition concerns and restrictions are incorporated into the course. Principles of menu planning for a variety of events are reviewed. Course includes factors that impact menu item selection, merchandising techniques, layout and design and pricing strategies. Consideration is given to nutritional requirements, food, labor and other factors in menu design. (Does not replace HOSP 225)
Lecture: 3 hours

HOSP 227 Garde Manger II (W, SU) 3 credits

Students will acquire knowledge and develop competency skills in the preparation and artistic presentation of savory mousses, terrines, pates, galantines, and ballotines. The standards used in this regard are those specified in the Garde Manger section of the Training Log of the National Apprenticeship Training Program for Cooks, published by the American Culinary Federation (ACF).
Lecture: 1 hour – Lab: 4 hours
Prerequisites: HOSP 217
Lab fee: \$100.00

HOSP 246 Hospitality Sales and Marketing (W, SP) 3 credits

This course 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. Students will be presented with 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 Global Distribution Systems (SP, SU, –DL) 3 credits

This course is designed to combine student reading materials with hands-on computer experience in a simulated travel agency setting. The state-of-the-art CBL Viasinc GDS Training System APOLLO will be used to develop student skills in the utilization of the Global Distribution System. Working in the networked Windows environment, students will learn how to search for travel information, make airline reservations, and issue tickets.
Lecture: 1 hour – Lab: 5 hours
Prerequisite: HOSP 157 and CIT 101
Lab fee: \$40.00

HOSP 270 Event Management (A, SP) 3 credits

This course will describe how event managers design, plan, market, and stage an event of any size. The course will describe the managing of staff and how to handle staffing problems. The course will describe the safety requirements that ensure staff and attendees' safety. This course will also describe the legal compliance, risk management, financial control, and evaluations of the success of the event. This course will be coordinated with the catering events in HOSP 272 to put into action the planning, marketing, and contracting lessons discussed in HOSP 270.
Lecture: 3 hours
Prerequisites: MATH 101 and ENGL 100
Lab fee: \$15.00

HOSP 272 Catering Services (A, SP) 2 credits

Class presents principles of and practice experiences in catered functions, on and off-premise. Students plan, organize and execute catering functions to meet the needs of clients and guests.
Lecture: 1 hour – Lab: 2 hours
Prerequisites: HOSP 122 and ENGL 101
Lab fee: \$20.00

HOSP 273 Casino and Gaming Operations (On Demand) 3 credits

This course covers the history of the gaming industry, from its beginning to the present. HOSP 273 familiarizes students with gaming trends and emphasizes the operation and management of the gaming and casino industry. Upon completion of this course, the student should see the necessity of the intricate workings of all departments in a casino organization including

marketing, accounting and finance, and customer relations.
Lecture: 3 hours

HOSP 286 Apprenticeship Final Project (SU, W) 2 credits

This is a capstone course required for students registered in the three-year American Culinary Federation National Apprenticeship Training Program. It involves 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: Permission of instructor/chair
Lab fee: \$100.00

HOSP 291 Hospitality Cooperative Work Experience I (A, W, SP, SU, –DL) 1-3 credits

This course offers 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. This course is designed for Travel/Tourism/Hotel Management and Foodservice/Restaurant Management majors.
Lecture: 1 hour – Lab: 20 hours

HOSP 292 Hospitality Cooperative Work Experience II (A, W, SP, SU, –DL) 3 credits

This is a continuation of HOSP 291 offering 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. This course is designed for Travel/Tourism/Hotel Management and Foodservice/Restaurant Management majors.
Lecture: 1 hour – Lab: 20 hours
Prerequisite: HOSP 291

HOSP 293 Hospitality Cooperative Work Experience I (A, SP) 3 credits

This class presents 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: Chef Apprentice major
Lab fee: \$100.00

HOSP 294 Hospitality Cooperative Work Experience II (A, SP) 3 credits

This is a continuation of HOSP 293, providing 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
Prerequisites: HOSP 293 and Chef Apprentice major
Lab fee: \$100.00

HOSP 295 Hospitality Cooperative Work Experience III (A, SP) 3 credits

This course is a continuation of HOSP 293 and HOSP 294 and is required for third year chef apprentices. It offers on-the-job training in the foodservice industry following guidelines of the American Culinary Federation National Apprenticeship Training Program. One classroom hour per week will be spent in an on-campus seminar.
Lecture: 1 hour – Lab: 20 hours
Prerequisite: Permission of instructor/chair
Lab fee: \$100.00

Human Resources Management (HRM)

HRM 121 Human Resources Management

(A, W, SP, SU, –DL)

4 credits

This is 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. Course focuses on the laws governing policymaking, 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 online or via audio lecture tapes/CDs obtained from the ERC with paid fee receipt. Other course materials are provided in a packet mailed prior to the beginning of the quarter; graded assignments are returned via mail. Fees for the rental audio tapes and course mailings are included in the distance learning lab fee.

Lecture: 4 hours

Prerequisite: BMGT 111 or LAWE 252 (Law Enforcement students only) or BMGT 218 (Supply Chain Management students only) and ENGL 102

Lab fee: \$10.00

Distance Learning Lab fee: \$40.00

HRM122 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. It promotes a transition from "term paper writing" to formal policy writing, and from the basic application of employment law, business grammar, and policy writing skills through the development of an employment policy, procedure, and 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 with a minimum grade of "C," OADM 101 with a minimum grade of "C," CIT 102 and ENGL 102

Lab fee: \$10.00

HRM124 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 COMM 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; in-depth study of the four major pieces of private sector collective bargaining legislation; a discussion of the State of Ohio collective bargaining law; the union organizing process and management responses; the collective bargaining process, grievance process, and 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, a third-step grievance meeting, and grievance arbitration simulations.

Distance Learning Students: Course content is provided on-line or on audio lecture tapes/CDs obtained from the ERC with paid fee receipt. Other course materials are provided in a packet mailed prior to the beginning of the quarter; 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: 3 hours – Lab 4 hours

Prerequisites: HRM 121 and MATH 101 or MATH 103

Lab fee: \$10.00

Distance Learning Lab fee: \$40.00

HRM 221 Staffing under the Law (A, SP)

4 credits

The course provides an in-depth study of the laws governing affirmative action, sexual and other forms of harassment, discipline, and termination, as well as 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: 3 hours – Lab: 2 hours

Prerequisites: HRM 121, HRM 122 with a minimum grade of "C," CIT 102, 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 including the job analysis process, the development of job descriptions and job specifications, and the job evaluation process. The course also addresses 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

Prerequisites: HRM 121, HRM 122 with a minimum grade of "C," CIT 102, MATH 135

Lab fee: \$10.00

HRM 224 Human Resources Records Management (W, SU, –DL)

3 credits

This course provides an in-depth study of the records governing the employment relationship required by federal and state laws and the legal aspects of those records. Also explores approaches to developing record keeping systems that meet professional and industry standards. Students are required to demonstrate skills through the development of legally sound records management policies and procedures.

NOTE: Course is offered at night during Winter Quarter and during the day or online Summer Quarter.

Lecture: 3 hours

Prerequisites: HRM 121, HRM 122, completed with a minimum grade of "C," and CIT 102

Lab fee: \$10.00

HRM 225 Workplace Safety (W, SU, –DL)

3 credits

This course provides the student in the Human Resources Management technology with an overview of alcohol and drug use as they relate to contemporary workplace issues, violence in the workplace, and management's obligations and options under OSHA and other safety regulations.

NOTE: This course is offered at night during Winter Quarter and during the day Summer Quarter.

Lecture: 3 hours

Prerequisites: HRM 121 and HRM 122, completed with a minimum grade of "C"

Lab fee: \$4.00

HRM 226 Mandatory Benefits (A, SP)

4 credits

This course provides an in-depth study of benefits mandated by federal law, including Social Security, Worker's Compensation, Unemployment Compensation, Family and Medical Leave (FMLA), the Health Insurance Portability and Accountability Act (HIPAA), and the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Lecture: 4 hours

Prerequisites: HRM 121, HRM 122 (with a minimum grade of "C"), MATH 103, ENGL 101, ENGL 102, and ENGL 200

Lab fee: \$10.00

HRM 227 Voluntary Benefits (A, SP,–DL) 4 credits

This course provides an in-depth study of voluntary benefits: those benefits employers most commonly choose to offer to help attract and retain employees. The course will focus on health insurance options (medical, dental, vision, prescription drug, catastrophic illness) and the types of providers of these options (HMOs, PPOs, traditional carriers, HSAs), life insurance options (basic life, supplemental life, term life, and accidental death and dismemberment), short-term and long-term disability options, pension/retirement plan options, pay-for-time-not-worked options (holidays, vacations, sick leave, personal leave, bereavement leave, jury duty, military leave, and other PTO options), and miscellaneous benefit options (tuition reimbursement, child/elder care, safety equipment, social and sports programs).

Lecture: 4 hours

Prerequisites: HRM 121, HRM 122 (with a minimum grade of “C”), MATH 103, ENGL 101, ENGL 102, and ENGL 200

Lab fee: \$10.00

HRM 228 Employee Training (A, W, SP, SU) 2 credits

This course provides students with the tools needed to develop and present effective training programs for an organization or to identify and evaluate the services of an outside training provider to meet the needs of the organization.

NOTE: This course is offered only at night during Winter Quarter and only during the day Summer Quarter.

Lecture: 1 hour – Lab: 3 hours

Prerequisites: HRM 121, CIT 102, ENGL 101, ENGL 102, and ENGL 200 (all completed with a minimum grade of “C”)

Lab fee: \$5.00

HRM 240 Administration of Human Resources Management (W, SU) 5 credits

As a part of the capstone sequence for the Human Resources Management Technology, this course provides a hands-on application environment 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.

NOTE: This course is offered only at night during Winter and Summer quarters.

Lecture: 0 hours – Lab: 10 hours

Prerequisites: HRM 121, 122, 124, 220, 221, 222, 224, 225, 226, and 227, (all completed with a minimum grade of “C”)

Lab fee: \$5.00

HRM 242 Human Resources Management Practicum (A, W, SP, SU) 2 credits

As a part of 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. The student and the employer/placement site supervisor determine exact duties. Students are responsible for securing their own practicum position.

Lecture: 0 hours – Lab: 14 hours

Prerequisites: HRM 121, 122, 124, 220, 221, 222, 224, 225, 226, and 227, (all completed with a minimum grade of “C”), and with permission of Department Chair, requested *two quarters in advance*.

Corequisite: HRM 243

Lab fee: \$2.00

HRM 243 Human Resources Management Practicum Seminar (A, W, SP, SU) 2 credits

As a part of the capstone sequence for the Human Resources Management Technology, the course provides for a discussion of the work experience and demonstration of the ability to transfer program skills to a real-world work environment through the completion of written weekly reports and the development of work related projects and assignments.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: HRM 121, 122, 124, 220, 221, 222, 224, 225, 226, and 227 (all completed with a minimum grade of “C”), and with permission of department chair, requested *two quarters in advance*.

Corequisite: 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

Civilization I is a survey of the culture, ideas and values of human civilization from its 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: \$7.00

HUM 112 Civilization II (A, W, SP, SU,–DL) 5 credits

Civilization II is 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: \$7.00

HUM 113 Civilization III (A, W, SP, SU,–DL) 5 credits

Civilization III is 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: \$7.00

HUM 131 Chinese Civilization (W) 5 credits

This survey course is an introduction to the study of the history and intellectual, social, cultural, artistic and economic values of China. It explores the origins of the Chinese culture, the expansion and retrenchment of its dynasties, and the upheavals in the political system after 1911. It looks at scientific and technological developments as well as intellectual traditions (especially Confucianism) and how Buddhism influenced those traditions.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101
Lab fee: \$7.00

HUM 132 Japanese Civilization (SP) 5 credits

This survey course is an introduction to the study of the history and intellectual, social, cultural, artistic and military values of Japan. It explores the origins of Japanese culture, the adaptation of Chinese culture to Japanese needs, the warrior class, Shinto and Buddhist religions, literature and the visual arts, and Japan's place in the modern world.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101
Lab fee: \$7.00

HUM 151 American Civilization to 1877 (A, W, SP, SU,–DL) 5 credits

This course is a survey of American History from settlement through the Civil War and Reconstruction. HUM 151 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: \$7.00

HUM 152 American Civilization Since 1877 (A, W, SP, SU,–DL) 5 credits

HUM 152 is 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: \$7.00

HUM 181 World Civilization I: Non-Western, Non-American Civilization to 1500 (A, SP) 5 credits

This course is a survey of non-Western, non-American civilization to 1500. It serves as an introduction to the study of history and to the intellectual, social, cultural and artistic values of the Far East, India, Middle East, Africa and South America.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101
Lab fee: \$7.00

Hum 182 World Civilization II: Non-Western, Non-American Civilization to 1500 (W, SU) 5 credits

This course is a survey of non-Western, non-American civilization since 1500. It serves as an introduction to the study of history and to the intellectual, social, cultural and artistic values of the Far East, India, Middle

East, Africa and South America.
Lecture: 5 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101
Lab fee: \$7.00

HUM 222 Classical Mythology (A, W, SP, SU,–DL) 5 credits

HUM 222 is 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

This course is 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. HUM 224 meets Humanities requirement for A.A.S. 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

This course presents 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 also will 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

This course is a general introduction to the history and cultures of Latin America through the study of literature, film and primary historical texts. HUM 251 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

HUM 252 presents 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. HUM 252 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

This course is a survey of the economic, social, political and cultural development of China and Japan from earliest times to present. HUM

253 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

HUM 254 offers 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,–DL) 5 credits

This course introduces 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. HUM 270 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

HUM 290 is 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 A.A. and A.S. students preparing to graduate within two academic quarters.

Lab fee: \$2.00

HUM 299 Special Topics in Humanities (On Demand) 1-5 credits

Students explore special topics in humanities designed to meet specific needs.

Lecture: variable hours – Lab: 0 hours

Lab fee: \$2.00

Interactive Media (IMMT)

IMMT 100 Digital Literacy (–DL) 2 credits

This course provides students an interdisciplinary approach to understanding how to evaluate and create digital media. Major areas of emphasis include how digital information/media are created, organized and accessed; how to evaluate the reliability of Web sites and information sources; basics of how to create and manipulate digital media including digital photography, digital video, scanning and the fundamentals of Web site design. In step-by-step tutorials, students will learn how to download text, images, sounds, video, data and software from the Internet. NOTE: This course is an introduction to these topics; subsequent course offerings are available for those who want to learn more.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: None

Lab Fee: \$20.00

IMMT 101 Principles of Interactive Media (A, W, SP, SU,–DL) 3 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: 2 hours

Prerequisite: None

Lab fee: \$20

IMMT 111 Foundations of Digital Media (A, W, SP, SU) 3 credits

The second of a two-course series that expands on the required disciplines needed to function in the interactive multimedia industry. The primary focus in this course centers on designing, choosing software and scripting the interactive media project. This course details how these disciplines are related to professional job responsibilities and the other team members.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: IMMT 101

Lab fee: \$10

IMMT 112 Fundamentals of Interactive Design 3 credits

This course deals with the basics of Interactive media software including Fireworks, Dreamweaver and Flash. In Fireworks, students learn how to use the tools of Fireworks to create and edit web graphics, both vector and bitmap, work with layers, interactive buttons, components, symbols, optimization and web page layout. In Dreamweaver, students will learn how to use tables, basic CSS, layout and design for web. In Flash, students will learn to develop a working knowledge of various tools plus critical interface elements such as layers, scenes, nested symbols, and movie clips.

Lecture: 2 hours – Labs: 2 hours

Prerequisite: None

Lab Fee: \$29.00

IMMT 115 Survey of the Digital Gaming Industry (A, SP) 4 credits

This course is a comprehensive examination of the digital games industry. Topics include: history, economics and structure of the industry, roles and skill sets of practitioners, creative processes and business practices, testing, publishing and marketing.

Lecture: 4 hours

Prerequisite: None

Lab Fee: \$5.00

IMMT 116 Storytelling for Games (W, SP) 3 credits

This course deals with common writing principles and theories used in the video gaming industry. In addition too basic writing principles students will learn the history of the story, game storytelling devices, character types, and verbal character development. Students will develop an appropriate story line for a game and a three act structured game story with appropriate cut-scenes and dialogue.

Lecture: 3 hours

Prerequisite: None

Lab Fee: \$5.00

IMMT 122 Digital Media Preparation (W,–DL) 3 credits

This is the second of the two-course series on the required disciplines needed to function in the interactive multimedia profession. Primary focus in this course centers on planning, design and the software required in the completion of a multimedia project. This course is not intended for Interactive Media majors.

Lecture: 3 hour – Lab: 0 hours

Lab Fee: \$33.00

IMMT 123 Video Basics **2 credits**

This course deals with basic digital editing. Students are introduced to the concepts of digitizing and editing video as well as output and distribution of edited media. This course will also examine basic audio and video editing techniques. Students will learn to successfully edit and distribute simple videos. Components include digital media file types, digitizing, basic editing techniques, compression standards and output options

Lecture: 2 hours- Labs: 0 hours

Prerequisite: None

Lab Fee: \$20.00

IMMT 150 Basic Cinematography and Editing (A, SP) **4 credits**

This course deals with the use of audio and video production techniques to prepare output for various multimedia formats (e.g. DVDs, PDAs, interactive CDs, etc.) so as to achieve integrated marketing communications goals. Students are introduced to basic theories and practices of audio and video production. The audio component includes the use of microphones, mini disc recorders, mixing consoles, and digital audio workstations for a variety of sound collection and processing applications. The video component introduces basic concepts and skills in digital video productions and nonlinear video editing. Students will learn the theory and practice of digital nonlinear editing, including edit list management, off-line and online editing techniques.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: IMMT 111

Lab Fee: \$36.00

IMMT 151 Audio Editing and Voice Over (W) **4 credits**

This course is designed to develop an understanding of the relationship of audio production to various related media including multimedia and broadcast. Sound design and the creation and recording of audio assets are stressed. The course is structured around editing in a nonlinear environment and the associated standard digital editing practices. Students will learn how to utilize a digital audio workstation in a typical production environment.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: IMMT 150

Lab Fee: \$36.00

IMMT 152 Narrative Storytelling and Production (W) **4 credits**

This course provides students with an overview of genre storytelling. Students will analyze specific genres, write an appropriate script for the genre, storyboard, and produce a genre-focused video. In addition to genre storytelling, students will learn the proper video and audio aesthetics for telling a specific story (dialogue framing, planning action scenes, using boom mics, scoring a video). Image capture/digitizing and editing at a digital workstation will be highlighted.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: IMMT 150, IMMT 153, GRPH113

Lab Fee: \$36.00

IMMT 153 Screenwriting for Digital Video and Sound (A, SP)**3 credits**

This course deals with writing principles and theories used in the digital audio and video fields. In addition to basic writing principles, students will learn to develop a treatment, plan characters, write effective scenes, and a screenplay for use in both audio and video.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ENGL 101, ENGL 102, IMMT 101

Lab Fee: \$22.00

IMMT 155 Foley Art and Sound Design (SP) **4 credits**

This course will cover both the production and post-production techniques associated with the creation of audio assets for use in digital media. Students will be required to plan and produce multimedia programs with audio assets that the individual student creates. The course provides an advanced understanding of audio equipment for digital production in the field and in the recording studio. The use of ProTools technology is emphasized.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: IMMT 151

Lab Fee: \$20.00

IMMT 157 Sports Broadcasting (A) **4 credits**

This course provides students with an overview of sports broadcasting. Students will analyze sporting events, write an appropriate treatment for the video, create an appropriate blocking plan, and produce videos of Columbus State Sporting events that are broadcast ready. In addition to sport storytelling, students will learn the proper video and audio aesthetics for creating videos of sporting events (action shots, finding drama in the event, shooting live footage, adding proper announcing tracks). Image capture/digitizing, editing at a digital work station, and broadcast video will be highlighted.

Lecture: 4 hours - Lab: 0 hours

Prerequisite: IMMT 151 and IMMT 153

Lab Fee: \$36.00

IMMT 158 Motion Graphics (After Effects) (SP) **3 credits**

In this course students will learn fundamentals of how to use After Effects to create motion graphics by integrating interactive media, sound, and video into interesting compositions. Students will learn how to set keyframes on a timeline and work with transform properties, motion paths, masks, and effects.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: IMMT 111, 150, 152, 240

Lab Fee: \$20.00

IMMT 159 Music Video Production (SP) **4 credits**

This course provides students with an overview of music video production. Students will analyze music genre specific videos, write an appropriate treatment for the video, storyboard, and produce two music videos (one for a local musician/group). In addition to music video storytelling, students will learn the proper video and audio aesthetics for creating a music video (group shoots, directing the band, shooting live footage, adding proper audio tracks). Image capture/digitizing, editing at a digital work station, and web conversion will be highlighted.

Lecture: 4 hours - Lab: 0 hours

Prerequisite: IMMT 150 and IMMT 153

Lab Fee: \$36.00

IMMT 188 Introduction to 3D Game Production (W, SU) **4 credits**

This course is an introduction to the basic concepts of the production process from start to finish. Students get to understand the time involved and the key role players in developing a game. From story, to character development, storyboarding, planning, 2d and 3d graphics, lighting and rendering, visual effects, sound effects/ music to marketing and distribution. Each of these phases are examined and analyzed to better understand them.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: IMMT 115

Lab Fee: \$15.00

IMMT 213 Designing an e-Commerce Website (A, SP) **3 credits**

E-Commerce is a frequently used word in the area of business. This course covers not just the why, but also the practical application of creating a shopping cart. Looking at multiple service providers and how they relate to a cart. Setting up, creating and implementing a working shopping cart will be the final goal of the course.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: IMMT 111, IMMT 214

Lab fee: \$30.00

IMMT 214 Web Database Development (W) **3 credits**

This course introduces students to the concepts of a relational database. Students learn how to open access and add records to an e-commerce Web site. Querying databases is a focus of the course. Students are required to complete a Web site that includes a functional database within it.

Lecture: 2 hours–Labs: 2 hours
Prerequisites: IMMT 111
Lab fee: \$30.00

IMMT 215 Introduction to the XNA Platform (W) 4 credits

XNA Game Studio Express is designed for game developers to easily create video games for Windows and the Xbox 360 console. This course introduces students to the capabilities and functional of the XNA platform.

Lecture: 3 hours – Lab: 2 hours
Prerequisites: IMMT 188
Lab Fee: \$15.00

IMMT 216 Media Graphics and Optimization (A, W, SP, SU) 4 credits

Image input, storage and retrieval using the industry standard Adobe Photoshop/Fireworks 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: IMMT 111, GRPH 112, GRPH 251
Lab fee: \$30.00

IMMT 217 Video 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
Prerequisite: IMMT 111
Lab fee: \$33.00

IMMT 236 3D Modeling (W, SP) 4 credits

This course provides students with an overview of how to model, render, light, and animate in 3D environments using industry standard 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. Maya software is used in this class.

Lecture: 2 hours – Lab: 4 hours
Prerequisites: IMMT 111
Lab fee: \$36.00

IMMT 237 Beginning Flash [Design] (A, SP) 4 credits

This course provides the students with an overview of how to begin, storyboard, create and design a fully functional Flash Web site. This course surveys the major sources of businesses that use 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: IMMT 216, GRPH 243
Lab fee: \$33.00

IMMT 238 Intermediate Flash [User Interaction with ActionScript] (W) 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.

Lecture: 2 hours – Lab: 4 hours
Prerequisite: IMMT 237

IMMT 239 Advanced Flash [Interactive Development-Gaming] (A) 4 credits

This course covers the gaming industry, careers, and the basic terminology. Topics include history of gaming; an industry overview; career paths, the state of the job market, and the skills needed for various jobs, genres and platforms; societal issues; the study of games and “play”; the future of gaming; development of design, teamwork, business, and production skills—all using the Flash application.

Lecture: 2 hours – Lab: 4 hours
Prerequisite: IMMT 238
Lab fee: \$33.00

IMMT 240 Documentary Storytelling and Production (SP) 4 credits

This course provides students with an overview of documentary storytelling. Students will analyze documentaries, write appropriate scripts for the documentary, storyboard, and produce a documentary video that has relevance to the local area. Students will also learn the proper video and audio aesthetics for telling the documentary (interviewing, developing a narrative from footage, framing shots, documentary assets, etc.). Image capture/digitizing and editing at a digital workstation will be highlighted.

Lecture: 4 hours – Lab: 0 hours
Prerequisite: IMMT 150, IMMT 152, IMMT 153
Lab Fee: \$36.00

IMMT 241 Cascading Style Sheets 4 credits

This course deals with basic and intermediate understanding of developing sites using Cascading Style Sheets. Components include CSS essentials, learning to build effective navigation and page layouts, working with typography, colors, backgrounds, and white space. The basics of HTML should be understood before entering this class.

Lecture: 4 hours
Prerequisite: IMMT 111
Lab Fee: \$15.00

IMMT 242 Advanced 3D Computer Modeling - MAYA II (A, SP) 4 credits

This course extends beyond both the 3D computer modeling and animation courses to introduce students to advanced methods and features within the Maya 3D software. Upon completion of this course, students will understand more complex modeling, texturing, lighting, animation, and rendering principles found within this program. Techniques taught within this class will offer more skills to provide them with an understanding what is to be expected within the game development industry and how they operate. Finally, a movie short will be produced through rendering a camera fly-thru within Maya and compiling the rendered frames in a non-linear editing program.

Lecture: 3 hours - Lab: 2 hours
Prerequisite: IMMT 236
Lab Fee: \$15.00

IMMT 243 3D Character Development - MAYA III (SP) 4 credits

The course focuses on how to model and set up 3D characters for animation. The Maya Embedded Language, or MEL, is the very foundation of the Maya application: it's what makes the 3D software so powerful. In this course, students will explore the techniques of MEL scripting in relationship to the 3D world of character development. A complete character and scene will be developed for the final project.

Lecture: 3 hours - Lab: 2 hours
Prerequisites: IMMT 236, IMMT 242 and GRPH 265
Lab Fee: \$15.00

IMMT 248 Programming for Video Games (A) 4 credits

This course introduces students to the basics of 2D game programming using the JAVA language. It starts out by explaining the basics of writing a simple 2D vector-based game (i.e., using lines and filled polygons) that evolves into a fully featured sprite-based game by the end of the course. Students will learn about Java's graphics classes, and

– all within the context of an online game. Previous knowledge of Java is recommended, but not required; students who have never used Java before should be able to keep up if they keep a Java primer or reference book handy.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: IMMT 215 and IMMT 239

Lab Fee: \$15.00

IMMT 249 Corporate and Instructional Video Production (SU) 4 credits

This course is designed to expand student understanding of video production in a corporate environment. Students will learn how to tell appropriate corporate and instructional stories. Techniques and aesthetics for corporate videos will be a main focus (framing, steadicam movement, costumes, casting, etc.). Advanced skills in image capture/digitizing, titles, and editing at a digital workstation will be developed through the creation of comprehensive video projects for internal and nonprofit organizations.

Lecture: 4 hours

Prerequisite: IMMT 240

Lab Fee: \$36.00

IMMT 250 Document Transfer Using Acrobat (A, SP,–DL) 3 credits

Adobe Acrobat facilitates the creation of PDF documents, the industry-standard format for cross platform document delivery. This course will present an overview of Adobe Acrobat, its use and application in production, with emphasis on generating Acrobat PDF files for integration and delivery in a pre-press environment and on the Web. Students must have access to Adobe Acrobat 6.0 software (not just the reader).

Lecture: 2 hours – Lab: 0 hours

Lab Fee: \$22.00

IMMT 260 DVD Development (SU) 4 credits

Students will develop a DVD demo reel with the use of Avid software. Topics will include DVD workflow, preparing video assets, compressing video for DVD, DVD menus, and promotion using DVD covers. At the end of the course, students will be able to develop their own DVD demo reel for external use in locating a professional position.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: IMMT 151, IMMT 155, IMMT 249

Lab Fee: \$36.00

IMMT 262 Web Publishing Site Design (W, SP, SU) 4 credits

This course provides the student with an overview of how to begin, storyboard, create and design a fully functional Web site. The software 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: IMMT 111, IMMT 216, IMMT 236, IMMT 238

Lab fee: \$30.00

IMMT 263 Final Project 1: Using the XNA Platform (W) 3 credits

First of a series, this capstone course is designed to provide students a real-world experience of working in a team based production environments. Using the technical and aesthetic skills acquired throughout this program, students will practice their communication and collaboration skills in taking an idea for an original game from concept to execution.

Lecture: 1 hour - Lab: 4 hours

Prerequisites: IMMT 215

Lab Fee: \$15.00

IMMT 264 Final Project 2: Using the XNA Platform (SP) 3 credits

This second course in the capstone series is designed to provide students a real-world experience of working in a team based production environments

Lecture: 1 hour – Lab: 4 hours

Prerequisites: IMMT 263

Lab Fee: \$15.00

IMMT 271 Interactive Portfolio Development (A, SP) 4 credits

30 weeks of Flash design and development will assist students in building confidence and focus when marketing themselves. Students will take that knowledge and author their own interactive CD resume for external use in locating a professional job.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: IMMT 239

Lab fee: \$33.00

IMMT 280 Adobe Flash–Basic Level 4 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 drawing tools in Flash or by importing artwork from vector illustration tools, such as Illustrator. In this hybrid (one 8-hour day plus Web component) curriculum, students will learn how to create artwork with Flash, how to animate artwork, and how to make interactive movies. This course cannot be substituted for required technical courses in the Interactive Media degree but may be used to fulfill a technical elective.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: Permission of instructor; contact the Interactive Media area for details: webtech@cscc.edu, (614) 287-5010.

Lab fee: \$33.00

IMMT 281 Adobe Flash–Intermediate Level 4 credits

This course is designed for the Flash developer who has already achieved an intermediate level of proficiency in Flash (recommended). The hybrid (one 8-hour day plus Web component) 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 Media degree but may be used to fulfill a technical elective. It is strongly suggested that students be familiar with Basic Flash before taking this course.

Lecture: 4 hour - Lab: 0 hours

Prerequisite: Permission of Instructor; contact the Interactive Media area for details: webtech@cscc.edu, (614) 287-5010.

Lab fee: \$33.00

IMMT 282 Adobe Fireworks 4 credits

This course presents a concentrated introduction to Macromedia Fireworks software as used in the Internet Web industry. This WEBTECH course involves two days of comprehensive, live lecture and laboratory applications followed by one day of Web-based training assignments. This course is subject to change with the dynamically changing multimedia industry. Students should check the CSCC WEBTECH Web site for changes, adaptations, text and required materials. See <http://www.cscc.edu/webtech> prior to starting the class. Students requiring signatures for participation may obtain them from the Interactive Media Department at Eibling Hall Room 401 on the CSCC main campus, or by calling (614) 287-5010 or e-mailing: webtech@cscc.edu.

Lecture: 4 hour – Lab: 0 hours

Prerequisite: Permission of instructor; contact the Interactive Media area for details: webtech@cscc.edu, (614) 287-5010.

Lab fee: \$33.00

IMMT 283 Adobe Dreamweaver 4 credits

This course introduces students to Dreamweaver by guiding them step-by-step through the development of sample Web projects. In this hybrid (one 8-hour day plus Web component) 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 Media degree but may be

used to fulfill a technical elective.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: Permission of instructor; contact the Interactive Media area for details: webtech@cscs.edu, (614) 287-5010.

Lab fee: \$30.00

IMMT 286 Adobe Illustrator 4 credits

Illustrator is an extremely powerful graphics program capable of creating complex illustrations and text effects. In this hybrid (one 8-hour day plus Web component) curriculum, students are exposed to the basic skills that will allow them to take advantage of Illustrator's powerful tools, learn how to navigate in Illustrator, 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: 4 hours – Lab: 0 hours

Prerequisite: Permission of instructor; contact the Interactive Media area for details: webtech@cscs.edu, (614) 287-5010.

Lab fee: \$33.00

IMMT 288 Post Production (A) 4 credits

This course teaches the fundamental skills used in post-production.

Post Production is the term for the final stage in game development in which the raw material (graphics and characters by the design crew and recorded by the Production Sound crew) is edited together to form the completed game. Some various production elements range from quality assurance (QA testing), final packaging and manual, sales presentation, "beta green light", the release, manufacture and shipping.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: IMMT 241, IMMT 263 and GRPH 265

Lab Fee: \$ 15.00

IMMT 290 Adobe PhotoShop and ImageReady 4 credits

In this hybrid (one 8-hour day plus Web component) curriculum, students will learn how to use several Photoshop tools for selecting parts of images, move, duplicate, and resize images. The course also covers how to use and apply layer effects and filters to create special effects, including lighting and texture effects. The use of painting tools and blending modes to create shading effects is covered as well as how to use color reduction algorithms to select colors from the Web palette.

Lecture: 4 hour – Lab: 0 hours

Prerequisite: Permission of instructor; contact the Interactive Media area for details: webtech@cscs.edu, (614) 287-5010.

Lab fee: \$30.00

IMMT 292 Adobe Acrobat Pro 4 credits

This course familiarizes students with the basics of After Effects. Students will explore the After Effects environment and become familiar with the tools available. In this hybrid (one 8-hour day plus Web component) curriculum, students will create basic shapes, draw paths with the pen tool, and work with text. Students will also work with colors and gradients and experiment with object layers. Finally, students will create a basic animation and experiment with motion paths, color changes, and rollovers.

Lecture: 4 hour – Lab: 0 hours

Prerequisite: Permission of instructor; contact the Interactive Media area for details: webtech@cscs.edu, (614) 287-5010.

Lab fee: \$30.00

IMMT 294 Adobe ColdFusion 4 credits

In this hybrid (one 8-hour day plus Web component) curriculum, students are introduced to concepts related to the development of Web pages using ColdFusion. Designed for future expert Web developers, this course covers the following topics: application frameworks, databases, directories and files, e-mail, flow-control, functions, interacting with remote servers, output and formatting, re-using code, and variables. It is strongly suggested that students be familiar with Dreamweaver before taking this course.

Lecture: 4 hour – Lab: 0 hours

Prerequisite: Permission of instructor; contact the Interactive Media area

for details: webtech@cscs.edu, (614) 287-5010.

Lab fee: \$33.00

IMMT 295 Portfolio Development (SP) 4 credits

Students will use this course to compile the elements of their professional portfolio. The course also covers related information regarding job interviews, trade shows, professional standards, and contract negotiation.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: IMMT 241

Lab Fee: \$15.00

IMMT 297 Special Topics in Interactive Media (On Demand) 1-6 credits

This course offers a detailed examination of selected topics in Interactive Media.

Lab fee: \$3.00

IMMT 299 IMMT Internship (A, W, SP, SU,-DL) 4 credits

IMMT 299 is an opportunity for supervised on-the-job application of knowledge and skills acquired in the classroom. Students also report through journal entries and presentations about the practicum experience. Internship applications must be filed with the Department at least two months prior to internship start date.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: IMMT 150, IMMT 216, permission of the instructor; contact the Interactive Media area for details.

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: Acceptance into the ITT program after attending one Mandatory Information Session with the program coordinator and completing application

Corequisite: ITT 143

Lab fee: \$5.00

ITT 111 Introduction to the Deaf Community (A, SP) 5 credits

This course is designed to provide students with an overview of the deaf community, focusing on social, cultural and education experiences. This course also examines employment, local services available to the deaf community, and majority culture's myths and misconceptions of the deaf community. This class is an Entrance Requirement for admission into the Interpreting Associate Degree program.

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$5.00

ITT 120 Lexical Analysis and Development for Interpreters (SU) 3 credits

This course focuses on analyzing English and ASL lexical items as they pertain to creating meaning. Topics of study will include vocabulary expansion, English grammar, and thinking beyond ASL gloss. Various aspects of language, such as idioms, slang, and euphemisms will also be developed.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ITT 145, ITT 212, and ITT 201 (grades of "C" or better)

Corequisites: ITT 149 and ITT 202

Lab fee: \$10.00

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

Prerequisites: ITT 204, ITT 220 and ITT 212 (grades of “C” or better)

Corequisite: ITT 123

Lab fee: \$5.00

ITT 123 Specialized Interpreting/Transliterating (SP) 4 credits

This course introduces the student to special vocabulary, skills, and knowledge needed to interpret in special situations. It looks at the 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 204, ITT 220 and ITT 212 (grades of “C” or better)

Corequisite: ITT 121

Lab fee: \$5.00

ITT 129 Current Research and Theory of Interpreting (W) 3 credits

As interpreting students begin to learn the skill of interpreting, their knowledge of current interpreting theory is critical. The most relevant and up-to-date research will be examined and discussed as it applies to the profession. Topics will include models of interpreting, processing, prosody, and discourse analysis.

Prerequisites: ITT 110 (grade of “C” or better)

Corequisites: ITT 211, ITT 144

Lab fee: \$10

ITT 130 Fingerspelling (W, SU) 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 141

Corequisite: 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, class discussion and required cultural experiences outside of class time. This class is an Entrance Requirement for admission into the Interpreting Associate Degree program.

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, class discussions and participation in cultural experiences. This class is an Entrance Requirement for admission into the Interpreting Associate Degree program.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: ITT 141 (grade of “C” or better)

Lab fee: \$10.00

ITT 143 American Sign Language III (A, SP) 5 credits

ASL III provides 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 (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 (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-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 (grade of “C” or better)

Lab fee: \$10.00

ITT 149 Advanced ASL for Interpreters (SU) 2 credits

Students will expand their use of ASL as it is used specifically in interpreting settings. In-depth skill building of classifiers, use of space, prosody, establishing topics, and the distributional and temporal aspects of verbs will be the focus of this course. This course is only open to interpreting majors.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: ITT 145, ITT 201, ITT 212 (grades of “C” or better)

Corequisites: ITT 120 and ITT 202

Lab Fee: \$10

ITT 150 Linguistics of American Sign Language (A, SP) 3 credits

This course offers an introduction to general linguistics, and provides 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

Corequisite: ITT 143

Lab fee: \$5.00

ITT 170 Conversational ASL (On Demand) 2 credits

This course continues to expand the ASL skills of students beyond ASL V. Students will focus on topics such as narratives, turn-taking, classifiers, and use of space as they apply to ASL conversations.

Lecture: 2 hours – Lab 0 hours

Prerequisite: ITT 145 or permission of instructor

Lab fee: \$5.00

ITT 171 Gesturing and Visual Readiness (On Demand) 1 credit

This course examines the role that gesturing plays in ASL. Students will develop their visual readiness and ability to think in pictures, instead of words. The focus is on using the body and face to give meaning.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

ITT 172 History of the Deaf Community (On Demand)**2 credits**

This course provides an in-depth look at the history of the deaf community and how it has impacted the linguistic and cultural development of that community. Students will see how deaf history around the world influences ASL, literature, and education of the deaf.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: ITT 143 or permission of instructor

Lab fee: \$5.00

ITT 173 Script Analysis and Translation (On Demand)**2 credits**

Using a play script, students will learn the process required to translate the script from written English to signed ASL. Analyzing the script for meaning, examining sign choices, considering character development, and incorporating artistic presence will be developed. For the final project, students perform the translation that they have completed.

Lecture: 1 hour – Lab: 1 hour

Prerequisite: ITT 143 or permission of instructor

Lab fee: \$10.00

ITT 174 Religious Interpreting (On Demand)**3 credits**

This course examines the challenges that are unique to religious interpreting settings. Students will learn about the basic beliefs, terminology, sacred texts, and worship behaviors of a variety of denominations. Specialized vocabulary for these denominations is emphasized.

Lecture: 2 hours – Lab: 1 hour

Prerequisite: ITT 144 or permission of instructor

Lab fee: \$10.00

ITT 175 Text Preparation and Analysis (On Demand)**3 credits**

This course gives interpreting majors the opportunity to further develop their ability to prepare and analyze text for interpreting. Topics include comprehension of the source material, multiple meaning, discrimination, and inference as they pertain to determining appropriate message transfer.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: ITT 202 or permission of instructor

Lab fee: \$10.00

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 how to render a spoken English message into ASL.

Lecture: 2 hours – Lab: 2 hours

Prerequisites: ITT 129 and ITT 211 (grades of “C” or better)

Corequisites: ITT 145, ITT 212

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

Prerequisites: ITT 201, 212 and 145 (grades of “C” or better)

Corequisites: ITT 120 and ITT 149

Lab fee: \$10.00

ITT 203 Interpreting III (A)**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, 149 and 120 (grades of “C” or better)

Corequisite: ITT 220

Lab fee: \$10.00

ITT 204 Interpreting IV (W)**3 credits**

As the final course in the four-course interpreting sequence, ITT 204 continues to increase students’ knowledge and skills in the 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 ITT 220 (grades of “C” or better)

Lab fee: \$10.00

ITT 211 Transliterating I (W)**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 how to render a spoken message in English into contact varieties and signed English.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: ITT 110 with a grade of “C” or better

Corequisites: ITT 144 and ITT 129

Lab fee: \$10.00

ITT 212 Transliterating II (SP)**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

Prerequisites: ITT 129 and ITT 211 (grades of “C” or better)

Corequisites: ITT 145 and ITT 201

Lab fee: \$10.00

ITT 220 Sign to Voice Interpreting/Transliterating (A)**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: 2 hours – Lab: 4 hours

Prerequisites: ITT 120, 212, 149, and 202 (grades of “C” or better)

Corequisite: 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 develop further. 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. This course is repeatable up to 10 hours of credit.

ITT 292 Interpreting/Transliterating Practicum I (A, W, SP, SU)**2 credits**

Students are provided opportunities to observe interpreting situations. These observations are then discussed and applied to the concepts learned in the classroom and applied to the actual setting. Students are required to observe interpreters in a variety of settings, including individual observations at a practicum placement site, observations of classroom instructor, and/or guest interpreter, and individual guided lab work. A video portfolio and resume will be completed as preparation for Practicum II.

Lecture: 1 hour – Practicum: 10 hours

Prerequisites: ITT 202, ITT 149, and ITT 120 (grades of “C” or better) and completion of all 1st through 4th quarter courses per the full time Plan of Study, and 2.0 GPA Tech. Average

Corequisites: ITT 220 and ITT 203

Lab fee: \$30.00

ITT 293 Interpreting/Transliterating Practicum II

(A, W, SP, SU)

4 credits

Students are provided opportunities to work in various interpreting situations and to apply the concepts learned in the classroom to the actual setting. Students are supervised by staff interpreters as they assume the role of interpreter, demonstrating professional conduct and appropriate skills. The student processes practicum experience in a weekly seminar.

Lecture: 1 hour – Practicum: 15 hours

Prerequisites: ITT 292, ITT 203, and ITT 220 (grades of “C” or better), completion of all 1st through 5th quarter courses per the full time Plan of Study, and 2.0 GPA Tech. Average

Corequisite: ITT 204

Lab fee: \$30.00

ITT 294 Interpreting/Transliterating Practicum III

(A, W, SP, SU)

4 credits

Students are provided opportunities to work in various interpreting situations and to apply the concepts learned in the classroom to the actual setting. Students are supervised by staff interpreters as they assume the role of interpreter, demonstrating professional conduct and appropriate skills. The student processes practicum experience in a weekly seminar.

Lecture: 1 hour – Practicum: 15 hours

Prerequisites: ITT 293 and ITT 204 (grades of “C” or better), completion of all 1st through 6th quarters per the full time Plan of Study, and 2.0 GPA Tech. Average

Corequisites: ITT 121 and ITT 123

Lab fee: \$30.00

Italian (ITAL)

ITAL 101 Elementary Italian I (A, W, SP)

5 credits

ITAL 101 presents 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 (W, SP, SU)

5 credits

This course is a continuation of ITAL 101, with further development of listening, reading, speaking, and writing skills and further study of Italian culture. It 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 (SP)

5 credits

ITAL 103 offers continued study of the Italian language and development of listening, reading, speaking and writing skills. Readings from contemporary Italian culture and literature are employed. ITAL 103 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 (SU)

5 credits

ITAL 104 focuses on the reading and discussion of Italian short stories, novels, plays, newspapers, and magazines, emphasizing literary apprecia-

tion and the development of Italian culture. Course 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

ITAL 299 offers students an opportunity to examine selected topics in Italian in detail.

Prerequisite: Varies

Lab fee: \$2.00

Japanese (JAPN)

JAPN 101 Elementary Japanese I (A, W, SU)

5 credits

Course introduces 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; and 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, SP)

5 credits

This course is a continuation of JAPN 101, with further development of reading and writing skills and further study of culture. JAPN 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: “C” or higher in JAPN 101

Lab fee: \$6.00

JAPN 103 Elementary Japanese III (SP)

5 credits

This course is a continuation of JAPN 102, with further development of reading and writing skills and further study of culture. JAPN 103 meets elective requirements in the Associate of Arts and Associate of Sciences Degree programs and transfer requirements in foreign languages and literature.

Prerequisite: “C” or higher in JAPN 102

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$6.00

JAPN 104 Elementary Japanese IV (SU)

5 credits

JAPN 104 is a continuation of JAPN 103, with further development of reading and writing skills and further study of culture. JAPN 104 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: “C” or higher in JAPN 103

Lab fee: \$6.00

JAPN 299 Special Topics in Japanese (On Demand)

1-5 credits

This course offers students an opportunity to examine selected topics in Japanese in detail.

Prerequisite: Varies

Lecture: 5 hours – Lab: 0 hours

Lab fee: \$2.00

Landscape Design/Build (LAND)

LAND 100 Introduction to Landscape Profession (A, W, SP, SU) 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, performing site inventory and analysis, and drafting basic projects.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: ARCH 110, ARCH 112 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

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

Lab fee: \$10.00

LAND 107 Landscape Maintenance (W, SP) 3 credits

Basic landscape maintenance principles will be discussed with an emphasis on procedures best suited to promote optimum growth and aesthetic 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 (A, SP) 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, ARCH 112

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 landscape 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 covers influences, methods and examples of site planning for environmental design projects. Emphasis is on the interdisciplinary nature of site planning. Regulatory and technical requirements are presented. Creation and evaluation of prototypical site planning projects is included.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: LAND 102 or ARCH 111 or SURV 141 or permission of instructor

Lab fee: \$20.00

LAND 201 Landscape Pest Control (A, SU) 3 credits

This course will study basic control methods as they apply to insects, fungi, and 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 LAND 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 205

Lab fee: \$20.00

LAND 203 Landscape Irrigation (A, W) 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, LAND 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

Lab fee: \$10.00

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
Prerequisite: LAND 102
Lab fee: \$15.00

LAND 207 Landscape Construction (A, SP) 4 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: 4 hours
Prerequisite: LAND 152
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
Lab fee: \$10.00

LAND 217 Landscape Construction Laboratory (SU, On Demand) 2 credits

This course will expose the student to the practices and application of landscape construction.

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, LAND 203, LAND 207 and BMGT 111
Lab fee: \$15.00

LAND 291 Field Experience (A, WI, SP, SU) 4 credits

Course provides an opportunity for an off-campus field experience in the landscape industry. The field 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.

Lecture: 0 hours – Lab: 48 hours
Prerequisite: Permission of instructor
Lab fee: \$10.00

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: Vary
Prerequisite: Permission of instructor.

Latin (LATN)

LATN 101 Elementary Latin I (A) 5 credits

LATN 101 is an introduction to the fundamentals of Latin with practice in reading and writing. It includes selected studies in culture. LATN 101 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 (W) 5 credits

This course is a continuation of LATN 101, with further development of reading and writing skills and further study of culture. 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 101 with a grade of “C” or better
Lab fee: \$6.00

LATN 103 Intermediate Latin I (SP) 5 credits

LATN 103 is a continuation of LATN 102. This course 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 (SU) 5 credits

This course is a continuation of LATN 103. It 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

LATN 290 Capstone in Latin (On Demand) 3 credits

This course is offered for students wishing to fulfill the capstone requirement on Latin.

Lecture: 2 hours – Lab: 2 hours
Prerequisite: LATN 104
Lab fee: \$5.00

LATN 299 Special Topics in Latin (On Demand) 1-5 credits

LATN 299 provides individual study opportunities in special topics in Latin.

Lab fee: \$2.00

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 (On Demand) 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 are covered. Local government politics and the community also are reviewed. 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

LAWE 110 presents the principles and techniques of criminal investigation, including those 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

This course serves as 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 also is presented.

Lecture: 1 hour – Lab: 4 hours

Lab fee: \$10.00

LAWE 112 Criminal Investigation II (W, SU) 4 credits

This course continues LAW 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: LAW 110

Lab fee: \$5.00

LAWE 113 Criminalistics II (On Demand) 2 credits

This course advances the study of criminalistics laboratory techniques to include examination techniques for blood, hair and fiber, firearms' identification, toolmark comparisons, 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

This course explores the issue of crime in the United States. Theories of causation will be analyzed and critiqued.

Lecture: 3 hours – Lab: 0 hours

LAWE 121 Juvenile Delinquency (SP) 3 credits

This course studies the nature and causes of delinquent activity by juveniles. Appropriate criminal justice responses can be developed once law enforcement and judicial personnel understand the factors giving rise to juvenile delinquency.

Lecture: 3 hours – Lab: 0 hours

LAWE 122 Criminal Law (On Demand) 3 credits

This course studies the development of criminal law in the United States. The common law theories upon which the laws of this country are based will be explored. Specific topics will include parties to crime, capacity to commit crimes, defenses, and the laws defining specific crimes.

Lecture: 2 hours – Lab: 2 hours

LAWE 124 Penology (A, SP) 3 credits

This course offers an introduction to the field of corrections. The history and goals of corrections will be explored, and students will receive 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

LAWE 125 is an in-depth study of the procedure and objectives in accident investigations, including gathering facts from the road, vehicle and witnesses, hit and run investigation, measurements and diagrams, utilization of skid mark evidence, proper recording of accident data, use of accident templates, 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 135 Terrorism 3 credits

This course will examine the underlying issues of the terrorist threat, including an overview of terrorism goals, methods of attack, weapons of mass destruction, and how law enforcement can assess and deal with threats.

Lecture: 3 hours

LAWE 145 Self-Defense for Women (On Demand) 2 credits

Students will learn to recognize threatening behavior and situations and their appropriate responses. Simple-to-learn, basic physical defense techniques are taught. In addition, defensive devices will be discussed and demonstrated.

Lecture: 1 hour – 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

Course covers potential areas of liability such as tort law, vicarious liability, and civil rights legislation.

Course covers 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

LAWE 155 discusses 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

This course covers the organization, functions, and jurisdiction of juvenile agencies. Topics include processing and detention of juveniles, statutes and court procedures relating to juveniles, rights and liabilities of minors and their parents, and police services for juveniles and neglected children.

Lecture: 2 hours – Lab: 2 hours

LAWE 208 Community Based Corrections (W) 3 credits

This course will investigate alternative models of corrections. Various alternatives to incarceration or institutionalization, and the benefits that derive from placing the offender back in the community, 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 crisis. The areas of domestic disputes, suicide prevention, and 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

This course explores the development and 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

This course studies the Ohio Code statutes 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 215 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: CIT 101

LAWE 218 Supervision of Public Service Personnel (A, SP) 3 credits

This course introduces supervisory techniques as applied to public service personnel. Course covers the need for job descriptions and job procedures, civil service requirements, reports, oral and written directions, work evaluation, and conference leadership. Also presents effective methods for 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

LAWE 22 is 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. Course will review interpretations of the Constitution by the U.S. 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 to 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 the operation of probation and parole. Problems and their possible solutions will be covered for each division of corrections.

Lecture: 3 hours – Lab: 0 hours

LAWE 241 Correctional Internship I (TBA) 1 credit

This course offers an opportunity for on-the-job training as the student

works in a correctional agency. Activities will include interviewing convicted felons, verification of the information received, and various other duties connected with probation and parole.

Lecture: 0 hours – Lab: 10 hours

Prerequisite: LAWE 205

Corequisite: 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 249 Corrections Seminar I (TBA) 1 credit

This seminar will cover the pre-sentence investigation report, its purpose, and how it is 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 hour – Lab: 0 hours

Prerequisite: LAWE 205

Corequisite: LAWE 241

LAWE 252 Police Administration (A) 3 credits

This course will explore the contemporary local law enforcement agency, its functions, structure, and operational techniques. Principles of organization, staffing, budgeting, controlling, coordination, planning and research will be presented as will the development and maintenance of liaison between agencies.

Lecture: 3 hours – Lab: 0 hours

LAWE 253 Criminal Procedure (W, SU) 3 credits

This course presents a study of the rules of procedure as they apply to criminal cases and how they 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

LAWE 254 offers another opportunity for on-the-job training in the corrections setting. The student will work in a correctional agency performing tasks such as background investigations for a parole board, checking on inmates at various halfway houses, and interviewing persons on parole.

Lecture: 0 hours – Lab: 10 hours

Prerequisite: LAWE 241

Corequisite: LAWE 255

LAWE 255 Corrections Seminar II (TBA) 1 credit

This course discusses what occurred during the student's internship and clarifies any problems that arose. Student looks at assignment of project and explanation for the project.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: LAWE 249

Corequisite: LAWE 254

LAWE 256 Law Enforcement Practicum I (A, W, SP, SU) 2 credits

LAWE 256 offers 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 by agreement between student and the law enforcement agency.

Lecture: 0 hours – Lab: 14 hours

Prerequisite: Permission of the chairperson

Corequisite: LAWE 257

LAWE 257 Law Enforcement Practicum Seminar I (A, W, SP, SU) 1 credit

LAWE 257 presents seminar discussions concerning the work experience

and on developing strategies to improve work performance.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: Permission of the chairperson

Corequisite: LAWE 256

LAWE 258 Law Enforcement Practicum II (On Demand) 2 credits

This is another 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 between student and the law enforcement agency.

Lecture: 0 hours – Lab: 14 hours

Prerequisite: Permission of the chairperson

Corequisite: LAWE 259

LAWE 259 Law Enforcement Practicum Seminar II (On Demand) 1 credit

LAWE 259 facilitates seminar discussions on the work experience and the development of strategies to improve work performance. Prerequisite: Permission of the chairperson

Lecture: 1 hour – Lab: 0 hours

Corequisite: 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.

In this course, students will study the rules of evidence as they relate to the introduction of evidence at trial. In addition to the rules study, 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

In this course, 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 hour – Lab: 6 hours

Prerequisite: LAWE 102

LAWE 264 Police Firearms (SU) 3 credits

Students will learn to use police firearms safely, including the 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 hour – Lab: 4 hours

LAWE 266 High Rise Safety (A) 2 credits

Discussions of the particular problems related to 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 hour – Lab: 2 hours

Lab fee: \$5.00

LAWE 268 Hazardous Materials I (A) 3 credits

Course offers an introduction to the properties and behaviors of hazardous chemicals in our environment. Students will learn about the physical and chemical characteristics of toxic, flammable, and reactive substances in the forms of solids, liquids, and gases and receive an 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

This course offers 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 272 Alcohol Detection, Apprehension and Prosecution (On Demand) 2 credits

ADAP is the process of identifying and gathering evidence to determine if a suspect should be arrested for a DWI violation. This course is necessary to meet state requirements for Peace Officer Training in Ohio. LAWE 272 is open only to Academy Track students.

Lecture: 1 hour – Lab: 2 hours

Lab fee: \$25.00

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 history, copyright, computer crimes, computer security and legal computer systems.

Lecture: 2 hours – Lab: 1 hour

Prerequisite: CIT 101/ Optional LEGL 251

LAWE 276 Criminalistics III (On Demand) 3 credits

This course presents an 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 - See Paralegal Studies (LEGL)

Marketing (MKTG)

MKTG 101 Introduction to Retailing (A, W, SP, SU,–DL) 5 credits

This course provides the student with an overview of current and evolving retailing trends and practices. Merchandising, sales promotion, finance, store operations and control are addressed. Special emphasis is given to the growing importance of international retailing, e-Commerce and multi-channel retailing. In addition, the course examines the impact of innovative technologies and methods used by retailers to improve store operating efficiencies and improve customers' shopping experiences.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: None

Lab fee: \$5.00

MKTG 102 Branding (W, SU,–DL) 3 credits

This course provides the student with an overview of current and evolving branding trends and practice. The primary focus is on the importance of brands, their impact on corporate profitability, and effective principles of brand management. In addition, the course describes a disciplined process to create and implement effective brand design, identity and positioning.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: None

Lab fee: \$5.00

MKTG 111 Marketing Principles (A, W, SP, SU,–DL) 5 credits

This course explores the fundamentals of product planning, pricing, promotion and distribution of goods and services with an 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. Students taking the video version of Marketing Principles may choose to rent the videos for the quarter from the ERC with pre-payment to the Discovery Exchange Bookstore.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: None

Lab fee: \$5.00

MKTG 122 Business and the Internet (A, SP,–DL) 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

Prerequisite: None

Lab fee: \$13.00

MKTG 131 Market Research Principles (A, SU,–DL) 3 credits

This course introduces 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 a higher math) or instructor approval.

Lab fee: \$5.00

MKTG 140 Introduction to Advertising and Promotion (A, SP,–DL) 4 credits

Course introduces students 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: 4 hours – Lab: 0 hours

Prerequisite: MKTG 111 or instructor approval

Lab fee: \$5.00

MKTG 141 Integrated Marketing Communications (W,–DL) 4 credits

This course covers the fundamentals of integrated marketing communi-

cations (IMC). Emphasis will be on understanding how IMC plans are developed and executed as well as the various factors and considerations that influence this process. Students will learn how to set goals, objectives, and budgets. Also highlighted will be direct marketing, Internet and interactive marketing, sales promotion, publicity and public relations, and personal selling.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: MKTG 111 and MKTG 140 or instructor approval

Lab fee: \$5.00

MKTG 142 Media Buying (SU,–DL) 3 credits

Course introduces media buying and selling with particular emphasis on the role of the various participants in the process: clients, advertising and media agencies, media sales companies, media companies, etc. Current industry selling practices for print and electronic media will be discussed. Components of the course include media plan development, target audience(s) selection, and integration of a media plan into an advertising plan. At the completion of the course, students will have developed portfolio-ready examples of work

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

MKTG 145 Services Marketing (SU,–DL) 3 credits

This course studies the characteristics of services, their contribution to an economy, service quality, service customer behavior and the relationship between organizational performance and customer retention. Emphasis will be placed on customer satisfaction measurement, coordination issues between marketing and operations in the design and implementation of service delivery, and the utilization of emerging technology.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: MKTG 111

Lab Fee: \$5.00

MKTG 146 Nonprofit Marketing (SP,–DL) 3 credits

This course will give students an understanding of the basic organizational structures, systems and practices of nonprofit organizations. Emphasis will be placed on identifying the various types of nonprofit organizations, nonprofit marketing mixes, and nonprofit marketing strategies. The role of technology in the delivery of effective service and administration for nonprofit organizations will also be examined.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

MKTG 150 Introduction to e-Commerce (A, SP, SU,–DL) 3 credits

This course offers an overview of the marketing and technical aspects of e-Commerce. Students are introduced to basic network concepts and protocols; how various markets (consumer, business-to-business, and government) make use of e-Commerce; the four fundamental marketing considerations of product, price, distribution/place and promotion as informed by interactive media; and the design and financial and ethical aspects of e-Commerce.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$5.00

MKTG 205 Quantitative Methods for Retailing (A,–DL) 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: \$5.00

MKTG 213 Merchandise Buying and Management (SP,–DL) 4 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: 4 hours – Lab: 0 hours

Prerequisite: MKTG 101

Lab fee: \$5.00

MKTG 221 Consumer Behavior (W, SU,–DL) 3 credits

Consumer Behavior will 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: \$5.00

MKTG 223 Sales Principles and Practices (A, SP,–DL) 4 credits

This course presents the 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: 4 hours – Lab: 0 hours

Prerequisite: MKTG 111 or instructor approval

Lab fee: \$5.00

MKTG 224 Public Relations (A,–DL) 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: \$5.00

MKTG 226 Customer Service Principles and Practices (A, SP,–DL) 4 credits

MKTG 226 offers a study of the 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: 4 hours – Lab: 0 hours

Prerequisite: MKTG 111 or instructor approval

Lab fee: \$5.00

MKTG 229 Organizational Marketing (A, SP,–DL) 3 credits

MKTG 229 is a comprehensive overview of 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: \$5.00

MKTG 236 Direct Marketing (SP,–DL) 3 credits

This course presents 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: \$5.00

MKTG 237 Database Marketing (W,–DL) 3 credits

This course provides 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, purchas-

ing lists and managing a marketing database.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Instructor approval

Lab fee: 5.00

MKTG 241 Marketing Practicum I (A, W, SP, SU,–DL) 4 credits

This course offers a chance for a 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. This course is graded on a Satisfactory/Unsatisfactory basis.

Lecture: 0 hours – Lab: 28 hours

Prerequisite: 12 hours in technology and permission of instructor

Corequisite: MKTG 242

Lab fee: \$5.00

MKTG 242 Marketing Seminar I (A, W, SP, SU,–DL) 2 credits

MKTG 242 allows for the application of marketing knowledge to specific areas of an on-the-job internship. Internship applications must be filed with the Department at least 2 months prior to the internship start date. This course is graded on Satisfactory/Unsatisfactory basis.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: Open to Marketing students only with permission of instructor

Corequisite: MKTG 241

Lab fee: \$5.00

MKTG 251 Marketing Practicum II (On Demand,–DL) 4 credits

This course is a continuation of MKTG 241 and is open to Marketing students only. Internship applications must be filed with the department at least 2 months prior to the internship start date. This course is graded on a Satisfactory/Unsatisfactory basis.

Lecture: 0 hours – Lab: 28 hours

Prerequisite: MKTG 241 and advisor approval required the quarter before the student actually begins the internship; open to Marketing students only

Corequisite: MKTG 252

Lab fee: \$5.00

MKTG 252 Marketing Seminar II (On Demand,–DL) 2 credits

This course allows for the application of marketing knowledge to specific areas of and on-the-job internship. Internship applications must be filed with the department at least 2 months prior to the internship start date. This course is graded on a Satisfactory / Unsatisfactory basis.

Lecture: 0 hours – Lab: 4 hours

Prerequisite: MKTG 242, open to Marketing students only

Corequisite: MKTG 251

Lab fee: \$5.00

MKTG 263 Direct Marketing Creative and Financial Analysis (A,–DL) 4 credits

Course surveys methods for creating and evaluating direct response materials. Topics covered include establishing a "unique selling proposition," effective copywriting, how to use graphic support, offer development, and the inclusion of token/stamps to increase audience interaction. Special attention is given to selecting appropriate formats including computerized letters, self-mailers, broadsides, and brochures.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: MKTG 236 or permission of instructor

Lab fee: \$5.00

MKTG 265 Understanding Interactive Users (SP,–DL) 3 credits

This course presents a comprehensive model for understanding consumer decision making in an interactive environment. Emphasis is placed on the differences and similarities between classic research techniques and traditional consumer behavior models and their interactive complements. Particular emphasis is placed on the techniques and trends used to conduct online research, including how to leverage existing sources, online chat-based sessions, e-mail feedback, and online focus groups.

Lecture: 2 hours – Lab: 2 hours
Lab fee: \$5.00

MKTG 266 Marketing Communications on the Web (W,-DL) 3 credits

This course explores the marketing communications opportunities and challenges facing Web marketers. Topics covered include developing an online marketing strategy, online selling, Web-based promotion, customer service and publicity. Special emphasis is placed on emerging e-Commerce strategies, such as auditing effectiveness of online advertising, permission marketing, affiliate programs and e-mail strategies.

Lecture: 2 hours – Lab: 2 hours
Lab fee: \$5.00

MKTG 270 Global Marketing (A, SP,- DL) 5 credits

This is 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.

Lecture: 4 hours – Lab: 4 hours

Prerequisites: 12 hours of Marketing or Supply Chain Management courses, CIT 101, FMGT 201 or ACCT 106 and permission of instructor

Lab fee: \$5.00

MKTG 285 Advertising and Promotion on the Web (A, SP,-DL) 1 credit

This course provides the student with an overview of how the Internet can be used as part of an organization's advertising and promotional strategy. The focus is on the Internet as another means of communicating with an organization's various target markets.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

MKTG 286 Customer Service on the Web (A, SP,-DL) 1 credit

This course provides the student with an opportunity to see how the Internet can be used to improve the basic delivery of customer service and to improve customer relations for business organizations.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

MKTG 287 Public Relations on the Web (A, SP,-DL) 1 credit

The focus in this course 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 hour – Lab: 0 hours

Lab fee: \$5.00

MKTG 288 Marketing Research on the Web (A, SP,-DL) 1 credit

Students will use the Internet to gather information on customers, business organizations, and nonprofit 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 hour – Lab: 0 hours

Lab fee: \$5.00

MKTG 289 Direct Marketing on the Web (A, SP,-DL) 1 credit

Students will use the Internet as a tool in the direct marketing process. The focus will be on using the Internet as a vehicle to create databases and as a direct response mechanism for target markets.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

MKTG 290 Government Marketing on the Web (SP,-DL) 1 credit

This course studies government characteristics and its use of emerging technology to market services to, and communicate with, citizens. The course will examine the relationships between government and citizens with an emphasis on the use of Web-based technology to enhance those relationships.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

MKTG 292 Nonprofit Marketing Using the Web (SU,-DL) 1 credits

A study of the characteristics of nonprofit organizations and their use of emerging technology to market services, raise funds, and communicate with people. The course will examine the relationships between nonprofit organizations and service consumers and funding agents with an emphasis on the use of Web-based technology to enhance those relationships.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

MKTG 297/298 Special Topics in Marketing (On Demand,-DL) 1 - 3 credits

These courses offer an opportunity for detailed examination of various topics in marketing.

Prerequisites: Vary

Lab fees: Vary

Lecture: 1 to 3 hours – Lab: 0 hours

Massage Therapy (MASS)

MASS 235 Massage Law and Business Principles for Massage Therapy (AU, W, SP, SU,-DL) 4 credits

This course provides a general overview of the legal system, including criminal and civil law. An in-depth review of the statutes and administrative rules that govern massage therapy in Ohio are provided. The course also will study basic business principles as they apply to the massage therapist.

Prerequisites: Acceptance into the program

Lecture: 4 hours

MASS 236 Medical Ethics for Massage Therapists (A, SP) 3 credits

This course is 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.

Prerequisite: MASS 262

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$5.00

MASS 261 Massage Technique I (A, SP) 6 credits

MASS 261 is an 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

Corequisite: MASS 271

Lab fee: \$50.00

MASS 262 Massage Technique II (W, SU) 6 credits

This course provides an 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

Corequisite: MASS 272

Lab fee: \$50.00

MASS 271 Massage Anatomy and Physiology I (A, SP) 5 credits

Investigation of the various human body systems, their structure and function as required by the State Medical Board of Ohio for licensure as a Massage Therapist.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: BIO 261 and acceptance into the program

Corequisite: MASS 261

Lab fee: \$25.00

MASS 272 Massage Anatomy and Physiology II (W, SU) 5 credits
Investigation of the various human body systems, their structure and function as required by the State Medical Board of Ohio for licensure as a Massage Therapist.
Lecture: 4 hours – Lab: 3 hours
Prerequisite: MASS 271
Lab fee: \$25.00

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 State Medical Board of Ohio for licensure as a Massage Therapist.
Lecture: 4 hours – Lab: 3 hours
Prerequisite: MASS 272
Lab fee: \$25.00

MASS 274 Massage Anatomy & Physiology IV (W, SU) 5 credits
Investigation of the various human body systems, their structure and function as required by the State Medical Board of Ohio for licensure as a Massage Therapist.
Lecture: 4 hours – Lab: 3 hours
Prerequisite: MASS 273
Lab fee: \$25.00

MASS 292 Massage Practicum I (A, SP) 5 credits
This course is an introduction to the clinical practice of massage therapy. The student will learn new techniques with specific applications for clinical situations. Students will have the opportunity to hone their clinical skills with experience gained in the student clinic.
Lecture: 3 hours – Lab 6 hours
Prerequisites: Successful completion of MASS 262 and MASS 272 or permission of the instructor
Lab fee: \$50.00

MASS 294 Massage Practicum II (W, SU) 5 credits
This course is a continuation of MASS 292. The topics to be covered include, but are not limited to, different therapeutic approaches to the treatment of conditions that may benefit from the application of massage. This course includes additional clinical experience affording students the opportunity to refine their treatment skills and professional approach to the practice of massage therapy.
Lecture: 3 hours – Lab 6 hours
Prerequisites: Successful completion of MASS 292 and MASS 273 or by permission of the instructor
Lab fee: \$50.00

MASS 296 Massage Therapy Board Review (A, SP) 2 credits
This course provides an overview of the Basic Sciences and Limited Branch sections of the Massage Therapy Program. The course is designed to assist in a massage student's preparation for the State of Ohio Medical Board licensure exam for Massage Therapy.
Lecture: 2 hours - Lab: 0 hours
Prerequisite: MASS 274
Corequisite: MASS 294
Lab fee: \$0

MASS 298 Special Topics in Massage (SU, W) 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, Post Isometric Muscle Release, Positional Release Techniques and other therapeutic techniques. Development and modification of institutional programming based on individual and group needs.
Lecture: 3 hours – Lab: 0 hours
Prerequisite: MASS 262
Co-requisite: MASS 272
Lab fee: \$50.00

MASS XXX Massage Therapy Electives (A, W, SP, SU) 5 credits
These courses provide massage therapy students with the ability to personalize their training program to better aid them once in the workforce. The approved technique elective courses are SES 231 and 236, SES 241, MULT 103, NURC 175, NURC 176, NURC 177, and MASS 298.
Lecture: 2-5 hours – Lab: 0
Prerequisites: Acceptance into the program

Mathematics (MATH)

MATH 100 Calculations and Dosages (A, W, SP, SU) 2 credits
Course presents 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; oral dosages and parenteral dosages; pediatric dosages by body weight; intravenous calculations.
Lecture: 2 hours – Lab: 0 hours
Prerequisite: DEV 030 with a grade of “C” or higher
Lab fee: \$2.00

MATH 101 Business Mathematics (A, W, SP, SU,–DL) 5 credits
Course covers percents and the percent formula; gross earnings; FICA and withholding; trade discounts; mark-up and mark-down; simple and compound interest and present value; simple discount notes; annuities and loan amortization; inventory valuation methods and depreciation schedules. Also offers an introduction to descriptive statistics, mean, median, mode, and graphs. MATH 101 includes applications labs using Excel. This course has traditional, hybrid, and Web section offerings and meets degree requirement for the A.A.S. degree in several technical programs.
Lecture: 5 hours – Lab: 0 hours
Prerequisite: DEV 031 with a grade of “C” or higher, or by placement
Lab fee: \$6.00

MATH 102 Beginning Algebra I (A, W, SP, SU,–DL) 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; an overview of graphing; linear equations in two variables; and relations and functions. These topics are taught using an approach that integrates algebraic, graphic and numeric methods whenever possible. This course has both hybrid and Web section offerings. It is not open to students with credit for MATH 103 or above. A TI-83/84 graphing calculator is required.
Lecture: 4 hours – Lab: 0 hours
Prerequisite: DEV 031 with a grade of “C” or higher, or by placement
Lab fee: \$4.00

MATH 103 Beginning Algebra II (A, W, SP, SU,–DL) 4 credits
This course is a continuation of MATH 102 and is a remedial preparatory course designed to improve the student's algebra and problem-solving abilities. MATH 103 includes functions; systems of equations in two variables; applications and modeling; properties of exponents; 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. This course has both hybrid and Web section offerings. It is not open to students with credit for MATH 104 or above. A TI-83/84 graphing calculator is required.
Lecture: 4 hours – Lab: 0 hours
Prerequisite: MATH 102 with a grade of “C” of higher, or by placement
Lab fee: \$4.00

MATH 104 Intermediate Algebra (A, W, SP, SU,–DL) 5 credits
This course is a remedial preparatory course designed to improve the stu-

dent's algebra and problem-solving abilities. The course includes interval notation; absolute value, rational, radical and quadratic equations; absolute value and polynomial inequalities in one variable; linear inequalities in two variables; compound inequalities in one and two variables; operations on radical expressions and expressions containing rational exponents; complex number system introduction; and applications and modeling. These topics are taught using an approach that integrates algebraic, graphic and numeric methods whenever possible. This course has traditional, hybrid, and Web section offerings. Not open to students with credit for MATH 110, 111, 112, 113, 116, 125, 130, or 148 and above. A TI-83/84 graphing calculator is required.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 103 with a grade of “C” or higher, or by placement
Lab fee: \$4.00

MATH 105 Fundamental Mathematics Concepts for Teachers I (A, W, SP, SU) 5 credits

This course is designed to introduce the basic concepts of arithmetic and problem solving as appropriate for primary and middle school teachers. Development of these concepts will focus on the Ohio Standards and the Grade Level indicators. Instruction will also focus on the development of these concepts through the use of hands-on manipulatives, calculators, and other appropriate technology. The role of technology and the NCTM Standards for the teaching and learning mathematics will be demonstrated, explored and discussed.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 104 or MATH 110 with a grade of “C” or higher, or by placement
Lab fee: \$3.00

MATH 106 Fundamental Mathematics Concepts for Teachers II (A, W, SP, SU) 5 credits

MATH 106 is a continuation of MATH 105. This course develops the basic concepts of Inductive Geometry, Deductive Geometry, Measurement, and Informal Logic as appropriate for primary and middle school teachers. Development of these concepts will focus on the Ohio Standards and the Grade Level indicators. Instruction will also focus on the development of these concepts through the use of hands-on manipulatives, calculators, and other appropriate technology. The role of technology and the NCTM Standards for the teaching and learning of mathematics will be demonstrated, explored and discussed.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 105 with a grade of “C” or higher
Lab fee: \$3.00

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 provided in MATH 102 and 103. MATH 107 is a remedial preparatory course designed to improve the student's algebra and problem-solving abilities. This 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; linear equations in two variables; relations and functions; compound inequalities in one and two variables; absolute value equations and inequalities in one variable; linear inequalities in two variables; systems of equations in two variables; properties of exponents; scientific notation; and polynomial arithmetic. These topics are taught using an approach that integrates algebraic, graphic and numeric methods whenever possible. A TI-83/84 graphing calculator is required. MATH 107 is not open to students with credit for MATH 110, 111, 112, 113, 116, 125, 130 or 148 and above.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: By COMPASS placement or department chairperson approval
Lab fee: \$4.00

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 provided in MATH 103 and 104. This course is a continuation of MATH 107 and is a remedial preparatory course designed to improve the student's algebra and problem-solving abilities. This course includes properties of exponents; scientific notation; polynomial arithmetic; factoring and equation solving; rational expression arithmetic and simplification; complex fraction simplification; rational, radical and quadratic equations; polynomial inequalities in one variable; operations on radical expressions and expressions containing rational exponents; complex number system introduction; and applications and modeling. These topics are taught using an approach that integrates algebraic, graphic and numeric methods whenever possible. Not open to students with credit for MATH 111, 112, 113, 116, 125, 130 or 148 or above. A TI-83/84 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: \$4.00

MATH 111 Technical Mathematics I (A, SP) 4 credits

A brief review of scientific notation and other algebraic concepts; dimensional analysis; significant digits; introduction to complex numbers; solutions to quadratic equations and applications of the quadratic function; solving formulas; ratio and proportion; direct and inverse variation; algebraic functions and rectangular coordinates; solutions to 2 x 2 linear systems; right triangle trigonometry. Lab work with a TI-83/84 Plus graphing calculator will be included. Not open to students with credit for MATH 148. Course meets degree requirement for Electronic Engineering, Mechanical Engineering, Computer Electronics, Quality Assurance, Electro-Mechanical and Aviation Maintenance technologies.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: MATH 103 with a grade of “C” or higher, or by placement
Lab fee: \$3.00

MATH 112 Technical Mathematics II (W, SU) 4 credits

MATH 112 explores periodic functions with emphasis on graphing the sine and cosine curves; exponential and logarithmic functions; finding products, quotients, and roots of complex numbers in rectangular, polar, and exponential form; vectors and oblique triangles using the Law of Sines and the Law of Cosines; sequences, series, and summation notation; solving radical equations and equations in quadratic form; the equations of lines and circles and parabolas as conic sections. Lab work with the TI-83/84 Plus graphing calculator will be included. Not open to students with credit for MATH 150. Course meets degree requirement for Mechanical Engineering, Quality Assurance, and Electro-Mechanical Technologies.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: MATH 111 with a grade of “C” or higher
Lab fee: \$3.00

MATH 116 Mathematics for the Liberal Arts (A, W, SP, SU,-DL) 5 credits

MATH 116 is a survey of modern mathematical topics relevant to everyday life intended for students who are not majoring in the physical sciences. This course applies critical thinking and problem solving skills to topics such as elementary graph theory, the mathematics of voting and apportionment, and probability. A TI-83/84 graphing calculator is required. This course is designed for the student who does not intend to take additional courses in mathematics. This course has traditional and Web section offerings. Course meets the general education requirement for the A.A. Degree. Not open to students with credit for MATH 130 or 148 or above.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 104 with a grade of “C” or higher, or by placement
Lab fee: \$4.00

MATH 130 Mathematical Analysis for Business (A, W, SP, SU) 5 credits

MATH 130 presents a review of applications of equations, inequalities, and function notation. Course serves as an introduction to: graphs of

functions, translations and reflections of graphs of functions; modeling of linear, quadratic, exponential, and logarithmic functions; matrices; addition, subtraction, multiplication, row reduction, and solving linear systems using row reduction; the mathematics of finance: compound interest, annuities, amortization and sinking funds. Business applications evidenced throughout. A TI-83/84 graphing calculator is required. Not open to students with credit for MATH 116, 148, or MATH 150. Course meets the general education requirement for the A.A. 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 MATH 110 with a grade of “C” or higher, or by placement

Lab fee: \$3.00

MATH 131 Business Calculus I (A, W, SP, SU) 5 credits

MATH 131 offers an introduction to differential calculus: limits, continuity, derivatives, rules for differentiation, derivatives of logarithmic and exponential functions, extrema, concavity and applied maxima and minima problems. Business applications evidenced throughout. A TI-83/84 graphing calculator is required. Not open to students with credit for MATH 151. course meets the general education requirement for the A.A. 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 MATH 148 with a grade of “C” or higher

Lab fee: \$3.00

MATH 132 Business Calculus II (A, W, SP, SU) 5 credits

This course is an introduction to integral calculus and multivariable calculus; anti-derivatives, definite integrals, areas under a curve; Fundamental Theorem of Calculus; techniques of integration; differential equations; functions of several variables; partial derivatives; and extrema of functions of two variables. Business applications are evidenced throughout. A TI-83/84 graphing calculator is required. Not open to students with credit for MATH 152. Course meets general education requirement for the A.A. degree for a student planning to transfer to a business college at a four-year university.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 131 with a grade of “C” or higher

Lab fee: \$3.00

MATH 135 Elementary Statistics (A, W, SP, SU,–DL) 5 credits

This course is designed to acquaint students with statistical methods used in gathering and analyzing data. The course includes sampling methods and data classification; descriptive statistics; percentiles and z-scores; basic concepts in probability; binomial and normal probability distributions; the Central Limit Theorem; estimating population parameters; hypothesis testing; and linear correlation and regression. A TI-83/84 graphing calculator is required. Not open to students with credit for MATH 233. This course has traditional, hybrid, and Web section offerings. Course meets basic related requirements for several A.A.S. 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: \$7.00

MATH 147 Trigonometry Module (On Demand) 1 credit

This course is an introduction to angles and their measures, and trigonometric functions. Topics include: angle measurement, right triangle trigonometry, special angles, and applications of trigonometry. 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 hour – Lab: 0 hours

Prerequisite: MATH 104 or MATH 110 with a grade of “C” or higher

Lab fee: \$1

MATH 148 College Algebra (A, W, SP, SU,–DL) 5 credits

This course is a continuation of the study of functions. The concept of transformations is used to graph and analyze quadratic, higher degree polynomial, power piecewise, rational, exponential, logarithmic functions. The function concept is applied to solving related equations and inequalities and applications regarding these types of functions. The concept of functions is extended to include composition of functions and inverse functions. Circles are defined and analyzed. Calculators that can do symbolic manipulations are not allowed. This course has traditional, hybrid, and Web section offerings. Meets general education requirement for A.A. degree. Not open to students with credit for MATH 150 and above. This course can be substituted for MATH 130.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 104, MATH 110, or MATH 111 with a grade of “C” or higher, or by placement

Lab fee: \$3.00

MATH 150 Pre-Calculus (A, W, SP, SU) 5 credits

MATH 150 presents a study of the trigonometric functions, vectors, and conic sections. Topics include right triangle trigonometry; trigonometry of general angles; the unit circle; the graphs of trigonometric functions; analytical trigonometry; inverse trigonometric functions; verifying identities; solving trigonometric identities; the Law of Sines; the Law of Cosines; applications of trigonometry; polar equations and their graphs; geometric and algebraic vectors; vector applications; the conic sections are defined and analyzed algebraically and graphically. A TI-83/84 graphing calculator is required. Calculators that can do symbolic manipulations are not allowed. Course meets general education requirement for A.A. 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: \$3.00

MATH 151 Calculus and Analytic Geometry I (A, W, SP, SU) 5 credits

Introduction to differential calculus: functions, limits, continuity, derivatives, differentiation rules, derivatives of the trigonometric and transcendental functions, related rates, extrema, curve sketching, optimization, and antiderivatives. Course topics have applications to problems in science and engineering. MATH 151 meets general education requirement for A.S. and A.A. degrees. MATH 151 may be available as an honors contract.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 150 with a grade of “C” or higher, or by placement

Lab fee: \$2.00

MATH 152 Calculus and Analytic Geometry II (A, W, SP, SU) 5 credits

MATH 152 is an introduction to integral calculus: antiderivatives, definite integral, areas under a curve, Fundamental Theorem of Calculus, integration of exponential, logarithmic, trigonometric, inverse trigonometric and hyperbolic functions; volume and surface area of solids of revolution, arc-length, and methods of integration. Also includes L'Hopital's Rule and improper integrals. Course topics have applications to problems in science and engineering. Course meets general education requirement for A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MATH 151 with a grade of “C” or higher

Lab fee: \$2.00

MATH 153 Calculus and Analytic Geometry III (A, W, SP, SU) 5 credits

Course is a continuation of differential and integral calculus: infinite sequences and series, conic sections, plane curves and polar coordinates, vectors in the plane and in space, and analytic geometry in space. Course topics have applications to problems in science and engineering. An introduction to vector valued functions is included. MATH 153 meets general education requirement for A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: MATH 152 with a grade of “C” or higher
Lab fee: \$2.00

MATH 207 Topics in Mathematics for Teachers (A, W, SP, SU) 5 credits

MATH 207 is a continuation of MATH 106. It develops basic concepts of number theory, combinatorial counting, probability, statistics, functions, sequences and series as appropriate for primary and middle school teachers. Development of these concepts will focus on the Ohio Standards and the Grade Level indicators. Instruction will also focus on the development of these concepts through the use of hands-on manipulatives, calculators, and other appropriate technology. The role of technology and the NCTM Standards for the teaching and learning of mathematics will be demonstrated, explored and discussed. Course meets general education requirements for the A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: MATH 106 with a grade of “C” or higher
Lab fee: \$2.00

MATH 233 Statistics for Business (A, W, SP, SU) 5 credits

This course is designed to acquaint students with statistical methods used in gathering and analyzing data. The course includes: designing samples and experiments; descriptive statistics with graphs and numbers; correlation and regression; concepts in probability binomial, normal, and other probability distributions; the Central Limit Theorem; confidence intervals; tests of significance; and hypothesis testing. Applications in business, management and economics are emphasized. A TI-83/84 graphing calculator is required. MATH 233 meets general education requirement for A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 1 hour
Prerequisite: MATH 132 or MATH 152 with a grade of “C” or higher
Lab fee: \$7.00

MATH 254 Multivariable Calculus (A, W, SP, SU) 5 credits

MATH 254 presents an introduction to multivariable calculus. Topics includes 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. Course topics have applications to problems in science and engineering. Meets general education requirement for the A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: MATH 153 with a grade of “C” or higher
Lab fee: \$2.00

MATH 255 Elementary Differential Equations (SU) 5 credits

MATH 255 is 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. Topics have applications to the physical sciences and engineering shown. MATH 255 meets general education requirements for the A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: MATH 254 with a grade of “C” or higher
Lab fee: \$2.00

MATH 266 Discrete Mathematical Structures (W, SP, SU) 5 credits

This course covers mathematical formalization and reasoning; logic; sets, functions; methods of proof, recursive definitions; mathematical induction; elementary counting techniques, probability theory; relations; equivalence relations; Boolean algebra, logic gates and elementary counting principles. Course meets general education requirements for the A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: MATH 152 with a grade of “C” or higher
Lab fee: \$2.00

MATH 268 Elementary Linear Algebra (W, SP, SU) 5 credits
Students will learn about linear systems, matrices, and determinants; vector spaces, R^N and its subspaces; Eigenvalues, Eigenvectors, and applications; orthogonal matrices; linear transformations; complex scalars and applications. MATH 268 meets general education requirement for the A.S. and A.A. degrees.

Lecture: 5 hours – Lab: 0 hours
Prerequisite: MATH 254 with a grade of “C” or higher, or department chairperson approval
Lab fee: \$2.00

MATH 277 Probability and Statistics I (W, SP) 5 credits

MATH 277 introduces probability theory, discrete and continuous random variables, probability distributions, expected value, the Normal Distribution, and descriptive statistics. Applications to problems in science, engineering, computer science, and related areas explored. 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: \$2.00

MATH 278 Probability and Statistics II (SP, SU) 5 credits

MATH 278 continues MATH 277 and covers statistical estimation and sampling distributions, one and two sample estimation; one and two sample hypothesis tests for proportions, means, variances; simple linear regression and correlation; discrete data analysis; analysis of variance; and selected topics from nonparametric statistics, multiple linear regression; and statistical quality control. Topics have 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 277 with a grade of “C” or higher
Lab fee: \$2.00

MATH 285 Ordinary and Partial Differential Equations (A, W, SP, SU) 6 credits

Course covers ordinary and partial linear and nonlinear differential equations, Fourier series, separation of variables in partial differential equations. Applications to engineering and the physical sciences are noted. Not open to students with credit for MATH 255. Course meets general education requirement for the A.S. and A.A. degrees.

Lecture: 6 hours – Lab: 0 hours
Prerequisite: MATH 254 with a grade of “C” or higher or department chairperson approval
Lab fee: \$2.00

MATH 290 Capstone in Mathematics (On Demand) 3 credits

MATH 290 is 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; and 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 A.A. or A.S. 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: \$2.00

Mechanical Engineering Technology (MECH)

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, W, SP, SU) 3 credits

This is 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 115 Engineering Graphics (A, SP) 4 credits

This course is designed to give the beginning engineering technology student a basic foundation in blueprint reading, manual drafting, and beginning AutoCAD

Lecture: 2 hours – Lab: 4 hours

MECH 120 Mechanical Drafting I (W, SU) 3 credits

This course is an introductory drafting and blueprint reading course that teaches students how to draw and interpret orthographic and isometric views of various objects and components. Dimensioning, fasteners, section views, assembly and sub-assembly drawings, and Bills of Material are examined in depth. Emphasis is placed on interpretation of drawings as well as being able to do simple manual construction of views.

Lecture: 1 hour – Lab: 5 hours

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 145 2D Computer Aided Drafting (W, SU) 4 credits

This course introduces students to Computer Aided Drafting using AutoCAD software. Two-dimensional drafting techniques are utilized to teach fundamental and intermediate concepts of computer aided drafting. Course presents commands and functions applicable to all computer aided drafting systems. Students apply this knowledge to drawings related to the field of mechanical engineering, alternative energy, and other two-dimensional drawings.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MECH 115

MECH 175 3D Computer Aided Drafting (SP, A) 4 credits

This course is an extension of MECH 145. Course includes the study of practical applications of computer graphics with isometric and three-dimensional drawing techniques to solve mechanically related problems and to produce mechanical drawings.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: MECH 145

MECH 240 Machine Tools (A, W, SP, SU) 4 credits

This course features hands-on operation of mills, lathes, shapers, and

grinders in addition to instruction in 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, SU) 4 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: 4 hours

Prerequisites: MECH 112

Lab fee: \$10.00

MECH 250 Materials Science (A, SP) 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. Nondestructive and destructive testing practices commonly found in industry today will be presented.

Lecture: 2 hours – Lab: 3 hours

Lab fee: \$15.00

MECH 252 Computer Programming for Technicians (W, SU) 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) 4 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: 2 hours – Lab: 4 hours

Prerequisites: MATH 112 and MECH 240

Lab fee: \$25.00

MECH 260 Basic Mechanisms (SP, SU) 4 credits

This course offers 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 and MECH 242
Lab fee: \$25.00

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 145 and MECH 253
Lab fee: \$30.00

MECH 264 Computer Aided Drafting III (AU, SP) 3 credits
This is 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, Inventor, and additional software operating in conjunction with AutoCAD.
Lecture: 1 hour– Lab: 5 hours
Prerequisite: MECH 175
Lab fee: \$20.00

MECH 270 Engineering Statistics (A, SP) 4 credits
This course provides a broad overview of statistical methods in data analysis and process control practices in the industrial environment. Course includes presentation of the philosophy and practices of modern quality control principles, sampling methods and data classification, descriptive statistics, percentiles and z-scores, linear correlation and regression, basic probability, control chart applications, acceptance sampling, frequency distributions, and process capability studies.
Lecture: 3 hours – Lab: 3 hours
Prerequisites: Math 103

Medical Assisting (MAT)

MAT 100 Introduction to Medical Assisting (A) 3 credits
This course provides an overview of the medical assisting profession, introducing the student to the history of medicine. Emphasis is placed on professionalism, communication, medical specialties, and medical law and ethics. The importance of professional organizations at the national, state and local levels is examined, as well as the credentialing of the medical assistant.
Lecture: 3 hours – Lab: 0 hours
Prerequisite: Acceptance into the program

MAT 111 Clinical Procedures–Lecture (A) 3 credits
This course introduces the student to the entry-level skills typically performed by the medical assistant in the clinical area of the medical office. Discussion of the Standard Precautions and compliance with federal regulatory agencies is included. Competency-based skills are instructed through theoretical presentations and will include infection control, sanitization, sterilization using the autoclave, hand-washing, measuring and recording vital signs, measuring height and weight, setting up the physical examination tray, positioning patients and assisting the physician in examinations. The guidelines for OSHA compliance are discussed.
Lecture: 3 hours – Lab: 0 hours
Prerequisite: Acceptance into the program

MAT 113 Clinical Procedures–Lab (A) 2 credits
This course will demonstrate the entry-level skills and allow the students to perform them hands-on to a competency level. The students will be expected to explain the theory and demonstrate the practical aspects of the clinical skills following a check-off format outlined by the instructor.
Lecture: 0 hours – Lab: 4 hours
Prerequisite: Acceptance into the program
Lab fee: \$45.00

MAT 121 Advanced Medical Assisting (W) 5 credits
This course will instruct the medical assisting student in the skills beyond the basic entry-level. The advanced skills will include electrocardiography, minor surgery in the medical office, rehabilitation and physical therapy, radiology in the medical office, nutrition and diet therapy and the importance of accurate patient education. The student will explain and demonstrate the practical aspects of the advanced skills following a check off format outlined by the instructor. Diseases, medical conditions and illnesses treated in the medical office by the various medical specialties will be studied.
Lecture: 3 hours – Lab: 4 hours
Prerequisite: MAT 111/113, MAT 100
Lab fee: \$70.00

MAT 122 Advanced Office Procedures–Lecture (W) 2 credits
This course will instruct the student on the administrative skills expected of the entry-level medical assistant through theoretical presentations. Topics to be covered and demonstrated to competency-level are communications, computer concepts, medical records management, screening and processing mail, scheduling and monitoring appointments, office inventory and supplies, operating office equipment, telephone technique and managing practice finances. Application of ICD (diagnosis) and CPT (procedural) coding and insurance claim submission will be included. Discussion and application of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be included as well as the importance of patient confidentiality.
Lecture: 2 hours – Lab: 0 hours
Prerequisites: MAT 100

MAT 123 Advanced Office Procedures–Lab (W) 1 credit
This course introduces the student to advanced aspects of the medical office through practical presentations. Topics include communications, computer concepts, medical records management, screening and processing mail, scheduling and monitoring appointments, operating office equipment and managing practice finances.
Lecture: 0 hours – Lab: 3 hours
Prerequisites: MAT 100
Lab fee: \$18.00

MAT 230 Pharmacology (SP) 4 credits
This course introduces the pharmacology of commonly prescribed drugs in the medical office. The lecture portion allows the student to learn drug laws, brand and generic drug names, prescription abbreviations, prescription format, drug uses and body reactions. The laboratory section will include the 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, topical, sublingual, vaginal and rectal administration. The theory and principal of IV medication therapy is discussed. The accuracy of recording medications in the medical record is emphasized. Student will be expected to perform to competency level the pharmacological skills in check-off format outlined by the instructor.
Lecture: 3 hours – Lab: 3 hours
Prerequisites: MATH 100, MAT 111/113, MAT 121
Lab fee: \$60.00

MAT 236 Computer Application for the Medical Office–Lecture (SP) 1 credit
This course introduces the medical office computer package to the stu-

dent. The theory of the utilization of a medical office computer package is demonstrated and includes creating a physician data base, preparing patient demographics and daily appointment scheduling, as well as preparing daily, monthly and yearly billing cycles. A complete review of coding diagnosis and procedures and insurance claim submissions is included. Internet research of physician and medical practices Web sites is demonstrated.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: MAT 100, MAT 122/123

MAT 237 Computer Application for the Medical Office Laboratory (SP) 2 credits

This course allows the student to practice the principals of the medical office computer package through hands-on production of office simulations discussed in the lecture portion. The student will be expected to prepare a portfolio of the medical office package to competency level in check-off format as directed by the instructor.

Lecture: 0 hour – Lab: 4 hours

Prerequisite: MAT 100, MAT 122/123

Lab fee: \$10.00

MAT 240 Physician's Office Laboratory (SP) 5 credits

This course provides 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 collection, 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

Prerequisite: MAT 111/113, MAT 121, BIO 121/122

Lab fee: \$150.00

MAT 260 Ethical and Professional Principles in the Medical Office (SU) 2 credits

MAT 260 examines the medical ethical, legal and bioethical issues encountered 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

Prerequisite: MAT 122/123, MAT 236/237

MAT 290 Practicum (SU) 3 credits

MAT 290 offers an opportunity for practical experience in a physician's office combining the administrative, clinical and laboratory skills of patient care under the supervision of a licensed physician or a certified medical assistant. Students will be placed in various health care facilities and will serve 160 *unpaid* externship hours.

Lecture: 0 hours – Lab: 16 hours

Prerequisites: Completion of all administrative and clinical MAT courses.

Lab fee: \$50.00

MAT 296 Seminar (SU) 1 credit

MAT 296 offers group discussion of topics related to practicum experiences as well as current trends and topics in the medical assisting profession. Students will be responsible for projects and simulations of daily medical office activities. *Students will participate with a review of the CMA exam and present a professional portfolio of individual competency check-off sheets and completed projects.*

Lecture: 1 hour – Lab: 0 hours

Prerequisites: MAT 122, MAT 123, MAT 236, MAT 237, MAT 230, MAT 240

Medical Laboratory Technology (MLT)

Lab fees: Lab fees are waived for Distance Learning courses.

MLT 100 Introduction to Health Care (A, W, SP, SU,–DL) 3 credits

This course provides a general introduction to health care in the U.S., covering topics such as the history of Western medicine, legal and ethical issues, alternative medicine, safety issues, and the evolution of hospitals, medical education, and insurance. The course is taught through a combination of in-class and online materials and will provide students in health-related fields with the background necessary to pursue further studies.

Lecture: 3 hours

Prerequisite: Placement into ENGL 100

MLT 120 Role and Responsibility of the MLT (SU,–DL) 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

Prerequisites: MLT 141, MLT 142

Corequisite: MLT 121

MLT 121 Role and Responsibility of the MLT Lab (SU) 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.

Lab: 2 hours

Prerequisites: MLT 141, MLT 142

Corequisite: MLT 120

Lab fee: \$50.00

MLT 130 Immunology (SU,–DL) 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

Prerequisites: MLT 141, MLT 142

Corequisite: MLT 131

MLT 131 Immunology Lab (SU) 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.

Lab: 4 hours

Prerequisite: MLT 141, MLT 142

Corequisite: MLT 130

Lab fee: \$175.00

MLT 141 Hematology I (SP,–DL) 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

Prerequisite: Acceptance into the program

Corequisite: MLT 142

MLT 142 Hematology Lab (SP) 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.
Lab: 9 hours
Prerequisite: Admission to program
Corequisite: MLT 141
Lab fee: \$175.00

MLT 180 Special Topics in Medical Laboratory (On Demand) 1 credit
Students work independently on a research project related to the field of clinical laboratory science and present their findings.
Lecture: 1 hour
Prerequisite: Permission of coordinator

MLT 181 Special Topics in Medical Laboratory (On Demand) 3 credits
Students work independently on a research project related to the field of clinical laboratory science and present their findings.
Lecture: 2 hours
Prerequisite: Permission of coordinator

MLT 182 Special Topics in Medical Laboratory (On Demand) 3 credits
Students work independently on a research project related to the field of clinical laboratory science and present their findings.
Lecture: 3 hours
Prerequisite: Permission of coordinator

MLT 220 Immunohematology (A, SP,-DL) 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 pre-transfusion 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 also will 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
Prerequisites: MLT 130, MLT 131
Corequisite: MLT 223

MLT 223 Immunohematology Lab (A, SP) 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 pre-transfusion procedures and recognize common problems.
Lab: 9 hours
Prerequisites: MLT 130, MLT 131
Corequisite: MLT 220
Lab fee: \$250.00

MLT 240 Hematology II (W, SU,-DL) 2 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 that 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: 2 hours
Prerequisites: MLT 141, MLT 142
Corequisite: MLT 245

MLT 242 Body Fluids (W, SU,-DL) 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
Corequisite: MLT 243

MLT 243 Body Fluids Lab (W, SU) 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.
Lab: 4 hours
Corequisite: MLT 242
Lab Fee: \$100.00

MLT 244 Medical Laboratory Case Studies (W, SU,-DL) 3 credits
This capstone course provides a cumulative review of clinical laboratory procedures and theoretical concepts from all phases of laboratory testing. 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 for their clinical practicum.
Lecture: 3 hours
Prerequisite: All technical courses

MLT 245 Hematology II Lab (W, SU) 2 credits
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.
Lab: 4 hours
Prerequisites: MLT 141, MLT 142
Corequisite: MLT 240
Lab fee: \$150.00

MLT 250 Clinical Microbiology (W, SU,-DL) 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.
Lecture: 4 hours
Prerequisite: BIO 115
Corequisite: MLT 251

MLT 251 Clinical Microbiology Lab (W, 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.
Lab: 12 hours
Prerequisite: BIO 115
Corequisite: MLT 250
Lab fee: \$250.00

MLT 260 Clinical Chemistry (A, SP, DL) 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
Prerequisite: CHEM 113 or CHEM 111

MLT 261 Clinical Chemistry Lab (A, 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.
Lab: 9 hours
Prerequisite: CHEM 113
Corequisite: MLT 260
Lab fee: \$250.00

MLT 270 Clinical Practicum (A, W, SP, SU) 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
Corequisite: MLT 271
Lab fee: \$45.00

MLT 271 Clinical Seminar (A, 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
Corequisite: 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, as well as service delivery components and barriers. The student acquires knowledge of the clinically based, mental health knowledge and skills needed to formulate assessments. This course must be completed with a “C” or better.
Lecture: 4 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101 or 111, placement out of DEV 044 and 031
Lab fee: \$12.00

MHCR 112 Introduction Mental Retardation/Developmental Disabilities (A, W, SP, SU) 3 credits
This entry-level course provides the student with an overview of the mental retardation/developmental disability field as it relates to contemporary and historical issues impacting persons with disabilities and the service delivery system. Students will gain knowledge of definitions, causes, and characteristics of a variety of developmental disabilities as well as the services available to individuals with developmental disabilities. Principles of self-determination, behavior supports, and advocacy will be discussed. This course must be completed with a “C” or better.
Lecture: 3 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101 or 111, placement out of DEV 044 and 031
Lab fee: \$12.00

MHCR 114 Introduction to Chemical Dependency (A, W, SP, SU) 4 credits
This entry-level course provides the student with an overview of chemical dependency. Historical and cultural influences and models utilized to understand substance abuse and dependency are discussed. The ASAM/NCADD levels of care definition and the DSM-IV criteria of substance dependence are explored. Common drugs of abuse and their impact on the individual, family and society are presented. Students explore community resources available to persons with chemical dependency and their families. This course must be completed with a “C” or better.
Lecture: 4 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101 or 111, placement out of DEV 044 and 031
Lab fee: \$12.00

MHCR 115 Introduction to Counseling (A, W, SP, SU) 4 credits
This introductory course focuses on the development of basic interviewing, rapport building, and active listening skills for the beginning student. The student gains a beginning understanding of the process and principles in establishing effective helping relationships using attending behaviors, effective questioning, empathy, and self-awareness. This course must be completed with a “C” or better.
Lecture: 4 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101 or 111, placement out of DEV 044 and 031
Lab fee: \$12.00

MHCR 117 Introduction to Documentation Skills (A, W, SP, SU) 2 credits
The emphasis in this introductory course is on the use of behavioral writing to document services delivered to clients. Students learn beginning skills needed to maintain records, including writing progress notes. This course must be completed with a “C” or better.
Lecture: 2 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101 or 111, placement out of DEV 044 and 031
Lab fee: \$15.00

MHCR 135 Intervention Strategies (A, W, SP, SU) 4 credits
This core course focuses on understanding individual behavior. Students will learn skills and strategies for de-escalating, resolving, and preventing conflict, aggression, and violence between people within agencies and their programs. Topics include building healthy relationships, proactive interaction, the crisis cycle, effects of trauma, purpose and appropriate use of physical interaction, positive behavior support, the stages of change, behavior support plans, and teaching healthy choices. This course must be completed with a “C” or better.
Lecture: 4 hours – Lab: 0 hours
Prerequisite: Admission to the program
Corequisite: MHCR 191
Lab fee: \$16.00

MHCR 150 Pharmacology in Human Services (A, W, SP, SU) 2 credits
This is a required course in all three tracks in the MH/CD/MR program. This course examines the composition, uses and effects of various psychoactive and psychotropic drugs. Commonly used psychotropic medications, the psychiatric conditions for which they are prescribed, and frequently experienced side effects are discussed. An overview of the central nervous system and drug/neurotransmitter interactions is also covered. This course must be completed with a “C” or better.
Lecture: 2 hours – Lab: 0 hours
Prerequisite: Admission to the program
Lab fee: \$12.00

MHCR 191A Fundamentals in Human Service Practice: Helping Process (A, W, SP, SU) 4 credits
Emphasis in this core course is on understanding and applying the helping

process. Students learn to apply data collection, data assessment, action planning, action/implementation, and evaluation skills. This course must be completed with a “C” or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: Admission to the program, MHCR 111, 112, 114, 115, 117, PSY 100, ENGL 101

Lab fee: \$12.00

MHCR 191B Fundamentals in Human Service Practice:

Practicum (A, W, SP, SU) 4 credits

Emphasis in this core course is on observing and participating in the delivery of services to clients served by an agency. The student practices initial helping skills, including data collection, assessment, and action planning under the supervision of an agency professional. The student processes practicum experiences in a weekly seminar. This course must be completed with a “C” or better.

Lecture: 2 hours – Lab: 14 hours

Prerequisites: Admission to the program, MHCR 111, 112, 114, 115, 117, PSY 100, ENGL 101

Lab fee: \$38.00

MHCR 230 Supervision and Ethics in Chemical Dependency (On Demand) 2 credits

This course familiarizes the student with clinical supervision in the field of chemical dependency and looks at ethical standards and issues in substance abuse counseling and prevention. This course must be completed with a “C” or better.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$5.00

MCHR 230A Supervision in Chemical Dependency Counseling (On Demand) 1 credit

This course is a modularized component of 230 which will familiarize the student with clinical supervision in the field of chemical dependency and issues in substance abuse counseling and prevention. This course must be completed with a “C” or better.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$5.00

MCHR 230B Ethics in Chemical Dependency Counseling (On Demand) 1 credit

This course is a modularized component of 230 which will familiarize the student with ethical standards and issues in substance abuse counseling and prevention. This course must be completed with a “C” or better.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$2.00

MCHR 231 Ethics in Substance Abuse Prevention (On Demand) 1 credit

This course familiarizes the student with ethical issues in the field of substance abuse prevention. This course must be completed with a “C” or better.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$2.00

MCHR 234 Therapeutic Laughter (On Demand) 3 credits

This course familiarizes the student with the therapeutic aspects of humor and the skills and knowledge necessary to become a Certified Laughter Leader. Leaders are able to facilitate social and therapeutic Laughter Clubs. This course must be completed with a “C” or better.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$8.00

MCHR 235 Diagnosis and Treatment for Chemical Dependency Counselors (On Demand) 4 credits

This course familiarizes the student with DSM-IV with the emphasis on substance related disorders. Other common mental disorders are explored. Treatment for substance related and mental disorders are discussed. This

course must be completed with a “C” or better.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$8.00

MHCR 236 Foundations in Prevention (On Demand) 4 credits

This course familiarizes the student with the historical perspectives, theoretical approaches, current program models, and research in ATOD. This course must be completed with a “C” or better.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$8.00

Prerequisite: MHCR 114

Corequisite: MCHR 191

MHCR 237 Program Planning and Evaluation (On Demand) 3 credits

This course focuses on the role of the community and leaders in the community in the development and implementation of prevention services. Methods for evaluating program effectiveness, impact and outcomes of prevention services are explored. This course must be completed with a “C” or better.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: MHCR 236

Lab fees: \$8.00

MHCR 239 Advanced Prevention Practices 3 credits

This practicum course allows students to become involved in the community to access, develop, implement, and evaluate prevention services. This course must be completed with a “C” or better.

Lecture: 2 hours – Lab: 0 hours

Practicum: 10 hours

Prerequisite: MCHR 237

Lab fee: \$35.00

MHCR 241 Counseling Skills (A, W) 4 credits

This core course focuses on theoretical and practical aspects of effective helping through the counseling relationship with clients who have MH/CD and/or MR issues. Following a microtraining model, skills which form the foundation of effective communication are emphasized. Critical thought and creativity also is stressed. Course emphasizes practicing skills in small groups and in role play/simulations. This course must be completed with a “C” or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: MHCR 191A and B

Lab fee: \$18.00

MHCR 245 Chemical Dependency I (A, W) 4 credits

This course is offered as part of the CD track only. Course content includes exploration of various philosophies and approaches to the treatment of addictions, recognition of signs and symptoms of substance dependence, assessing client’s stage of change, and the appropriate level of care for treatment. Issues and treatment for families and significant others are reviewed. Students complete a bio-psycho-social assessment, diagnostic summary, and didactic presentation. The 12 Core Functions of a substance abuse counselor are interwoven throughout the quarter. Students participate in, explore, and evaluate community support groups. Legal and ethical issues in the field of chemical dependency counseling are discussed. This course must be completed with a “C” or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: MHCR 191A and B

Corequisites: MHCR 241 and MHCR 293

Lab fee: \$18.00

MHCR 247 Teaching and Supporting Strategies (A, W) 4 credits

This course provides a comprehensive overview of the principles and techniques for teaching and supporting people with diverse needs. Topics covered include habilitation/rehabilitation programming, self-determination, person-centered planning, teaching and learning styles, community connecting, task and process analysis, development of teaching

plans and supported employment. This course must be completed with a "C" or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: MHCR 191A and B

Corequisites: MHCR 241 and 291

Lab fee: \$18.00

MHCR 251 Social Policy (W, SP) 4 credits

This course examines social welfare policies/programs at national, state, and local levels in fields of MH/CD/MR. The student uses an ecological model for social change to collect, synthesize, and evaluate data on a variety of social problems. Throughout the course, the student documents analysis of visits to agencies and organizations. This course must be completed with a "C" or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: MHCR 245/293 or MHCR 247/291

Lab fee: \$18.00

MHCR 253 Therapeutic Group Work Skills (W, SP) 4 credits

This course, offered as a part of all three tracks in the program, is focused on knowledge and experiential learning using the group as the unit of attention. Course content includes process, stages of development, leadership skills, therapeutic factors, and problematic issues for groups of clients who are mentally ill, mentally retarded, chemically dependent, or who have co-occurring disorders. The student participates as a member in a peer group to complement classroom theoretical constructs. This course must be completed with a "C" or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: MHCR 241 and MHCR 247/291 or MHCR 245/293

Corequisite: MHCR 295

Lab fee: \$20.00

MHCR 258 Service Coordination/Case Management (SP, SU) 4 credits

This course provides the human service student with a comprehensive overview and analysis of a service coordination/case management system. Student receives an in-depth exposure to newly defined skills, treatment approaches, and contemporary issues impacting the service coordination/case management delivery field. This course must be completed with a "C" or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: MHCR 253 and 295

Corequisite: MHCR 298

Lab fee: \$18.00

MHCR 265 Chemical Dependency II (SP, SU) 4 credits

This is an advanced course offered as part of the Chemical Dependency track only. This course focuses on working with clients with co-occurring disorders and on relapse prevention. Students assess client resistance, identify stages of change, and practice appropriate motivational interviewing techniques. Students develop a relapse prevention plan/treatment plan and develop a discharge plan utilizing a variety of community support groups and resources. Legal and ethical issues, including duty to warn and working with impaired professionals, are explored. This course must be completed with a "C" or better.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: MHCR 253 and 295

Corequisite: MHCR 296

Lab fee: \$18.00

MHCR 266 Treatment in the Criminal Justice System (On Demand) 4 credits

This course explores substance abuse and mental health treatment in the criminal justice system. Various treatment modalities will be discussed with particular focus on therapeutic communities. Students gain awareness of social, political, and institutional issues that influence design, policy, and implementation of institutional treatment programming.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$10.00

MHCR 270 Special Topics in Chemical Dependency Counseling (On Demand) 2 credits

This course familiarizes the student with the cultural perspectives of specific client populations as it relates to substance abuse/dependency assessment and treatment of individuals and families. Topics include Native Americans, domestic violence survivors, sexual abuse perpetrators, pregnant women, siblings of substance abusing adolescents, Latinos, gangs, older adults and parents and families. This course must be completed with a "C" or better.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$20.00

MHCR 274 Special Studies in MH/CD/MR (On Demand) 1-12 credits

This course is designed to meet specific needs of students who wish to pursue in-depth training in the MH/CD/MR field. Typical subject areas include theory and skills in helping individuals who are chemically dependent, severely mentally disabled, dually-multi diagnosed, or persons with mental retardation/developmental disabilities. Instructional methods may include clinical experience, seminar format, field placement, lecture, research, videotape and role play. Students enroll in this course with permission of faculty or clinical coordinator. This course must be completed with a "C" or better.

Lecture: Varies – Lab: Varies

Lab fee: \$20.00

MCHR 275 Principles of Team Process (On Demand) 3 credits

This is an advanced course which provides the student with a theoretical and practical foundation for functioning as a team member in a human service agency. This course must be completed with a "C" or better.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$10.00

MHCR 280 Special Topics in Chemical Dependency (On Demand) 2 credits

This course familiarizes the student with the cultural perspectives of specific client populations as it relates to substance abuse and dependency assessment and treatment of individuals and families. Topics include African-Americans; the Appalachian community; people living with HIV/AIDS; adolescents; criminal offender population; gay, lesbian, bisexual, and transgendered persons; homeless individuals; persons with co-occurring disorders. This course must be completed with a "C" or better.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$20.00

MHCR 284 Special Studies in MH/CD/MR (On Demand) 1-4 credits

This course is designed to meet specific needs of students who wish to pursue in-depth training in the MH/CD/MR field. Typical subject areas include theory and skills in helping individuals who are chemically dependent, severely mentally disabled, dually-multi diagnosed, or persons with mental retardation/developmental disabilities. Instructional methods may include clinical experience, seminar format, field placement, lecture, research, videotape and role play. Students enroll in this course with permission of faculty or clinical coordinator. This course must be completed with a "C" or better.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$20.00

MHCR 290 Special Topics in Prevention 2 credits

This course familiarizes the student with various aspects of prevention. Evidence-based practice standards will be utilized including risk and protection measures. Topics will rotate and include the prevention of various health related issues, violence, crime, delinquency, teen pregnancy, mental health issues, sexually transmitted diseases and other emerging issues.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$4.00

MHCR 291 Practicum in Teaching and Supporting Strategies (A, W) 4 credits

This is a clinical experience for the student specializing in the Mental Health and Mental Retardation tracks which takes place in a community agency. The student practices the skills needed to teach and support people in vocational or community settings with an emphasis on habilitation/rehabilitation programming, self-determination, person centered planning, community connecting, teaching plans and job coaching. The student is expected to assume the role of service provider and is responsible for professional conduct and appropriate work habits. The student processes practicum experiences in a weekly seminar. This course must be completed with a "C" or better.

Lecture: 2 hours – Lab: 14 hours
Prerequisites: MHCR 191A and B
Corequisite: MHCR 247
Lab fee: \$45.00

MHCR 293 Practicum in Chemical Dependency I (A, W) 4 credits

This is a required clinical experience for students in the Chemical Dependency track. The student is placed in an agency that provides chemical dependency treatment services. Students begin to participate in services that relate to the 12 core functions of a substance abuse counselor. Focus is on assessment, symptom identification and engaging clients in the treatment process. The student assumes the role of service provider demonstrating professional conduct and appropriate work habits. The student processes practicum experiences in a weekly seminar. This course must be completed with a "C" or better.

Lecture: 2 hours – Lab: 14 hours
Prerequisites: MHCR 191A and B
Corequisite: MHCR 245
Lab fee: \$45.00

MHCR 295 Practicum in Therapeutic Group Work (W, SP) 4 credits

This is a clinical experience for the student in all three tracks in the MH/CD/MR program. In a community agency, the student leads or co-leads a group using skills learned in the classroom, in addition to maintaining one-on-one contact with an identified agency client. The student assumes the role of service provider, demonstrating professional conduct and appropriate work habits. This course must be completed with a "C" or better.

Lecture: 2 hours – Lab: 14 hours
Prerequisites: MHCR 241 and MHCR 247/291 or MHCR 245/293
Corequisite: MHCR 253
Lab fee: \$50.00

MHCR 296 Practicum in Chemical Dependency II (SP, SU) 4 credits

This advanced clinical experience is required for the student in the Chemical Dependency track and continues to engage students in the 12 Core Functions of a substance abuse counselor. Emphasis is on co-occurring disorders and relapse prevention utilizing motivational enhancement and stage wise treatment throughout the practicum experience. The student assumes the role of service provider, demonstrating professional conduct and appropriate work habits. The student processes practicum experiences in a weekly seminar. This course must be completed with a "C" or better.

Lecture: 2 hours – Lab: 14 hours
Prerequisite: MHCR 253 and 295
Corequisite: MHCR 265
Lab fee: \$50.00

MHCR 298 Practicum in Service Coordination/Case Management (SP, SU) 4 credits

This is a clinical experience for the Mental Health and Mental Retardation track student. The student practices service coordination and case management skills with emphasis on interdisciplinary treatment planning, assessment writing, and the implementation of appropriate referrals. The student assumes the role of service provider and is responsible for professional conduct and acceptable work habits. This course must be completed with a "C" or better.

Prerequisites: MHCR 253 and 295
Corequisite: MHCR 258
Lab fee: \$35.00

MHCR 299 Portfolio Completion Capstone Course in MH/CD/MR (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 is solicited from the student. In addition, the content areas of ethical concerns in human services, effective team participation and avoiding "burnout" are addressed. This course must be completed with a "C" or better.

Lecture: 1 hour – Lab: 0 hours
Corequisite: Fourth and last technical course paired with practicum
Lab fee: \$40.00

Multi-Competency Health (MULT)

MULT 101 Medical Terminology (A, W, SP, SU,-DL) 2 credits

This introductory online course provides an overview of medical language. Emphasis will be placed on terms that are practical and commonly found in the day-to-day work of all allied health professions. This concise course gives basic principles for understanding the language with an overview of terms from many areas of medicine.

Lecture: 2 hours – Lab: 0 hours
Prerequisite: Placement into ENGL 101
Lab fee: \$5.00

MULT 102 Cardiopulmonary Resuscitation (CPR)(A, W, SP, SU) 0.5 credit

Cardiopulmonary resuscitation for adults, children 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. MULT 102 is offered as a flexibly scheduled course in one weekend. This course is available on the Main, Dublin and Westerville campuses. This course meets the required CPR Certification for health care providers and includes the new 2005 guidelines from the American Heart Association. This course is professional level CPR; only students in a prehealth or health program may take the course. Certification is good for 2 years. This may only be repeated with an instructor/coordinator signature.

Lecture: 1 hour – Lab: 0 hours
Lab fee: \$5.00

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: 1 hour – Lab: 2 hours
Lab fee: \$23.00

MULT 104 Adult and Pediatric CPR (for Non-Health Care Providers) (A, W, SP, SU) 0.5 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. 2005 Guidelines 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 health care providers.* This is a flexibly scheduled course offered in one weekend. It is available on the Main, Dublin, and Westerville campuses. Not open to students with credit for MULT 102. This may only be repeated with an instructor/coordinator signature.

Lecture: 1 hour – Lab: 0 hours
Lab fee: \$5.00

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

Lab fee: \$38.00

Prerequisites: Placement into ENGL 101 and completion of a health record.

MULT 114 Phlebotomy Practicum II (A, SP) 1.5 credits

This course is designed to be a continuation of MULT 115 by providing an additional 60 hours clinical phlebotomy experience and requiring an additional 60 successful blood collections. Phlebotomy Practicum II is designed for students who intend to be a professional phlebotomist and will be arranged individually. MULT 114 and MULT 115 completes the NAACLS approved program.

Lecture: 0 hours – Clinical: 60 hours total

Prerequisites: Completed health record and completion of MULT 115 with a "C" or better

Lab fee: \$10.00

MULT 115 Phlebotomy (W, SU) 4.75 credits

In both the classroom and hospital setting, students will perform blood collection using various equipment and employing venipuncture and capillary puncture techniques. 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 also are reviewed. This course includes a 40-hour clinical experience and at least 40 successful blood collections in a Central Ohio health care facility. Student must be available for an 8-hour daytime shift, one time per week during the last half of the quarter for the clinical experience. Fingerprinting for a background check and drug screen are requirements for the clinical experience.

Lecture: 3 hours – Lab: 3 hours – Clinical: 40 hours total

Prerequisites: Completed health record, MULT 101, and placement above or credit for ENGL 100

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 and at least 50 successful blood collections in a central Ohio health care facility.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: Completed health record and be enrolled in Medical Laboratory Technology Program

Lab fee: \$28.00

MULT 127 Patient Care Assistant for the Workforce (A, W, SP, SU) 5 credits

This is a workforce training course for employees of health care systems which have a partnership with CSCC. Students gain knowledge and skills to function as patient care assistants.

Lecture: 3 hours – Lab: 4 hours

Prerequisite: Employee of health care system having a partnership with CSCC

Lab fee: \$30.00

MULT 128 Introduction to Patient Care Assistant for the Workforce (A, W, SP, SU) 5 credits

This is a workforce training course for employees of health care systems which 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 having a partnership with CSCC

MULT 135 Basic PCA/MSP Training for the Workforce (A, W, SP, SU) 4 credits

This is a workforce training course for employees of health care facilities which have entered into a partnership with CSCC. In classroom, laboratory and clinical settings, students learn sterile techniques and patient care skills.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: NATP or MULT 128 and current employee of health care facility having a partnership with CSCC

MULT 136 Advanced Patient Care Assistant for the Workforce (A, W, SP, SU) 2 credits

This is a workforce training program for employees of health care facilities which have entered into a partnership with CSCC. In classroom, laboratory, and clinical settings, students learn advanced patient care skills such as tracheostomy care.

Lecture: 1 hour – Lab: 2 hour

Prerequisite: MULT 135 and employee of health care facility having a partnership with CSCC

MULT 137 Phlebotomy Training for the Workforce (A, W, SP, SU) 4 credits

This is a workforce training program for employees of health care facilities which have entered into a partnership with CSCC. In classroom, laboratory and clinical settings, students learn the skills of drawing blood.

Lecture: 2 hours – Lab: 4 hours

Prerequisite: MULT 135 or permission of instructor and employee of health care facility having a partnership with CSCC

MULT 138 EKG Training for the Workforce (A, W, SP, SU) 2 credits

This is a workforce training program for employees of health care facilities which have entered into a partnership with CSCC. In classroom, laboratory and clinical settings, students learn the skill of performing electrocardiograms.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: MULT 135 or permission of instructor and employee of facility having a partnership with CSCC

MULT 139 Basic PCA Training for the Workforce (A, W, SP, SU) 4 credits

This is a workforce training program for employees of health care facilities which 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 having a partnership with CSCC

MULT 140 Patient Care Technician Training for the Workforce (A, W, SP, SU) 3 credits

This is a workforce training program for employees of health care facilities which have entered into a partnership with CSCC. In classroom and laboratory settings, students learn sterile technique and advanced patient care skills.

Lecture: 2 hour – Lab: 2 hours

Prerequisite: MULT 139 or permission of instructor and employee of health care facility having a partnership with CSCC

MULT 149: Tissue Identification Clinical (A) 1 credit

In this course, the student will apply the concepts of tissue identification in an authentic clinical setting, working with tissue specimens.

Practicum: 5 hours

Prerequisites: MATH 102, MULT 101, BIO 261, CHEM 113, placement

into ENGL 101, and acceptance into the Histology Program.

Corequisite: MULT 150, 151, 152

MULT 150: Histologic Techniques (A) 3 credits

This course provides an examination of all of the procedures that take place at the beginning of preparing a tissue sample for examination by the pathologist. These procedures include embedding techniques, tissue fixation, principles of microtomy and tissue processing.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: MATH 102, MULT 101, BIO 261, CHEM 113, placement into ENGL 101, and acceptance into the Histology Program

Corequisite: MULT 149, 151, 152

MULT 151: Histologic Techniques Clinical (A) 2 credits

In this course, the student will apply the theory of the basic histologic techniques examined in MULT 150 in an authentic clinical setting.

Practicum: 15 hours

Prerequisites: MATH 102, MULT 101, BIO 261, CHEM 113, placement into ENGL 101, and acceptance into the Histology Program

Corequisite: MULT 149, 150, 152

MULT 152 Tissue Identification (A) 2 credits

The structure and identification of tissue systems is emphasized at a cellular level. The student will develop skills that will assist them in identification of different tissue sources. Subsequently, the tissue source will be correlated with tissue function.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: MATH 102, MULT 101, BIO 261, CHEM 113 and acceptance into the Histology Program.

Corequisite: MULT 149, 150, 151

MULT 154 Chemistry of Stains I (W) 3 credits

This course addresses the fundamentals and clinical significance of routine and special histological staining.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: MULT 149, MULT 150, MULT 151, MULT 152

Corequisite: MULT 155

MULT 155 Chemistry of Stains I Clinical (W) 2 credits

In this course, students will apply the concepts from MULT 154 in an authentic clinical setting.

Practicum: 15 hours

Prerequisites: MULT 149, MULT 150, MULT 151, MULT 152

Corequisite: MULT 154

MULT 156 Chemistry of Stains II (SP) 2 credits

This course is a continuation of MULT 154 and will include special histology staining procedures including immunohistochemistry, and basic and advanced troubleshooting techniques.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: MULT 154, MULT 155

Corequisite: MULT 157

MULT 157 Chemistry of Stains II Clinical (SP) 2 credits

In this course, students will apply the concepts from MULT 156 in an authentic clinical setting.

Practicum: 15 hours

Prerequisites: MULT 154, MULT 155

Corequisite: MULT 156

MULT 171 Current Issues: HIV Infection (A, W, SP, SU,–DL) 1 credit

MULT 171 is an introductory course covering the psychological, social, legal, and epidemiologic issues surrounding HIV infection. MULT 171 is offered as a term course.

Lecture: 1 hour – Lab: 0 hours

Lab fee: \$9.00

MULT 270 Human Resource Management for Health Services (W, SU,–DL) 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

Prerequisite: ENGL 101

Lab fee: \$5.00

MULT 272 Health Care Resource Management (W, S,–DL) 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

Prerequisite: ENGL 101

Lab fee: \$5.00

MULT 274 TQM/UM/Accreditation (A, SP,–DL) 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

Prerequisite: ENGL 101

Lab fee: \$5.00

MULT 276 Legal Aspects and Risk Management (A, SP) (online) 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

Prerequisite: ENGL 101-

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 which 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 having a partnership with CSCC

MULT 291 Special Topics in Health Care for the Workforce (A, W, SP, SU) 1-5 credits

This is a workforce training program for employees of health care facilities which have entered into a partnership with CSCC. Students will discuss various current and timely topics related to patient care.

Lecture: 1-5 hours (maximum of 10) – Lab: 0 hours

Prerequisite: Permission of instructor and employee of facility having a partnership with CSCC

Music (MUS)

MUS 101 History of Western Music (A, W, SP, SU) 5 credits

Course offers 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. MUS 101 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

MUS 102 provides an introduction to vocal technique for nonmusic majors. This class will develop basic skills for both solo and group singing through the use of traditional song materials. Course is repeatable for a total of 2 credits.

Lecture: hours – Lab: 2 hours
Lab fee: \$2.00

MUS 103 Vocal Technique II (A, W, SP, SU) 1 credit

This class is a continuation of MUS 102, offering continued development of skills for solo and group singing through traditional song material. Course is repeatable for a total of 2 credits.

Lecture: hours – Lab: 2 hours
Prerequisite: Admission by audition
Lab fee: \$2.00

MUS 110 Basic Keyboard and Music Fundamentals I 2 credits

MUS 110 introduces the fundamentals of keyboard technique combined with the development of music reading and basic aural skills. This course is for those without prior musical experience.

Lecture: 1 hour – Lab: 2 hours
Lab fee: \$2.00

MUS 111 Basic Keyboard and Music Fundamentals II 2 credits

MUS 111 continues the development of keyboard technique and basic musical theory.

Lecture: 1 hour – Lab: 2 hours
Prerequisite: MUS 110 or permission of instructor
Lab fee: \$2.00

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

MUS 121 introduces the elements of music for nonmusic majors, including notation and the basic skills necessary for listening and performance. The class is designed to acquaint students with 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: \$2.00

MUS 122 Beginning Musical Composition (On Demand) 5 credits

MUS 122 offers a course in basic techniques and principles of standard musical composition in the 21st century. Building upon foundational music theory, formal compositional methods of contemporary music will

be explored and creative expressions developed.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: MUS 121 or permission of instructor

Lab fee: \$6.00

MUS 130 Electronic Music Lab (On Demand) 2 credits

This course is a continuation of MUS 120. The emphasis here is more on hands-on studio experience. Repeatable up to a total of 6 credits.

Lecture: 1 hour – Lab: 2 hours
Lab fee: \$3.00

MUS 135 Electronic Music Ensemble (On Demand) 1 credit

Admission is through audition or permission of instructor. Class consists of 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

This course presents a survey of non-Western musical traditions, including forms of music, instrumental development and function, and the role of music and the musician in society. MUS 140 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: \$2.00

MUS 160 Concert Band (A, W, SP) 1 credit

Admission is by audition. Participants prepare a variety of wind literature for performance. Prior experience in instrumental music is expected. Elective credit offered for Associate of Arts and Associate of Science 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 is through audition. MUS 165 allows a specialized ensemble to concentrate on specific instrumental techniques and/or to explore specialized musical literature. Prior experience in instrumental music is expected. Elective credit offered for Associate of Arts and Associate of Science degrees. 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 is by audition. Participants practice and prepare for concert performance of music 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 is by audition. Participants practice and prepare a variety of music for concert performance. Ability to read music is helpful but not required. It is suggested that new Ensemble members take MUS 102 concurrently. Repeatable for a total of 6 credits.

Lecture: 0 hours – Lab: 2 hours
Lab fee: \$5.00

MUS 217 Electronic Sound (On Demand) 4 credits

This course is part of the Time Arts curriculum and will explore the history of electronic music as well as introduce the techniques and methods for structuring sound digitally.

Lecture: 2 hours – Lab: 4 hours
Prerequisites: Hum 245 and Art 215
Lab fee: \$4.00

MUS 221 Musicianship I (A) 5 credits
Course covers the elements of music and musical notation; analytical concepts and terminology; major and minor scales; fundamentals of harmony and melody as well as the development of basic aural skills, sight singing and dictation. MUS 221 is 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: \$3.00

MUS 222 Musicianship II (W) 5 credits
MUS 222 presents the principles of diatonic harmony and nonchordal melodic technique, an introduction to chord structures and the continued development of aural skills.
Lecture: 3 hours – Lab: 4 hours
Prerequisite: MUS 221 or permission of instructor
Lab fee: \$3.00

MUS 223 Musicianship III (SP) 5 credits
Musicianship III continues with the study of diatonic modulation and secondary dominants, modal and pentatonic harmonic patterns and pentatonic and blues scales. Continued development of aural skills is also emphasized.
Lecture: 3 hours – Lab: 4 hours
Prerequisite: MUS 222 or permission of instructor
Lab fee: \$3.00

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. Course is designed for those intending to major in music or who have a strong personal interest in it. Music reading ability is assumed.
Lecture: 3 hours – Lab: 4 hours
Prerequisites: Entry into ENGL 101 and either MUS 221 or permission of instructor
Lab fee: \$6.00

MUS 230 The Business of Music (On Demand) 5 credits
This course surveys the business aspects of music, with an emphasis on recording companies and artists, music publishers and writers, contracts, unions and guilds, agents and managers, records, markets, artists' recording contracts, record production, promotion, distribution and merchandising.
Lecture: 5 hours – Lab: 0 hours
Prerequisite: ENGL 101
Lab fee: \$5.00

MUS 241 Music History I (A) 3 credits
MUS 241 offers 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: \$2.00

MUS 242 Music History II (W) 3 credits
MUS 242 presents 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: \$2.00

MUS 243 Music History III (SP) 3 credits
This course is 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: \$2.00

MUS 244 History of Jazz and Popular Music 3 credits
This course surveys the origins and development of jazz, the uniquely American musical idiom. 19th 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 20th century will be explored through listening to recordings by major innovators and studying the written forms. Music reading ability is assumed.
Lecture: 3 hours
Prerequisite: Entry into ENGL 101
Lab fee: \$2.00

MUS 251 Audio Production I 4 credits
This course presents an 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
Lab fees: \$3.00

MUS 252 Audio Production II 4 credits
This course is a continuation of MUS 251. It offers 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
This course is a continuation of MUS 252. MUS 253 goes deeper into the exploration of recording and editing techniques and principles and covers 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
This is a capstone course in which 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 Associate of Arts and Associate of Science students preparing to graduate within two academic quarters.
Lab fee: \$2.00

MUS 299 Special Topics in Music (On Demand) 1-5 credits
This course offers students an opportunity for a detailed examination of selected topics in music.
Lecture: Variable hours – Lab: Variable 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, NSCI 102, and NSCI 103 are offered in both distance learning (DL) and hybrid formats. Students enrolled in hybrid sections of this course will be required to come to campus for an orientation meeting and completion of certain exams and laboratories. Laboratories are generally

done on an every other week basis on campus. For the DL sections of this course, students will be mailed a laboratory kit which requires a refundable deposit and on-campus participation is limited. Check the Global Campus site for more information on each format.

Note: Courses taught at a distance (Distance Learning [DL]) may have a higher lab fee than traditionally taught courses and DL sections will require a refundable deposit on laboratory kits. Laboratory kits are available to be picked up on campus or mailed to the student.

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. This course is offered in a distance learning (DL) and hybrid format.

Lecture: 4 hours – Lab: 3 hours

Prerequisites: Placement into ENGL 101 and placement into MATH 102 or higher

Lab fee: \$19.00

NSCI 102 Natural Science II (A, W, SP, SU,–DL) 5 credits

NSCI 102 is 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. This course is offered in a distance learning (DL) and hybrid format.

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 demonstrations. Safety training and goggles are required for the laboratory. This course is offered in a distance learning (DL) and hybrid format.

Lecture: 4 hours – Lab: 3 hours

Prerequisite: NSCI 102, equivalent, or permission of instructor

Lab fee: \$19.00

NSCI 110 Science and Ethical Thought (On Demand) 5 credits

An introduction to the complex relationship between science and ethics and how it relates to today's political and social climate. After briefly discussing the history of ethics, students will research and discuss important topics centered on social issues, environmental issues, technological issues and medical issues. The student will be responsible for readings, handouts, writing and opinion assignments, and group projects.

Lecture: 5 hours

Prerequisite: ENGL 101

Lab Fee: \$6.00

Nuclear Medicine Technology (NUC)

NUC 149 Introduction to Clinical Nuclear Medicine Technology (W) 3 credits

This course is a basic introduction to nuclear medicine principles and clinical procedures. Areas of emphasis include fundamentals of nuclear medicine imaging, radiation safety, patient care and venipuncture.

Lecture: 1 hour – Lab: 0 hours

Prerequisites: Completed health record, acceptance into the Nuclear Medicine Technology program and NUC 200.

NUC 200 Introduction to Nuclear Medicine Technology (AU) 3 credits

This course is a prerequisite for all other Nuclear Medicine Technology courses. Areas of emphasis include fundamentals of nuclear medicine imaging, medical ethics, quality control testing, and radiopharmaceuticals.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Admission to program

NUC 213 Physics and Nuclear Imaging I: Lecture (W) 3 credits

This course will introduce the basic concepts of the atom, nuclear physics, interactions between radiation and matter, and nuclear imaging and counting devices. Lectures will emphasize the fundamentals of radioactivity and radioactive decay, radionuclides, basic statistics and quantitative measurements used in nuclear medicine, and computers and computer programming.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: NUC 200

NUC 214 Physics and Nuclear Imaging I: Lab (W) 1 credit

This course will introduce the basic concepts of the atom, nuclear physics, interactions between radiation and matter, and nuclear imaging and counting devices. Lab exercises will emphasize the fundamentals of radioactivity and radioactive decay, radionuclides, basic statistics and quantitative measurements used in nuclear medicine, and computers and computer programming.

Lecture: 0 hours – Lab: 2 hours

Prerequisite: NUC 200

Lab fee: \$10.00

NUC 215 Physics and Nuclear Imaging II: Lecture (SP) 3 credits

This course serves as a continuation of NUC 213 and 214 Physics and Nuclear Imaging I. This course will consist of a lecture series that will provide an in-depth study of the electronics of imaging and counting devices, fundamentals of collimation, operational characteristics of radiation detector systems and imaging devices including Anger type single and multicrystal cameras, single photon emission computerized tomography (SPECT), positron emission tomography (PET) detectors, and scintillation probe, survey meter, and dose calibrator type counting devices.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: NUC 213, NUC 214

NUC 216 Physics and Nuclear Imaging II: Lab (SP) 3 credits

This course serves as a continuation of NUC 215 Physics and Nuclear Imaging II Lecture. This course will consist of a lab series that will provide an in-depth study of the electronics of imaging and counting devices, fundamentals of collimation, operational characteristics of radiation detector systems and imaging devices including Anger type single and multicrystal cameras, single photon emission computerized tomography (SPECT), positron emission tomography (PET) detectors, and scintillation probe, survey meter, and dose calibrator type counting devices.

Lecture: 0 hours – Lab: 2 hours

Prerequisites: NUC 213, NUC 214

Lab fee: \$10.00

NUC 217 Physics and Nuclear Imaging III: Lecture (SU) 3 credits

This course is a continuation of NUC 215 and 216 Physics and Nuclear Imaging II. Through lecture, it will emphasize record keeping, nuclear

regulations and licensure, and an advanced study of the operational characteristics of single photon emission computerized tomography (SPECT), Positron Emission Tomography (PET), and single and multicrystal camera operations and performance. This course will also provide an in-depth knowledge of nuclear imaging and counting device quality control, quality assurance, and acceptance testing programs.

Lecture: 3 hours

Prerequisite: NUC 215, NUC 216

NUC 218 Physics and Nuclear Imaging III: Lab (SU) 3 credits

This course is a continuation of NUC 215 and 216 Physics and Nuclear Imaging II. Through lab exercises, it will emphasize record keeping, nuclear regulations and licensure, and an advanced study of the operational characteristics of single photon emission computerized tomography (SPECT), Positron Emission Tomography (PET), and single and multicrystal camera operations and performance. This course will also provide an in-depth knowledge of nuclear imaging and counting device quality control, quality assurance, and acceptance testing programs.

Lecture: 0 hours – Lab: 2 hours

Prerequisite NUC 215, NUC 216

Lab fee: \$10.00

NUC 232 Radiation Safety and Protection (A) 2 credits

This course enables students to understand the duties of a Radiation Safety Officer (RSO) and a radiation safety program. The radiation safety program outlines the radiation protection of technologists and the public by teaching the basis of radiation measurement, the practical methods of radiation protection (time, distance, and shielding), use of personnel monitoring devices, compliance with federal, state, and local regulations including ALARA, maintenance of required records, compliance with receipt and disposal regulations of all radionuclides, supervision of a quality management program for therapeutic dosages and follow-up procedures, performance of appropriate radiation surveys and decontamination procedures, disposal of radioactive waste, and conduction of in-service education programs.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: Accepted into program

NUC 234 Radiochemistry and Radiopharmacy I (W) 3 credits

This course will present the basics of operating a hospital-or commercial-based nuclear pharmacy by emphasizing radiopharmaceutical receipt and storage, physical and biological characteristics of radiopharmaceutical generators, preparation, quality control, activity unit calculations, administration of diagnostic and therapeutic radiopharmaceuticals, and FDA, NRC, and State Regulations. All commonly used radiopharmaceuticals will be discussed along with their associated methods of localization.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: NUC 232, CHEM 113

NUC 235 Radiochemistry and Radiopharmacy II (SP) 4 credits

This course is a continuation of NUC 234 Radiochemistry and Radiopharmacy I and will review and practice during lecture and lab exercises the basics of operating a hospital or commercial nuclear pharmacy by emphasizing radiopharmaceuticals, generators, radiopharmaceutical preparation, radiopharmaceutical quality control, radiopharmaceutical activity and unit calculations, administration of diagnostic and therapeutic radiopharmaceuticals and FDA, NRC, and State regulations. All commonly used radiopharmaceuticals will be discussed along with their associated methods and localization.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: NUC 234, CHEM 113

Lab fee: \$75.00

NUC 240 Seminar I (A) 1 credit

This class will devote class sections to the discussion of new technology including techniques, imaging modalities, and equipment. In addition the students will prepare a literature search project that will review the nuclear medicine literature for pertinent changes in the nuclear medicine core areas.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: NUC 252

NUC 241 Seminar II (W) 1 credit

This class will continue to devote class sections for the discussion of new technology including techniques, imaging modalities, and equipment. This class will also discuss responsibilities including the preparation of a nuclear medicine budget, the purchase/lease of new equipment, and administrative duties including a review of the insurance and governmental reimbursement process.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: NUC 240

NUC 242 Seminar III (SP) 1 credit

This class is a continuation of Seminar II and, in addition, will include a comprehensive review of the content areas covered by the American Registry of Radiological Technologists (ARRT [N]), and the Nuclear Medicine Technology Certification Board (NMTCB) examinations.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: NUC 241

NUC 251 Clinical Theory and Procedures I (SP) 5 credits

This course sequence introduces to the student how a diagnostic study is completed from start to finish. Pre-study preparations will be emphasized including scheduling of patients, choosing the proper radiopharmaceutical, basic patient preparations, and providing patient care and maintaining communication. General study procedures will then be introduced by reviewing the applicable anatomy/physiology and methods of pharmaceutical localization, discussing the performance of imaging procedures including selecting the proper camera or instrument, introducing proper patient and camera positioning, utilizing imaging techniques and methodologies, and performing data manipulation, image processing, and image critique. Adult/pediatric considerations and procedures will be discussed.

Lecture: 4 hours – Lab: 2 hours

Prerequisites: NUC 200, NUC 234

Lab fee: \$20.00

NUC 252 Clinical Theory and Procedures II (SU) 5 credits

This course will continue to emphasize the fundamentals previously introduced in Section I while covering procedures that study the cardiovascular, central nervous, endocrine, gastrointestinal, genitourinary, pulmonary, and musculoskeletal systems. Adult/pediatric considerations and procedures will be discussed. Cross sectional or SPECT images will be emphasized.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: NUC 251

Lab fee: \$20.00

NUC 254 Clinical Theory and Procedures III (SU) 5 credits

This course will continue to emphasize the fundamentals previously introduced in Sections I and II while covering additional procedures that study the hematological system, infection imaging, and tumor imaging. Special emphasis will be placed on Positron Emission Tomography (PET) methodologies including fusion technologies that allow the superimposition of PET with CT or MRI Images. Adult/pediatric considerations and procedures will be discussed. Therapeutic procedures will also be studied including therapies of the endocrine, hematological, intracavitary, and skeletal systems. An in-depth study of federal (NRC and FDA) and state regulations regarding therapy procedures will be reviewed.

Lecture: 4 hours – Lab: 2 hours

Prerequisite: NUC 252

Lab fee: \$20.00

NUC 260 Clinical Practicum I (SP) 3 credits

In this first clinical practicum, the student will rotate through clinical hospitals and private offices and, while accompanied by a registered Nuclear Medicine Technologist, will become familiar with the care and positioning of the patient and camera. Proficiency requirements are completed using

a competency-based format. Students are required to complete a portion of the “Required and Elective Procedures” list that will be reviewed at the completion of each practicum course. This “Required and Elective Procedures” list will need to be 100% completed by the end of Clinical Practicum V. A special form will be utilized to allow the student to list how the study was conducted. This same form will be utilized in the “Projects in Nuclear Medicine” class. Technologist film critique and physician interpretation are incorporated into the form to provide a correlation of all factors that comprise a finished nuclear medicine image(s) to include an analysis of the structure or organ that was imaged/counted, patient positioning, radiation protection, and date processing.

Lecture: 0 hours – Lab: 0 hours – Clinical: 16 hours

Prerequisite: NUC 234

Lab fee: \$75.00

NUC 261 Clinical Practicum II (SU) 2 credits

As a continuation of Clinical I, Clinical II provides the practical experience for the student to work more independently as a technologist and is designed to enhance and complement didactic/lab studies. Nuclear medicine imaging/counting procedures, instrumentation, radiopharmaceutical injection/patient preparation, data and image processing, and assisting with quality assurance procedures will be emphasized.

Lecture: 0 hour – Lab: 0 hours – Clinical: 16 hours

Prerequisite: NUC 260

Lab fee: \$75.00

NUC 262 Clinical Practicum III (A) 3 credits

As a continuation of Clinical II, Clinical III provides the practical experience for the student to work more independently as a technologist, and is designed to enhance and complement didactic/lab studies. Nuclear medicine imaging/counting procedures, instrumentation, radiopharmaceutical preparation under supervision, radiopharmaceutical injection/patient preparation, data and image processing, and performing/critiquing quality assurance procedures are emphasized. Film critique and physician review are continued.

Lecture: 0 hours – Lab: 0 hours – Clinical: 24 hours

Prerequisite: NUC 261

Lab fee: \$75.00

NUC 263 Clinical Practicum IV (W) 3 credits

As a continuation of Clinical III, Clinical IV provides the practical experience for the student to work more independently as a technologist, and is designed to enhance and complement didactic/lab studies. In addition to the hospital rotations, students are to begin rotational shifts in the commercial/hospital based radiopharmacies, radiation safety offices, radiologist/nuclear medicine physician reading rooms, and human resource departments. They are to prepare radiopharmaceuticals, communicate to patients, conduct imaging/counting/therapeutic studies, perform data and SPECT analysis, conduct image processing, and perform quality assurance procedures with little supervision. Film critique and physician review are continued.

Lecture: 0 hour – Lab: 0 hours – Clinical: 24 hours

Prerequisite: NUC 262

Lab fee: \$75.00

NUC 264 Clinical Practicum V (SP) 3 credits

As a continuation of Clinical IV, Clinical V provides the practical experience for the student to work more independently as technologist, and is designed to enhance and complement didactic/lab studies. Students in addition to the hospital rotations are to continue to rotate through commercial/hospital based radiopharmacies, radiation safety offices, radiologist/nuclear medicine physician reading rooms, and human resource departments. Students will be required to present their completed “Required and Elective Procedures” list in which they will prove their competency to perform the preparation of radiopharmaceuticals, communicate to patients, conduct imaging/counting/therapeutic studies, perform data

and SPECT analysis, conduct image processing, and perform quality assurance procedures with little supervision. Film critique and physician review are continued.

Lecture: 0 hours – Lab: 0 hours – Clinical: 24 hours

Prerequisite: NUC 263

Lab fee: \$75.00

NUC 270 Case Studies I (A) 1 credit

This course will allow students to critique how a nuclear medicine study was conducted and to understand differential diagnosis based on that study. Cases presented will come from the archives of the clinical sites or the Society of Nuclear Medicine either in the form of films to be shown on a view box, computer display, or from a CD-ROM that can be viewed off site if necessary. The students will also present interesting cases. Students will be responsible for filling out a critique and diagnosis form for each case reviewed.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: NUC 261

NUC 271 Case Studies II (W) 1 credit

This class will be a continuum of NUC 270 Case Studies I. The students will conduct the case studies in this course by completing a predetermined number of mandatory and elective case studies. The students will be responsible for conducting the patient exam from start to finish, and to complete a form for each case study. Conduction of the exam is to include taking the patient history, determining the pre-test diagnosis, preparing and administering the radiopharmaceutical, preparing, positioning, computing, and completing the exam on a camera/computer/counting device, critiquing the exam, displaying/presenting the exam to a radiologist or nuclear medicine physician, and explaining the post-test diagnosis and problems encountered while conducting the examination. Presentations to the class will be an integral part of the course.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: NUC 270

NUC 273 Projects in Nuclear Medicine Technology (SP) 1 credit

This course will enable the student to conduct a project that will contribute to what the student will utilize in his/her future career. In most cases, a procedure manual will be required to be completed that will be 75% prepared from the completion of the “Required and Elective Procedures” list that was utilized in Clinical Practicum classes I-V. A special form will be utilized that will standardize the manual. This form will be given to the student beginning in Clinical Practicum I, which will enable the student to accumulate these procedures as they progress through their Clinical Practicum courses.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: NUC 271

NUC 280 Cross Modality Directed Practice (SP) 2 credits

This course is designed to present the theory and operation of CT technology, to include quality management and an overview of pertinent sectional anatomy in a didactic format, followed by supervised clinical education at multiple imaging facilities.

Lecture: 1 hour – Lab: 5 hours

Prerequisite: NUC 263

Nursing (NURS)

NURS 100 Health Assessment in Nursing (A, SP) 3 credits

The student will be involved in holistic assessments of clients across the life span with consideration given to ethnic variations. Developmental considerations in geriatric and pediatric clients will be discussed. Legal ramifications of nursing assessment will be presented. Students must receive a “C” or better in this course as a prerequisite for subsequent

Lecture: 2 hour – Lab: 3 hours

Prerequisite: Admission to Nursing or permission of instructor

Corequisites: BIO 261, ENGL 101 or 111, NURS 110

Lab fee: \$45.00

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 related 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 1 hour – Lab: 6 hours

Prerequisite: Admission to Nursing

Corequisites: BIO 261, ENGL 101 or ENGL 111, and NURS 100

Lab fee: \$44.00

NURS 111 Health Promotion of Women and Families (W, SU) 6 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 9 hours

Prerequisites: NURS 100, NURS 110, ENGL 101 or ENGL 111, BIO 261

Corequisites: BIO 262, PSY 240, NURS 123, and NURS 132

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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 12 hours

Prerequisites: NURS 111, NURS 123, NURS 132, BIO 262, and PSY 240

Corequisites: NURS 124, NURS 133, BIO 263

Lab fee: \$55.00

NURS 123 Nursing Skills I (W, SU) 2 credits

This is the first of two nursing skills courses. In this course, the student is introduced to the principles and concepts underlying the performance of select nursing skills 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. 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, NURS 100

Corequisites: NURS 111, NURS 132

Lab fee: \$45.00

NURS 124 Nursing Skills II (A, SP) 2 credits

This is the second of the nursing skills courses. 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses

Lecture: 1 hour – Lab: 3 hours

Prerequisites: NURS 123, 132

Corequisite: NURS 133

Lab fee: \$50.00

NURS 132 Concepts of Pharmacology I (W, SU) 2 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 persons of all ages and the effects of medications on patients. Drug classifications and their relationship to promotion, maintenance, and restoration of health will be presented. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 0 hours

Prerequisites: NURS 110, NURS 100

Lab fee: \$39.00

NURS 133 Concepts of Pharmacology II (A, SP) 2 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 and the effects of medications on patients. Drug classifications and their relationship in promotion, maintenance, and restoration of health will be presented. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: NURS 132 or permission of instructor.

Corequisite: NURS 124

Lab fee: \$41.00

NURS 187 Spiritual Nursing Care (W, SU) 3 credits

This course is designed to introduce the student to the basic concepts of spiritual nursing care. The focus of the course will be to help students understand their own spirituality and to develop skills necessary to provide effective spiritual nursing care across the life span while being sensitive to cultural, religious, and ritual practices. Students will be introduced to assessment tools and interventions used to meet the patient’s spiritual

nursing care needs.

Lecture: 3 – Lab: 0 hours

Prerequisites: NURS 110, NURS 100

NURS 188 Neonatal Nursing (W, SU) 2.5 credits

The student will focus on the role of the nurse as the provider of care for the high risk neonate and their families. This course examines neonatal development and potential complications in the antepartum and postpartum periods. The student will gain specialized knowledge and skills to provide care ranging from pre-hospitalization through post-discharge and followup. Students must receive a grade of “C” or better in this course as a prerequisite for subsequent courses. This course may be used to fulfill the elective requirement for nursing.

Lecture: (Online) 2 hours – Lab: 1 hr (on campus [5 two-hour labs])

Prerequisite: NURS 112

Lab Fee: \$15.00

NURS 189 Principles of Basic Trauma Nursing (SU, W) 3 credits

This course is designed to introduce the student to the basic concepts of trauma nursing. The focus of the course will be the exploration of major concepts and issues underlying the specialty of trauma nursing. Through an organized and standardized approach, students will review the mechanisms of injury, problems arising from these injuries, and related nursing care. The course will include content about adult trauma nursing, triage, airway management, shock/cardiac arrest, trauma to specific anatomic and physiologic systems, psychosocial impact of trauma, and organ donation. Learning opportunities will include use of the Human Patient Simulator. Students must receive a grade of “C” or better in this course as a prerequisite for subsequent courses. This course may be used to fulfill the elective requirement for nursing.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Nursing 211 or permission of the instructor

Lab fee: \$25.00

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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

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 (W, SP,–DL) 3 credits

The student is introduced to the concepts of gerontological nursing. The focus is on meeting the needs of the elderly. Assessment, maintenance, and restoration of health for those over the age of 65 is presented. 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

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 (On Demand) 3 credits

The course introduces students to the basic concepts and issues underlying Community Health Nursing. Course is intended to assist students in

clarifying conceptual issues in the specialty and in developing 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: NURS 112 or permission of instructor

Lab fee: \$5.00

NURS 193 End of Life Care (A, SP,–DL) 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

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, SP) 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: NURS 112 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 *cannot* be used to fulfill the elective requirement for nursing

Lecture: 1 hour – Lab: 0 hours

Prerequisites: 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 *cannot* be used to fulfill the elective requirement for nursing. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

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) 3 credits

The course builds on the foundation from previous nursing courses. The focus of the course is to explore the health care needs of pediatric clients 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: NURS 111

Lab fee: \$20.00

NURS 198 Information Technology in Healthcare (A, SP,–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. While the emphasis is placed on the application of information technology used in health care, IT’s impact on society also will be considered. Legal, ethical and social issues as they relate to technology will be explored. 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: None

Lab fee: \$5.00

NURS 199 Healthcare Mission (A, 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 \$600.00. Students, who will be in Texas and Mexico for 4 days and 3 nights, should have a valid U.S. passport. This course may be used to fulfill the elective requirement for nursing. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 0 hours – Lab: 32 hours

Prerequisites: Nursing 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/her 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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 12 hours

Prerequisites: NURS 112, NURS 124, NURS 133, and BIO 263

Corequisites: BIO 115 and ENGL 102 or ENGL 111

Lab fee: \$40.00

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 the health of pediatric and adult clients. The focus is on meeting the holistic needs of clients. Maintenance and restora-

tion 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/her nursing practice. Lab hours include the total number of hours for clinical and seminar. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 12 hours

Prerequisites: NURS 210, a passing score on Nursing Outcome Exam I, and BIO 215

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 the 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/her nursing practice. Lab hours include the total number of hours for clinical and seminar. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 12 hours

Prerequisite: NURS 211

Lab fee: \$40.00

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. Students must receive a “C” or better in this course as a prerequisite for subsequent courses.

Lecture: 2 hours – Lab: 18 hours

Prerequisites: NURS 212 and MATH 135

Lab fee: \$34.00

Nursing Certificate (NURC)

NURC 101 (formerly MULT 120) Nurse Aide Training Program (A, W, SP, SU)

5 credits

The Nurse Aide Training Program (NATP) is designed to instruct students and prospective long-term care nurse aides in the skills needed to provide basic care for clients in long-term care settings. The 76-hour NATP course includes 60 hours of classroom/lab instruction and 16 hours of clinical preparation, which meet the requirements for nurse aide training in Ohio. Since the course follows state and federal guidelines, class and clinical attendance is mandatory.

Lecture: 3 hours – Lab: 6 hours

Prerequisites: Completed health record, placement into ENGL 101, and

placement into DEV 031, or permission of instructor.
Lab fee: \$38.00

NURC 102 (formerly MULT 126) Patient Care Skills
(A, W, SP, SU) **4 credits**

This course presents the rationale for and practice of skills commonly used by patient care technicians in an acute care setting. It is a combination of lecture and laboratory skills demonstration and practice. Major topics include wound care, specimen collection, airway care, oxygen administration, enteral nutrition, and elimination assistance. Because this is a skills-based course, classroom and laboratory attendance is mandatory.

Lecture: 2 hours – Lab: 6 hours

Prerequisites: NURC 101 with a grade of “C” or better, placement into ENGL 101, and placement into DEV 031.

Lab fee: \$35.00

NURC 175 (formerly 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

NURC 176 (formerly 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 the present day. Herbs will be discussed in relation to both flowers and in cooking. Emphasis will be on therapeutic self-care first aid.

Lecture: 4 hours – Lab: 0 hours

Lab fee: \$5.00

NURC 177 (formerly MULT 177) Holistic Healing Methods
(A, W, SP, SU, –DL) **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

NURC 179 Pranic Healing Level I (A, W) **2 credits**

This course provides the foundation of theory and skills of the MCKS Pranic Healing System. Course topics include principles of self-recovery and life force, energetic anatomy, the relationship of energy centers to body systems, energy field scanning techniques, procedures for correcting energy imbalances associated with pain, stress and common ailments, breathing/physical exercises to restore well-being, energetic hygiene for practitioners, stress reduction through meditation, as well as self-healing, environmental healing and long-distance healing.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$75.00

NURC 245 (formerly 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

Prerequisites: 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

NURC 246 (formerly 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: NURC 245

Lab fee: \$8.00

NURC 250 (formerly MULT 250) NATP Train the Trainer
(A, W, SP, SU) **3 credits**

This course prepares qualified nurses to teach, coordinate, and supervise a Nurse Aid Training Program, meeting federal and state of Ohio requirements.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: Current RN/LPN licensed in Ohio; minimum of two years experience in caring for elderly or chronically ill.

Lab fee: \$39.00

Practical Nursing Certificate (PNUR)

PNUR 100 Introduction to Practical Nursing (W, SU) **1 credit**

The student is introduced to the role, responsibilities, and the scope of practice for the practical nurse. The framework for the practical nursing curriculum is introduced, including major concepts and threads.

Lecture: 1 hour

Prerequisite: Admission into the Practical Nursing Program

Lab fee: \$74.00

PNUR 101 Foundations of Practical Nursing (A, SP) **2 credits**

This course continues to explore the foundations of practical nursing based on the CSCC Practical Nursing Program conceptual framework of nursing, person, health and environment. The student will be introduced to the role of the practical nurse in applying the nursing process to patient care. Cultural, developmental, and spiritual aspects of care, legal and ethical issues, and concepts of communication including documentation of patient care will be introduced within the framework of the nursing process. Economic concerns related to health care will be integrated. Safe performance of basic nursing skills including asepsis, personal care of patients, vital signs, and wound care will be practiced in the laboratory.

Lecture: 1 hour – Lab: 3 hours

Prerequisites: PNUR 100, ENG 101, BIO 261

Lab fee: \$60.00

PNUR 102 Introduction to Practical Nursing Concepts (W, SU) **6 credits**

The practical nurse role in observation and assessment is presented with emphasis on observing the physical, psychosocial, and developmental components of adult and geriatric clients. Observation of the client’s ability to adapt to stress is also explored. Practical nursing concepts related to nutritional health, fluid, electrolyte and acid/base balance, perioperative care, the infectious process, cancer, pain management, mental health, and end of life care will also be presented. Emphasis will be placed on the practical nurse’s use of the nursing process to promote, maintain, and/or restore health. Students will practice assessment/observational skills and basic nursing skills in the laboratory. Clinical experience will be in adult and/or geriatric settings.

Lecture: 3 hours – Lab: 3 hours; Clinical 6 hours.

Prerequisites: PNUR 101, PNUR 121, BIO 262

Lab fee: \$100.00

PNUR 103 Practical Nursing Concepts Related to Health Promotion, Maintenance, and Restoration (W, SU) **6 credits**

The student will be introduced to commonly occurring alterations of the body systems. The course focuses on application of the nursing process by the practical nurse to promote, maintain, and restore health of clients experiencing alterations in functioning of the body systems. The goal of care is to promote use of self-care activities to assist clients in attaining an optimal level of health. Skills learned in the skills laboratory will consist of nursing interventions that assist clients in achieving optimal health of the body systems. Clinical experiences will be conducted in a variety of

adult acute health care facilities.

Lecture: 3 hours – Lab: 3 hours; Clinical: 6 hours

Prerequisites: PNUR 102, PNUR 122

Lab fee: \$103.00

PNUR 104 Practical Nursing Concepts Related to Maternal and Child Health (A, SP) 6 credits

The student will continue to apply the practical nursing concepts from previous courses to the care of women and children. Health promotion through the antepartal, intrapartal, and postpartal stages of pregnancy will be a focus. Complications occurring during pregnancy will be presented. Issues related to promotion of health of women and normal growth and development of the child will be discussed. Information on common health alterations of the child from the newborn through adolescence will be included. Students will perform those nursing skills in the laboratory that relate to care of maternal and pediatric clients. Clinical experiences will be provided in a variety of obstetrical and pediatric settings.

Lecture: 3 hours – Lab: 3 hours; Clinical: 6 hours

Prerequisites: PNUR 102, PNUR 122

Lab fee: \$73.00

PNUR 105 Concepts Related to Practical Nursing Practice (A, SP) 5 credits

The student is introduced to the concepts of leadership and management that enable the practical nurse to care for groups of clients. The clinical experience provides for practicum in which the student can apply these concepts while caring for a typical assignment of clients for a practical nurse while under the supervision of a registered nurse. In addition, content will be presented on caring for clients in emergency situations and in community-based health care facilities. To enhance knowledge of continuity of care and the role of the practical nurse in the community, students will have an observation experience in a community health care setting. The final content in the course focuses on the transition of the student into the practice of practical nursing with information about the NCLEX-PN and application for licensure.

Lecture: 2 hours – Seminar: 1 hour; Practicum: 16 hours

Prerequisites: PNUR 103, PNUR 104, COMM 105 or 110

Lab fee: \$115.00

PNUR 121 Pharmacology I for the Practical Nurse (A, SP) 2 credits

This is the first of two courses in which the focus will be on the practical nurse's role in medication administration to persons of all ages. Basic concepts, dosage calculations, drug classifications, and nursing implications will be presented for medications prescribed to affect various organs and systems in the body. Vitamins, minerals, and herbs will also be discussed in relation to interactions with prescribed medications. Safe analgesic administration and documentation of oral, topical, and injectable medications will be presented in the laboratory setting. Also, a comprehensive review of math for medication administration will be completed.

Lecture: 1 hour – Lab: 3 hours

Prerequisites: Admission into Practical Nurse Program, MATH 100, BIO 261

Lab fee: \$58.00

PNUR 122 Pharmacology II for the Practical Nurse (W, SU) 3 credits

This is the second of two courses in which the focus will be on the practical nurse's role in medication administration to persons of all ages. Intravenous therapy theory and regulations governing this therapy will be presented. Dosage calculations, drug classifications, and nursing implications will be presented for cardiovascular system medications, immune system medications, respiratory, digestive and renal system medications, musculoskeletal and integumentary system medications and medications for acid-base and electrolyte disorders. In the laboratory, safe medication administration skills and documentation will be practiced. Basic phlebotomy and IV infusion skills will be presented and practiced. Skills check-offs will be performed to demonstrate mastery and competence.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: PNUR 121, BIO 269

Lab fee: \$88.00

PNUR 190 Special Topics in Practical Nursing 1 credit

The student will examine current topics and issues as they relate to practical nursing practice and roles.

Lecture: 1 hour

Prerequisites: PNUR 101

Office Administration (See Business Office Applications)

Paralegal Studies (LEGL)

LEGL 101 Introduction to Paralegal Studies (A, W, SP, SU) 4 credits

The role of the legal assistant and his/her 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 record-keeping skills and 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 for preparing briefs, pleadings and memoranda of law. Locating, analyzing, and checking of case law is emphasized. Students will learn proper citation methods and legal writing style, as well as become familiar with the Ohio Rules 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

This course is 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 (A) 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 will incorporate both printed and computer-based research strategies.

Lecture: 4 hours – Lab: 2 hours
Prerequisites: LEGL 112 and LEGL 251
Lab fee: \$5.00

LEGL 114 Family Law (W, SU) 3 credits

LEGL 114 will explore domestic relations matters including marriage, divorce, dissolution, child custody and support, visitation and adoption. 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

LEGL 119 is 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

LEGL 205 presents 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 pretrial 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 pretrial and post-trial procedures in a criminal case. Students will be exposed to the criminal justice system from the elements of the 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 Paralegal Studies Practicum I (A, W, SP, SU) 2 credits

This course offers 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 Paralegal Practicum Seminar I (A, W, SP, SU) 1 credit

This seminar course discusses the work experiences and explores strategies to improve work performance.

Lecture: 1 hour – Lab: 0 hours
Prerequisite: Permission of instructor

LEGL 220 Business Organizations (A, SP) 3 credits

LEGL 220 covers 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 222 Immigration Law (On Demand) 3 credits

LEGL 222 is an overview of Immigration Law and practices for assisting immigrants and illegal aliens.

Lecture: 3 hours – Lab: 0 hours

LEGL 224 Probate Law and Practice I (A, SP) 3 credits

LEGL 224 is a study of 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 Paralegal Practicum II (A, W, SP, SU) 2 credits

This course provides additional 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 Paralegal Practicum Seminar II (A, W, SP, SU) 1 credit

This course presents seminar discussions of current work experiences and helps develop further strategies for improvement.

Lecture: 1 hour – 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. LEGL 230 is offered on an independent study basis only.

Lecture: 2 hours – Lab: 0 hours
Prerequisite: Permission of chairperson

LEGL 232 Taxation (On Demand) 3 credits

This course studies the 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**
This course examines 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**
LEGL 238 is 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**
This course is an examination of the law of malpractice with an emphasis on malpractice in health professions. It also examines 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 examines the legal, ethical, and policy issues that arise in the use of mediation, arbitration, mini-trials, summary jury trial and conciliation. It also can help 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**
This course will ensure that the student is aware of the respective rights of creditors and debtors. Also introduces 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 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 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 a discussion of issues relating to cyberlaw and the Internet. The student will consider the future implications of these contemporary topics for the business owner and the consumer.
Lecture: 4 hours – Lab: 0 hours

LEGL 251 Computer Assisted Legal Research (A, W, SP, SU) **3 credits**
This course will expose the Paralegal Studies student 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 provide the student with computer training in document management, litigation support, billing, the Internet and advanced computer assisted legal research. The student will become acquainted with Internet user groups where questions are asked and answered via e-mail and listserv. Legal software that supports legal administration, case management and internal network applications will be emphasized. The course will use CD-ROM, 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 hour
Prerequisite: LEGL 112, LEGL 251 or by permission of chairperson
Lab fee: \$25.00

LEGL 255 Introduction to Workers' Compensation Law (On Demand) **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 (On Demand) **4 credits**
This course will acquaint the student with how the Bureau of Workers' Compensation processes claims including self-insured of state fund (BWC) claims, the calculation of wages and compensation, payment of medical bills, and authorization of medical treatment. Also will cover 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 (On Demand) **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 on 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 (On Demand) **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 bureau's underwriting process.

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 (On Demand) 4 credits

This course will 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 perspectives.

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

LEGL 261 offers students a 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 (On Demand) 3 credits

This course offers 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

This course presents an advanced examination of law as it pertains to business. The 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

This course presents 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 CPA.

Lecture: 4 hours – Lab: 2 hours
Lab fee: \$5.00

LEGL 266 Liability Issues in Health Occupations (On Demand) 3 credits

This course presents an examination of liability concerns in health occupations and 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
Corequisite: LEGL 228 or by permission of chairperson
Lab fee: \$5.00

LEGL 272 Mediation (On Demand) 4 credits

This course is an intensive overview of the mediation process. Students will study 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 will acquaint the student with the statutory and regulatory structure, location and jurisdiction of bankruptcy law and bankruptcy courts and their nonjudicial officers. Parties and proceedings will be discussed and students will receive 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 will 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 will 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 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

Philosophy (PHIL)

PHIL 101 Introduction to Philosophy (A, W, SP, SU,–DL) 5 credits

This course offers 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. PHIL 101 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,–DL) 5 credits

This course introduces students 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. PHIL 130 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

PHIL 150 is an introduction to critical thinking and the methods of inductive, deductive and symbolic logic. 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 instances, mathematics and science. Check with an 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

This course offers a presentation of deductive logic focused on propositional logic, natural deduction and predicate logic. Symbolic Logic develops in greater detail the principles of deductive logic covered in PHIL 150. This course 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 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

This course presents 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. PHIL 270 meets elective requirements in the Associate of Arts and Associate of Science Degree 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

PHIL 290 is a capstone course focusing on philosophy. Paradigms and their underlying assumptions will be explored. Students will work on developing research techniques and methodologies and then will apply these techniques to a project of their own design. Students will participate in summative testing of their academic skills.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Open only to Associate of Arts and Associate of Science students preparing to graduate within two academic quarters.

Lab fee: \$2.00

PHIL 299 Special Topics in Philosophy 1-5 credits

This course provides students an opportunity for a 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

This course is a survey of the basic concepts of physics with emphasis on energy and its various forms. Topics include mechanics, heat, electricity, and waves, with related laboratory and demonstrations. Students enrolled in distance versions of this course will be required to come to campus for an orientation meeting and 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, 118, 177, 178, 181, 182, 183, or 185.

Lab fee: \$10.00

PHYS 106 Physics by Inquiry: Intro to Properties of Matter (On Demand) 5 credits

PHYS 106 is an introduction to experimental science and the properties of matter for undergraduates contemplating a teaching career. This course is intended for nonscience majors, especially for those pursuing degrees in education. The lab activities are designed to help students gain a better understanding of aspects of physical science.

Lecture: 4 hours – Lab 3 hours

Prerequisites: Placement into MATH 102 and ENGL 101 or higher

Lab fee: \$19.00

PHYS 117 College Physics (Mechanics and Heat) (A, W, SP, SU)

5 credits

This course is 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 MATH 111 or equivalent and placement into ENGL 101. Not open to students with credit for PHYS 177 or 178.

Lab fee: \$11.00

PHYS 118 College Physics (Electricity, Magnetism and Light) (A, W, SP, SU) 5 credits

This course is 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

Prerequisite: PHYS 117; not open to students with credit for PHYS 177, 178 or 179

Lab fee: \$10.00

PHYS 119 College Physics (Modern Physics) (A, W, SP) 5 credits

PHYS 119 is 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, 178 or 179

Lab fee: \$10.00

PHYS 177 General Physics I (A, W, SP, SU,–DL) 5 credits

This is 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 and 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: 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

PHYS 178 is 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; and 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 and 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

This course is 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 and 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: PHYS 178

Lab fee: \$10.00.

PHYS 181 Technical Physics (Mechanics) (A, W, SP, SU) 4 credits

This course presents 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

Prerequisites: MATH 111 or MATH 148 or equivalent and placement into ENGL 100. Not open to students with credit for PHYS 117 or 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 MATH 148 or equivalent and placement into ENGL 100, Not open to students with credit for PHYS 117 or 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 177.

Lab fee: \$12.00

PHYS 290 Capstone Experience in Physics (On Demand) 3 credits

This is 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 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) 1-5 credits

PHYS 293 presents an opportunity for a 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) 1-5 credits

Students examine, in detail, 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)

Students who enroll in political science 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 political science course.

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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

POLS 165 Introduction to Politics (A, W, SP, SU,-DL)

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. A distance-learning (DL) version of Introduction to Politics 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 the Web-based version are administered on the Internet.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

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. The course presents a basic introduction to political science research methodologies that students apply in researching a political science topic of interest. Course requirements include the assembly of a portfolio that covers student's 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 Associate of Arts and Associate of Science core requirements *and* at least 75 hours toward the degree and five credit hours in political science

Lab fee: \$5.00

POLS 293 Independent Study in Political Science (On Demand)

1-5 credits

POLS 293 is 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

Prerequisites: Permission of the instructor and the chairperson and one course in Political Science

Lab fee: \$5.00

POLS 299 Special Topics in Political Science (On Demand)

1-5 credits

POLS 299 allows students to examine, in detail, selected topics of interest in political science.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Varies

Lab fee: \$5.00

Psychology (PSY)

Students who enroll in psychology 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 psychology course.

Note: Courses taught at a distance (Distance Learning [DL]) may have a higher lab fee than traditionally taught courses.

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. In addition to traditional classes, students have the option of taking a Web-based version or a video-based version (telecourse) of the course. 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 take the video-based version (telecourse) may view the one-half hour video segments of the course on the Educable channel, at the College library, or rent copies of the videotapes. Course content in distance learning (DL) courses is identical to that presented in a traditional classroom setting. Examinations for distance-learning courses are administered at the Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00 Telecourse lab fee: \$25.00

PSY 135 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: Placement into ENGL 101

Lab fee: \$5.00

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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Lab fee: \$5.00

PSY 201 Field Based Experience in Educational Psychology (On Demand) 1 to 3 credits

PSY 201 is an independent study course that offers teaching aides and other employed, screened, and insured individuals who work in the schools an opportunity to reflect in writing and discussion on the learning and teaching theories and practices studied in Educational Psychology 200. Twelve hours of observation/work in the schools are required each week for 10 weeks for each hour of credit earned. Only students who have successfully completed Educational Psychology 200 or who are currently enrolled in PSY 200 may take PSY 201. Each student meets face-to-face with his or her course instructor a minimum of four times per quarter.

Lecture: 0 hours – Lab: 0 hours – Field Experience: 12 hours per credit hour

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Corequisite: PSY 200

Lab fee: \$5.00

PSY 230 Abnormal Psychology (A, W, SP, SU,–DL) 5 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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Lab fee: \$5.00

PSY 240 Human Growth and Development through the Life Span (A, W, SP, SU,–DL) 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. A distance-learning (DL) version of Human Growth and Development through the Life Span is available. Students taking the Web-based version of the course must be familiar with computers, have an e-mail account, 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 Testing Center.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Lab fee: \$5.00

PSY 245 Children with Exceptionalities (A, SP) 5 credits

This course is an introductory course that offers teachers, teaching assistants and students interested in becoming teachers an opportunity to study both the characteristics of children with special needs and the educational practices and programs that work to meet these learners’ needs in inclusive settings. Course topics include causes, prevalence and assessment of specific exceptionalities; historic and current theories, issues, trends, legal rights and responsibilities in special education; student placement and service options; teaching strategies, modifications and accommoda-

tions; classroom organization and management; and professional and home-school collaboration for lifelong learning.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Lab fee: \$5.00

PSY 251 Adolescent Psychology (A, W, SP, SU,–DL) 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. A distance-learning (DL) version of Adolescent Psychology is available. Students taking the Web-based version of the course must be familiar with computers, have an e-mail account, 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Lab fee: \$5.00

PSY 261 Introduction to Child Development (A, W, SP, SU,–DL) 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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Lab fee: \$5.00

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, nonverbal communication, obedience to authority, conformity, aggression, prosocial behavior, interpersonal attraction and behavior in groups.

Lecture: 5 hours – Lab: 0 hours

Prerequisites: Grade of “C” or better in PSY 100 and placement into ENGL 101

Lab fee: \$5.00

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. The course presents a basic introduction to psychology research that students apply in researching a social science topic of interest. Course requirements include the assembly of a portfolio that covers student’s academic career at Columbus State Community College and participation in summative testing of 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 Associate of Arts or Associate of Science core requirements, at least 75 hours toward the degree, and five credit hours in psychology

Lab fee: \$5.00

PSY 293 Independent Study in Psychology (On Demand) 1 - 5 credits

PSY 293 is 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

Prerequisites: Permission of the instructor and the chairperson and one course in psychology

Lab fee: \$5.00

PSY 299 Special Topics in Psychology (On Demand) 1 - 5 credits

PSY 299 allows students to examine, in detail, selected topics of interest in psychology.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Varies

Lab fee: \$5.00

Quality Assurance Technology (QUAL)

For Engineering Statistics, see MECH 270 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 () 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 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 employed to determine reliability, the effectiveness of data analysis, use of simulations, and ways to improve system performance.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: MECH 244

Radiography (RAD)

RAD 100 Health and Safety Guidelines for Allied Health Students (W, SU) 1 credit

This course introduces students to the Federal Regulation Guidelines and Health/Safety Instructions for students entering any program in the Allied Health Department

Lecture: 1 hour – Lab: 0 hours

RAD 111 Introduction to Radiologic Technology (SU) 3 credits

This is an 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

Prerequisites: Completed health record and acceptance into program

Lab fee: \$30.00

RAD 113 Radiologic Science (W) 5 credits

The course begins with a review of basic concepts of electricity, electro-magnetism, 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: \$61.00

RAD 141A Intro to Radiography Equipment and Patient Care
(Quarter offered to be determined) 0.5 credit

This module of 141 introduces the student to radiography equipment and patient care.

Prerequisites: BIO 100, MULT 101, ENGL 101

Lab: 1 hour

Lab fee: \$20.00

RAD 141B Radiographic Positioning of the Upper Extremities
(Quarter offered to be determined) 1 credit

This module of RAD 141 introduces the student to radiographic positioning of the upper extremities.

Prerequisites: BIO 100, MULT 101, ENGL 101

Lecture: 0.5 hours

Lab: 1 hour

Lab Fee: \$20.00

RAD 141C Radiographic Positioning of the Lower Extremities
(Quarter offered to be determined) 1 credit

This module of RAD 141 introduces the student to radiographic positioning of the lower extremities

Prerequisites: BIO 100, MULT 101, ENGL 101

Lecture: 0.5 hours

Lab: 1 hour

Lab Fee: \$20.00

RAD 141D Radiographic Positioning for Podiatry
(Quarter offered to be determined) 0.5 credit

This module of RAD 141 introduces the student to radiographic positioning for podiatry.

Prerequisites: BIO 100, MULT 101, ENGL 101

Lab: 1.0 hours

Lab Fee: \$20.00

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: \$61.00

RAD 142A Radiographic Positioning of the Chest and Abdomen
(Quarter offered to be determined) 1 credit

This module of RAD 142 introduces the student to radiographic positioning of the chest and abdomen.

Prerequisite: BIO 100, MULT 101, ENGL 101

Lecture: 0.5 hours

Lab: 1 hour

Lab Fee: \$20.00

RAD 142B Radiographic Positioning of the Spine and Skull
(Quarter offered to be determined) 0.5 credit

This module of RAD 142 introduces the student to radiographic positioning of the spine and skull.

Prerequisite: BIO 100, MULT 101, ENGL 101

Lab: 1 hour

Lab Fee: \$20.00

RAD 143 Radiographic Procedures III (W) 4 credits

This course serves as the final of a series of three, with progression through **310**

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: \$61.00

RAD 148 Special Radiographic Procedures (SP) 4 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: 2 hours

Prerequisite: RAD 143

Lab fee: \$5.00

RAD 190 Radiation Protection for General Machine Operators
(A, W, SP, SU) 2 credits

This course is designed to prepare nonradiographers with a specific background in radiation protection and radiation biology necessary to be eligible to apply for the State of Ohio, Radiology Technology Division, General 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 the program

Lab fee: \$3.00

RAD 212 Sectional Anatomy (A) 3 credits

Sectional anatomy is introduced, with an emphasis on head, chest, abdomen and pelvis. Students will be required to give a presentation demonstrating correlations between different sectional imaging modalities.

Lecture: 3 hours – 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

RAD 254 offers an evaluation and review of radiography cases and discussion of current issues in the radiologic sciences.

Lecture: 1 hour – Lab: 0 hours

Corequisite: RAD 264

RAD 255 Seminar II (A) 1 credit

RAD 255 offers an evaluation and review of radiography cases and discussion of current issues in the radiologic sciences.

Lecture: 1 hour – Lab: 0 hours

Corequisite: RAD 265

RAD 256 Seminar III (W) **3 credits**
RAD 256 offers an evaluation and review of radiography cases and discussion of current issues in the radiologic sciences.
Lecture: 3 hour – Lab: 0 hours
Prerequisite: RAD 255
Corequisite: RAD 266

RAD 257 Seminar IV (SP) **1 credit**
RAD 257 presents an evaluation and review of radiography cases and discussion of current issues in the radiologic sciences. This summative course also reviews all program requirements. This is an elective course.
Lecture: 1 hour – Lab: 0 hours

RAD 261 Clinical I (A) **2 credits**
This directed practice in the clinical area provides an 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 factors 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: \$31.00

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 complement 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: \$31.00

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.
Lab: 16 hours
Prerequisite: RAD 262
Lab fee: \$31.00

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 complement 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.
Lab: 24 hours
Prerequisite: RAD 263
Corequisite: 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 complement didactic studies. **311**

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.

Lab: 24 hours
Prerequisite: RAD 264
Corequisite: RAD 255
Lab fee: \$31.00

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, mammography, portable radiography, digital imaging, computed tomography, and magnetic resonance imaging. Film critique and case presentations are continued.
Lab: 24 hours
Prerequisite: RAD 265
Corequisite: RAD 256
Lab fee: \$31.00

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 individual specific clinical rotations. Critique and case presentations are continued.
Lab: 24 hours
Prerequisite: RAD 266
Corequisite: RAD 257
Lab fee: \$31.00

Real Estate (REAL)

REAL 101 Real Estate Principles and Practices (A, W, SP, SU) **4 credits**

This course presents 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. REAL 101 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. This course 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. This course 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

REAL 111 covers four major concerns of real estate financing: financing instruments and creative financing techniques; in-depth mortgage payment patterns and concepts, economic characteristics and standards, and financing of single and income-producing properties; sources and availability of mortgage money and credit and the impact of various factors on the mortgage market; and special government activities having an impact on real estate financing. Class 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

REAL 112 stresses the methodology of appraising the single-family residential property and the theory underlying appraisal techniques. Course covers the three basic techniques of appraising: market comparison, penalized cost of replacement, and income approach (GMRM). A term appraisal project is assigned to give the student practical experience in applying these techniques. Course meets state requirements for licensing.

Lecture: 2 hours – Lab: 0 hours

Lab fee: \$3.00

REAL 121 Residential Sales Practices (SP) 3 credits

REAL 121 is 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. See advisor to find out if course may meet continuing education requirement.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: REAL 101 and REAL 102 or Real Estate License.

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, typical leases, office management, hiring, merchandising, advertising, collection problems, taxes, insurance and maintenance. See advisor to find out if course may meet continuing education requirement.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: REAL 101

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 trying to raise start-up capital.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

REAL 270 Real Estate Investing (A, W, SP) 3 credits

This course offers a practical approach to understanding the steps necessary to purchase real property as part of an investment portfolio. Student will use case studies to develop investment plans that achieve financial wealth through real property investment. Investment property will include single family, multi-family, and small commercial ventures. It is recommended that the student be familiar with Excel spreadsheets or similar software.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

REAL 275 Repair, Restore, Remodel (A, W, SP) 3 credits

This course is based on proven techniques used to repair, restore or

remodel property that is functionally obsolete. Course is structured to teach basic hand tool and power tool use and safety. Several labs will be conducted with hands-on activities. Part of the course will help students understand the basic techniques in restoration of historical properties. These techniques will involve a beginning study of architectural style and design based upon property’s age. The final part of the course will analyze what type of remodeling is economically feasible versus projects that are not feasible.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

REAL 290 Post Licensure Sales Course (A, W, SP, SU) 1 credit

Mandatory 10-hour post licensure course for real estate salespersons.

Course covers 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 (On Demand) 1 credit

Mandatory 10-hour post licensure course for real estate brokers. Course covers 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

Corequisite: RESP 160

Lab fee: \$65.00

RESP 102 Respiratory Assistant (A, W, SP) 3 credits

This course is a prerequisite for admission to the Respiratory Care program. This course deals with cleaning, sterilization, assembly and making respiratory care equipment patient-ready. The content covered in this course would improve a student’s opportunity for hospital employment as a respiratory care assistant.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: None

Lab fee: \$7.00

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.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: RESP 100 or permission of instructor

RESP 130 Patient Assessment I (SP) 2 credits

This course presents a holistic approach to the assessment of adult and pediatric patients in the subacute/homecare setting. Special emphasis will be placed on assessment of the cardiopulmonary function.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: RESP 114, RESP 150 or permission of instructor

Corequisites: RESP 152 and RESP 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
Corequisites: RESP 154 and RESP 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
Lab fee: \$55.00

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
Prerequisite: RESP 114, RESP 150 or permission of instructor
Corequisite: RESP 130 and RESP 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
Corequisites: RESP 132 and RESP 198

RESP 160 Introduction to Respiratory Equipment (A) 1 credit
This course is an introduction to basic respiratory care equipment.
Lecture: 0 hours – Lab: 3 hours
Prerequisite: Acceptance into the program
Lab fee: \$25.00

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: 3 hours
Prerequisite: RESP 160 or permission of instructor
Lab fee: \$67.00

RESP 196 Clinical Practice/Therapeutic Procedures I (SP) 8 credits
This course is focused on conducting respiratory care procedures in the acute care and long-term acute care settings.
Lecture: 2 hours – Lab: 12 hours
Prerequisite: RESP 100 or permission of instructor
Corequisite: RESP 130 and RESP 152
Lab fee: \$44.00

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
Corequisites: RESP 132 and RESP 154
Lab fee: \$90.00

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 on 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/Bi-Level therapy and patient education.
Lecture: 2 hours – Lab: 0 hours
Prerequisite: RESP 223, RESP 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
Prerequisite: RESP 223, RESP 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
Prerequisite: RESP 225, RESP 226 or permission of RESP program coordinator
Lab fee: \$85.00

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
Corequisites: RESP 256 and RESP 290

RESP 232 Neonatal and Pediatric Respiratory Care (W) 3 credits
This course offers a study of the management and treatment of neonatal and pediatric 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

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

This course focuses on 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

Corequisites: RESP 230 and RESP 290

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 patients with cardiopulmonary problems. Course content will change as current issues change.

Lecture: 2 hours

Prerequisite: RESP 290 or permission of instructor

Corequisite: RESP 292

RESP 280 Respiratory Care Seminar 2 (W) 2 credits

This course deals with special topics in respiratory care.

Lecture: 2 hours – Lab: 0 hours

Prerequisite: RESP 256

Corequisite: RESP 292

Lab fee: \$100.00

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

Corequisites: RESP 230 and RESP 256

Lab fee: \$67.00

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

Corequisite: RESP 270

Lab fee: \$63.00

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: \$100.00

Social Sciences (SSCI)

Students who enroll in interdisciplinary social science courses must have placed in ENGL 101 and are encouraged to either have completed ENGL 101 or be enrolled in that course when scheduling an interdisciplinary social science course.

SSCI 100 Globalization: A Social Science Perspective

(A, W, SP, SU, –DL)

5 credits

This course will survey the process of globalization through the social science disciplines. The impacts of the social, cultural, economic and political contexts on society and organizations will be considered. Strategies for becoming effective negotiators and managers within a global economy will be explored. Students, working in teams, will research a particular organization of their choice and present a case study on the organization at the end of the quarter. This is a general education core course. A section with project/study time in Cuernavaca, Mexico, may be offered Winter quarter. A distance-learning (DL) version is also 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 final examination at the Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

SSCI 101 Cultural Diversity (A, W, SP, SU, –DL)

5 credits

SSCI 101 is 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, and political and economic systems affect our perspectives and lifestyles. Through the use of team projects, students participate in interactive group work to explore the effects of social inequity on groups within society. 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. This is a general education core course. A distance-learning (DL) 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 final examination at the Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

SSCI 101 Cultural Diversity: The Southwest Experience (SU) 5 credits

This is the same course as listed above; however, students will study diversity within the context of 5 different Indian tribes on reservations in New Mexico and Arizona. This course includes a 15-day intensive travel experience with the travel typically taking place during the two-week break prior to the beginning of Summer Quarter.

Prerequisite: Placement into ENGL 101 and permission of the instructor

Lab fee: \$5.00 (additional costs for travel, housing, etc.)

SSCI 101 Cultural Diversity: The Mexico Experience (W) 5 credits

This course covers the same material as the traditional version of SSCI 101; however, diversity is studied within the context of Mexican culture. This course includes a 10-day intensive travel experience in Mexico City and Cuernavaca, Mexico. Travel typically takes place during the break between Autumn and Winter quarters.

Prerequisite: Placement into ENGL 101 and permission of the instructor

Lab fee: \$5.00 (additional costs for travel, housing, etc.)

SSCI 102 Popular Culture (A, W, SP, SU,–DL) 5 credits

SSCI 102 is an interdisciplinary general education core course that examines the relationship between society and popular culture in the United States through topics including advertising, television, music, movies, art, sports and the Internet. The course analyzes these components of American popular culture and their connections to social, political, economic and cultural influences from the latter half of the 20th century to the present. Students will explore these changes in U.S. society through selected readings, written assignments and group projects. This is a general education core course. A distance learning (DL) version of Popular Culture 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 Testing Center

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

SSCI 104 Human Economic Geography (A, W, SP, SU,–DL) 5 credits

SSCI 104 is an interdisciplinary, general education core 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 section with project/study time in Cuernavaca, Mexico may be offered Winter Quarter. A distance-learning (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

SSCI 105 Law and Society (A, W, SP, SU) 5 credits

SSCI 105 is an interdisciplinary, general education core course that examines the interrelationships between law and other social structures and

processes. The structure of the law, the origin of laws, the organization and function of the legal system, the impact of the law, and the relationship between law and social change will be examined.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

SSCI 287 Research Methods for the Social Sciences (A, W, SP, SU) 5 credits

This course is designed to provide students with an introduction to the major research techniques that are employed by social science researchers. The first half of the course focuses on the logic of research and research design and the procedures used for research design. The second half of the course deals more specifically with a variety of particular techniques used for gathering data. Students will be expected to apply each of the techniques covered in the course through a series of small exercises throughout the quarter. Students will write a research paper based on some of their findings.

Lecture: 3 hours – Lab 2 hours

Prerequisites: ENG 102 or ENG 111; MATH 104 or MATH 135; 10 hours of credit in the social sciences

Lab fee: \$5.00

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. The course presents a basic introduction to social science research methodologies that students apply in researching a social science topic of interest. Course requirements include the assembly of a portfolio that covers student's academic career at Columbus State Community College and participation in summative testing of 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

Prerequisites: Completion of Associate of Arts or Associate of Science core requirements *and* at least 75 hours toward the degree

Lab fee: \$5.00

SSCI 293 Independent Study in the Social Sciences (On Demand) 1-5 credits

SSCI 293 is 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

Prerequisites: Permission of the instructor and chairperson and one course in the Social Sciences

Lab fee: \$5.00

SSCI 299 Special Topics in the Social Sciences (On Demand) 1-5 credits

SSCI 299 allows students to examine, in detail, selected topics of interest in the social sciences.

Lecture: 1 to 5 hours – Lab: 0 hours

Prerequisite: Varies

Lab fee: \$5.00

Sociology (SOC)

Students who enroll in sociology 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 sociology course.

SOC 101 Introduction to Sociology (A, W, SP, SU,–DL) 5 credits
This course introduces the basic concepts, methods and findings of sociol-

ogy 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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101

Lab fee: \$5.00

SOC 202 Social Problems (A, W, SP, SU,–DL) 5 credits

This course 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, geography, 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 distance-learning (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101; completion of SOC 101 is recommended, but not required.

Lab fee: \$5.00

SOC 210 Sociology of Deviance (A, W, SP, SU,–DL) 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. A distance-learning (DL) version of Sociology of Deviance 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101; completion of SOC 101 is recommended, but not required.

Lab fee: \$5.00

SOC 230 Marriage and Family Relations (A, W, SP, SU,–DL) 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; completion of SOC 101 is recommended, but not required.

Lab fee: \$5.00

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 (DL) 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 Testing Center.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Placement into ENGL 101; completion of SOC 101 is recommended, but not required.

Lab fee: \$5.00

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. The course presents a basic introduction to sociology research methodologies that students apply in researching a social science topic of interest. Course requirements include the assembly of a portfolio that covers student's academic career at Columbus State Community College and participation in summative testing of 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

Prerequisites: Completion of Associate of Arts or Associate of Science core requirements, at least 75 hours toward the degree, and five credit hours in sociology

Lab fee: \$5.00

SOC 293 Independent Study in Sociology (On Demand) 1 - 5 credits

This is 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 and the chairperson and one course in sociology

Lab fee: \$5.00

SOC 299 Special Topics in Sociology (On Demand) 1 - 5 credits

SOC 299 allows students to examine, in detail, selected topics of interest in sociology.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: Varies

Lab fee: \$5.00

Spanish (SPAN)

SPAN 100 Spanish for the Professions (A, W, SP, SU) 3 credits

In this course, students learn basic Spanish phrases and the questions necessary to carry out specific protocols in a specific profession. Discussions also cover cross-cultural issues pertinent to relationships between non-Hispanic professionals and members of the Hispanic community. This course is useful for students interested in pursuing a career in a specific profession that has frequent contact with the Hispanic population.

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

SPAN 101 is an introduction to the fundamentals of the Spanish language with practice in listening, reading, speaking and writing. Course includes selected studies in Hispanic culture. SPAN 101 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

SPAN 102 Elementary Spanish II (A, W, SP, SU,–DL) 5 credits

This course is a continuation of SPAN 101, with further development of listening, reading, speaking and writing skills and further study of Hispanic culture. SPAN 102 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

SPAN 103 Intermediate Spanish I (A, W, SP, SU,–DL) 5 credits

SPAN 103 offers continued study of the Spanish language and development of listening, reading, speaking and writing skills. It also includes readings from contemporary Hispanic culture and literature. SPAN 103 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

SPAN 104 Intermediate Spanish II (A, W, SP, SU,–DL) 5 credits

SPAN 104 focuses on the reading and discussion of Spanish and Latin American short stories, novels, plays, newspapers, and magazines, emphasizing literary appreciation and the development of Hispanic culture. It 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.

SPAN 105 Spanish Conversation and Composition (A, W, SP, SU) 1 credit

This is a conversation/composition course designed to provide students completing the 104-level with an opportunity to continue practicing the language. Students discuss current events and personal experiences in the target language. Readings are taken from literary texts, journals, magazines and newspapers. The course is repeatable for a total of 5 hours of credit.

Lecture: 1 hour – Lab: 0 hours

Prerequisite: Completion of SPAN 104 or permission of instructor

Lab fee: \$4.00.

SPAN 290 Capstone Experience in Spanish (On Demand) 3 credits

This is 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

SPAN 299 offers students the opportunity for a detailed examination of special topics in Spanish.

Prerequisite: Varies

Lab fee: \$2.00

Sport and Exercise Studies (SES)**SES 100 Personal Fitness Concepts (A, W, SP, SU,–DL) 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

SES 101 Introduction to Sport and Exercise Studies (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 profiles, daily operations, legal aspects, personnel issues, and program administration.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Acceptance into the program

Lab fee: \$2.00

SES 102 Total Body Conditioning (A, W, SP) 1 credit

This course involves 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

SES 104 Beginning Yoga (A, W, SP, SU) 1 credit

This course provides instruction in the fundamentals of yoga such as sun salutations, bandha (core) strength, and flexibility.

Lecture: 0 hours – Lab: 2 hours

SES 105 Introduction to Resistance Training (A, W, SP) 1 credit

SES 105 is an introduction to weight room use for the individual exerciser, including 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 is covered.

Lab: 2 hours

Lab fee: \$10.00

SES 106 Beginning Golf (A, SP, SU) 1 credit

This course provides an introduction 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: \$100.00

SES 108 Women’s Self Defense (A, W, SP, SU) 1 credit

SES 108 instructs students in the ideas of self-defense with special emphasis on the self-defense needs of women. Course will include self-defense techniques at the beginning level.

Lab: 2 hours

Prerequisite: None

SES 109 Beginning Bowling (A, W, SP, SU) 1 credit

Course provides students with a thorough understanding of the scoring, techniques, skills, and fundamentals of bowling so that they can both participate and instruct others. This class allows students to participate in an individual sport and experience success in an independent environment.

Lab: 2 hours

Lab Fee: \$50.00

SES 113 Aquatics Management (W, SP) 2 credits

Course offers a survey of the recreational aquatics environment. Students receive hands-on training in filtration systems and their operation, along

with an understanding of federal and state guidelines for licensure for pool operation and maintenance. Legal aspects of the aquatics area are covered, as are staffing requirements and training of aquatics personnel for indoor/outdoor facilities. Students also will complete the American Red Cross Lifeguarding Certification as a part of this course.

Lecture: 1 hour – Lab: 2 hours
Lab fee: \$15.00

SES 114 Aerobic and Group Fitness (A, SP) 2 credits

This course offers an introduction into the methods of teaching participation in a fitness program, including a thorough understanding of the techniques involved in various aerobic and fitness activities. Students will be able to demonstrate the basic techniques of a fitness program including safety, motivation, goal setting, and variations of aerobic and group fitness. Also covered are the history and value of dance for the client, basic dance movements, and interpretation of music and language for dance and aerobic conditioning.

Lecture: 1 hour – Lab: 2 hours
Lab fee: \$10.00

SES 115 Intermediate Resistance Training (A, SP) 2 credits

This course presents an 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, and assessment of clients. Also covered is 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 is explained.

Lecture: 1 hour – Lab: 2 hours
Prerequisite: SES 105 or permission of instructor
Lab fee: \$20.00

SES 116 Golf Management (A, SP, SU) 2 credits

SES 116 offers an in-depth analysis of the game of golf. Subject matter includes the history of the game, the rules of play, and a look at the growth and increasing significance of the game, both inside and outside of the industry. Students will also learn about managing a golf facility, turf and environmental issues, employment options and teaching the game.

Lecture: 1 hour – Lab: 2 hours
Lab fee: \$100.00

SES 117 Introduction to Tae Kwon Do (W, SP) 2 credits

This course provides an introduction to coaching and participating in the activity, including a thorough understanding of the rules and sport strategy. Also covered are the history of the art form, self-defense strategies, and concepts of tournament sparring and tournament implementation.

Lecture: 1 hour – Lab: 2 hours

SES 190 SES Freshman Seminar (A, W, SP) 1 credit

This seminar offers a survey of the sport and exercise studies profession and academic discipline. Class prepares students for navigating the SES curriculum and applicable academic technologies and learning tools. The course will introduce students to campus resources available for their research and writing assignments, update them on the technology skills required for graduation, familiarize them with industry trends, and introduce them to personal development skills that they can adapt for subsequent use. This course must be taken in either the first or second quarter of enrollment in the Sport and Exercise Studies program.

Lecture: 1 hour
Prerequisite: Admission to the SES program
Lab fee: \$10.00

SES 205 Activities Programming for the Elderly in Long-Term Care (On Demand) 9 credits

This course demonstrates how management of an activity department promotes the psychosocial, physical, emotional, creative and intellectual well being of residents. SES 205 provides students with a practical and theoretical framework from which to develop and manage a comprehensive

program of activities within long-term care settings. This course uses the NAAP/NCCAP curriculum known as the mepacourse. Students are awarded a certificate of completion (accepted by the Ohio Department of Health) when the course is completed with a grade of “C” or higher. This certificate also qualifies the student to apply for National Certification.

Lecture: 9 hours
Lab fee: \$10.00

SES 213 Aquatic Programming for Individuals with Disabilities (On Demand) 3 credits

This course focuses on adaptive aquatic content which utilizes specialized instructional technology to maximize learning and participation of individuals with disabilities. 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

SES 214 Advanced Dance Exercise (On Demand) 2 credits

This course offers students a thorough understanding of the skills and fundamental techniques of fitness instruction, allowing them to both participate in and teach group fitness activities. The value of dance as exercise and its variations for the client, the movements and techniques of dance exercise, and the principles and legalities that guide fitness instructors are presented.

Lecture: 1 hour – Lab: 2 hours
Prerequisite: SES 114
Lab fee: \$10.00

SES 215 Advanced Resistance Training (A, W) 3 credits

This class studies systems of physical conditioning and includes discussion of progressive resistance exercise through super sets, pyramiding, split routines, plyometrics and isokinetics. Students will learn about program development involving interval, continuous, and circuit training. Non-traditional training is explored, too, including partner resistance training. Other topics covered are the advantages and disadvantages of commercial exercise equipment in developing cardiorespiratory fitness and muscular strength. Musculoskeletal risk factor identification and programming for post-injury rehabilitative fitness will also be included.

Lecture: 2 hours – Lab: 2 hours
Prerequisite: SES 115
Lab fee: \$20.00

SES 217 Advanced Tae Kwon Do (A, SP) 2 credits

This course features instruction in the teaching methods and practice of advanced Tae Kwon Do. Instruction will include a thorough understanding of the fundamentals, techniques, and skills of the sport. Course also includes marketing Tae Kwon Do, advanced self-defense strategies, weaponry, and concepts of Olympic competition events.

Lecture: 1 hour – Lab: 2 hours
Prerequisite: SES 117 or permission of the instructor

SES 222 Tennis (SP, SU) 2 credits

This course instructs students in coaching and participation in tennis. Students receive a thorough understanding of the history, rules and strategy of the sport. They also learn coaching techniques for clients and tournament set up/implementation for the facility.

Lecture: 1 hour – Lab: 2 hours
Lab fee: \$20.00

SES 223 Racquetball (W) 2 credits

Course includes instruction in coaching and participation in the sport. Students gain a thorough understanding of the history, rules and strategy of the game. They also learn coaching techniques for clients and tournament set up/implementation for the facility.

Lecture: 1 hour – Lab: 2 hours
Lab fee: \$20.00

SES 224 Sport Management Foundations (W, SU,–DL) 5 credits

This course presents an advanced study of the facilities required for the recreational environment, including an analysis of indoor and outdoor designs and utilization. It also presents an overview of the personnel process, staffing requirements, and staff development procedures. SES 224 also offers 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 its proper care and storage.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: SES 101

Lab fee: \$10.00

SES 225 Athlete Intervention (SP,–DL) 3 credits

This course 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

Lab fee: \$5.00

SES 226 Care and Prevention of Athletic Injuries (W, SU) 3 credits

This course covers the recognition, treatment, management, and prevention of basic injuries sustained by individuals while participating in athletic activities. It includes basic taping and treatment procedures introduced and applied in the athletic environment.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: SES 100 or permission of instructor

Lab fee: \$10.00

SES 230 Fitness Concepts for Special Populations (A, SP,–DL)**3 credits**

Course offers a survey of the response of children, seniors, and physically challenged persons to exercise. Emphasis is placed upon choosing appropriate and challenging activities that will result in a positive physiological response while accommodating the social, developmental and physical needs of potential clients.

Lecture: 3 hour – Lab: 0 hours

Lab fee: \$3.00

SES 231 Exercise Physiology (A, W, SU,–DL) 3 credits

SES 231 offers instruction in the testing processes used for 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

Prerequisite: BIO 121 or 261 with a “C” or better

Lab fee: \$15.00

SES 233 Outdoor Community Recreation (A, SU) 3 credits

This course offers a survey of the outdoor recreational market and its application through corporate America. SES 233 presents a review of outdoor recreational opportunities, basic activities, skills, and necessary equipment. Course also covers present safety, liability, and associated programming issues, and examines the business, career, and recreational applications of this specialized market.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$50.00

SES 234 Sport Marketing (A, SP,–DL) 5 credits

SES 234 is an advanced study of internal and external sports marketing strategies for the club. Class presents promotional guidelines and a discussion of the many concepts involved in promoting an activity. Also studied is the budgetary process, differentiation of budget styles, and implementation of the budgetary process in both the private and public sector.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: SES 101 and 224

Lab fee: \$3.00

SES 235 Sport Law (A, W, SP, SU,–DL) 3 credits

This course presents a survey of the legal framework of the athletic environment. It includes study of the nature of the legal system and the law pertaining to sports, tort law, contractual agreements, and civil law.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$2.00

SES 236 Exercise Physiology Laboratory (A, W, SU) 2 credits

This course is a corequisite with SES 231. Emphasis will be placed upon psychomotor skill and decision-making improvement in assessing fitness components in the apparently healthy. Skills will include assessment techniques of vital signs, muscular flexibility, muscular strength and endurance, body composition, anaerobic capacity, and cardiorespiratory fitness.

Lab: 4 hours

Corequisite: SES 231

Lab fee: \$15.00

SES 237 Corporate Health (SP,–DL) 3 credits

This course presents an assessment and analysis of current health and wellness issues related to the work 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: SES 101 or permission of instructor

Lab fee: \$3.00

SES 238 Aging Fitness and Exercise (SU,–DL) 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, the techniques and tools for motivating older adults, personal fitness, pre-exercise screening, and fitness assessment are presented.

Lecture: 2 hours – Lab: 2 hours

Lab fee: \$10:00

SES 239 Quantitative Methods in Exercise Science**(W, SU)****3 credits**

This course focuses on methods of quantifying metabolic demand, identifying risk factors, determining appropriate assessment protocol, and developing proper fitness programs for clients who are apparently healthy, at increased risk, or with known disease. Course work will emphasize calculating and estimating metabolic demand of exercise, normal physiological response to exercise, and the abnormal physiological response to exercise. This course will also focus on the appropriate selection of fitness protocols for those clients who suffer from compromised health.

Lecture: 3 hours

Prerequisite: SES 231 and 236

SES 241 Kinesiology (A, W,–DL) 5 credits

This course introduces the fundamentals of kinesiology and biomechanics with a 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

Prerequisites: BIO 121 or 261 with grade of “C” or higher and SES 231 and 236 or permission of instructor

Lab fee: \$15.00

SES 242 Exercise Prescription (A, SP) 3 credits

This course provides the art and science of using fitness-related data to make informed individual exercise prescriptions. Emphasis will be placed on the use of objective measures of fitness assessments to drive goal and time dependent decision-making. Measures include using prescriptive principles on behavior modification to support exercise adherence, risk stratification, fitness-related technology, cardiorespiratory activities, mus-

culoskeletal flexibility, and muscular strength and endurance.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: SES 231 and 236

SES 280 History of Sport in the United States: 1840–Present (SP,–DL) 3 credits

This course is 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 part of the larger historical framework of the nation.

Lecture: 3 hours – Lab: 0 hours

Lab fee: \$3.00

SES 292 Practicum I (A, SP) 3 credits

This course presents an opportunity for practical training in the sport profession to include activity preparation, personnel evaluation, and budget analysis. This course also includes an on-campus seminar which will 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: SES 224 or permission of instructor.

Lab fee: \$3.00

SES 294 Practicum II (W, SU) 3 credits

This course is a continuation of SES 292. Students will work in conjunction with a current sport manager to gain insight on budgetary implementation, program and facility operation and to 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: SES 292 or permission of instructor

Lab fee: \$3.00

SES 298 Special Topics in Sport (On Demand,–DL) 3 credits

This course brings together concepts discussed in previous program courses. Topics revolve around exercise prescription for special populations, some disease states, or social aspects of sport such as homophobia in sport. Also explored will be the development and modification of institutional programming based on individual and group needs as well as resources, content and delivery of health promotion programs.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Permission of instructor

Lab fee: \$3.00

SES 299A Active Living I (A, W, SP, SU,–DL) 1 credit

Active Living Every Day is the first course of a two-quarter sequence that focuses on helping sedentary people become and stay physically active for a lifetime. This evidence-based course uses established behavior change models, such as the stages of readiness to change, to empower people to overcome barriers to physical activity. Participants find ways to fit physical activity into their daily lives and maintain active lifestyles even when difficult life situations arise.

Lecture/Discussion: 1 hour – Lab: 0 hours

Prerequisite: Permission of instructor

SES 299B Active Living II (A, W, SP, SU,–DL) 1 credit

This course continues Active Living I.

Lecture/Discussion: 1 hour – Lab: 0 hours

Prerequisite: Permission of instructor

SES 299C Healthy Eating I (A, W, SP, SU,–DL) 1 credit

Healthy Eating Every Day is the first course of a two-quarter sequence that helps people establish a balanced and healthy approach to eating. This course presents a sensible, realistic way of eating that is in line with, and complements, the new USDA Nutrition Guidelines. Healthy Eating Every

Day uses an evidence-based, cognitive behavioral approach to help people change their diets. Participants learn to identify the reasons for their poor eating choices and to acquire the lifestyle-management skills they need to improve eating habits permanently.

Lecture/Discussion: 1 hour – Lab: 0 hours

Prerequisite: Permission of instructor

SES 299D Healthy Eating II (A, W, SP, SU,–DL) 1 credit

This course continues Healthy Eating I.

Lecture/Discussion: 1 hour – Lab: 0 hours

Prerequisite: Permission of instructor

Supply Chain Management (LOGI)

LOGI 100 Principles of Supply Chain Management (A, W, SP, SU,–DL) 5 credits

This course is a study of the basic concepts in the field of supply chain management 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 noting how logistics can significantly impact customer loyalty by adding value.

Knowledge of basic algebraic concepts is strongly recommended.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: None

Lab fee: \$5.00

LOGI 110 Transportation and Traffic Management (W,–DL) 4 credits

Course provides an introduction to traffic management functions including mode and carrier selection.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$5.00

LOGI 151 Foundations of Strategic Procurement I (A, SP,–DL) 3 credits

This course is designed to teach the basics of purchasing management to the newly appointed buyer or to nonpurchasing 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

Prerequisite: None

Lab fee: \$5.00

LOGI 152 Foundations of Strategic Procurement II (W,–DL) 3 credits

This course is a continuation of Strategic Procurement 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: \$5.00

LOGI 205 Freight Claims (W,–DL) 3 credits

This course provides 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: \$5.00

LOGI 210 Warehouse Management (A, SP,–DL) 4 credits

This course is an analysis of warehousing functions and management. Topics covered include facility location and operation, labor relations,

financial analysis and productivity improvement and measurement.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$5.00

LOGI 211 Inventory Management (W) 4 credits

This course offers 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

Prerequisite: LOGI 151 and LOGI 210, or permission of instructor

Lab fee: \$5.00

LOGI 219 International Business (A, SP,–DL) 3 credits

This course focuses on the economic, social and cultural considerations in doing business overseas. The globalization of markets and the growth of overseas business ventures are 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

Prerequisite: None

Lab fee: \$5.00

LOGI 225 International Shipping (SP,– DL) 5 credits

This course is a study of global supply chain management with emphasis on the requirements for importing and exporting. Laws, regulations, paperwork and international billing terms will be discussed.

Lecture: 5 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$5.00

LOGI 226 Introduction to Export Administration Regulations (A,–DL) 4 credits

LOGI 226 offers a detailed examination of the Export Administration Regulations (EAR) covering the information exporters need to know to understand and comply with U.S. export control requirements on commercial goods. The course focuses on what items and activities are subject to the EAR; steps to take to determine the export licensing for an item; how to determine an export control classification number (ECCN); when an item can be exported or re-exported without applying for a license; export clearance procedures; recordkeeping requirements; Export Management System (EMS) concepts; and “real life” examples in applying this information.

Lecture: 2 hours – Lab: 4 hours

Prerequisites: LOGI 100

Lab fee: \$5.00

LOGI 227 Electronic Import/Export Documentation (W,–DL) 2 credits

This course provides students with the tools to electronically prepare export/import documentation, manage e-business and marketing functions related to global commerce, and evaluate and control e-commerce systems. Acceptance of electronic export/import documentation by nongovernment organizations (e.g., banks, forwarders, carriers, etc.) continues to increase and is rapidly replacing paper-based systems. Additionally, regulatory agencies’ requirements for electronic document submission have significantly increased post 9/11; course content subject to change in response to new or changing user requirements.

Lecture: 1 hour – Lab: 2 hours

Prerequisites: LOGI 100

Lab fee: \$47.00

LOGI 228 Importing (W,–DL) 4 credits

This course is an introduction to procedural compliance with import regulations of U.S. Customs and Border Protection (CBP) emphasizing the Trade Act of 2002, Advanced Electronic Information, published in the

Federal Register on December 5, 2003. Additional topics discussed include antidumping and countervailing duties, informed compliance, commercial enforcement, the regulatory audit program, quotas, and customs broker management. Note that procedures and regulations are in a current state of flux and course content may be revised in response to changes.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: LOGI 100

Lab fee: \$5.00

LOGI 229 International Transportation Regulatory Compliance (W,–DL) 4 credits

This course is an examination of the laws that apply to domestic motor carrier and rail and international air, ocean, and multi-modal transportation. Covers the evolution of various transportation laws, e.g., the Carriage of Goods by Sea Act (COGSA); the Warsaw Convention; the Montreal Protocol; the International Multi-modal Convention; cabotage law, freight claims, and cross-border trucking under the North American Free trade Agreement (NAFTA); course content subject to vary as laws are revised and created.

Lecture: 4 hours – Lab: 0 hours

Prerequisites: LOGI 100

Lab fee: \$5.00

LOGI 230 International Management (A, SP) 4 credits

This course focuses on the concepts and skills needed to achieve organizational goals and 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 to aid them in doing business overseas. Concepts are applied not only to 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 and on developing and managing various types of strategic alliances and human resources, as well as on conflict resolution and negotiation techniques.

Lecture: 3 hours – Lab: 2 hours

Prerequisite: BMGT 111 or LOGI 219

Lab fee: \$5.00

LOGI 241 Supply Chain Logistics Practicum I (A, W, SP,–DL) 4 credits

This course presents an opportunity for supervised, on-the-job application of knowledge and skills acquired in the classroom. Open to Supply Chain 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

Corequisite: LOGI 242

Lab fee: \$5.00

LOGI 242 Supply Chain Logistics Seminar I (A, W, SP,–DL) 2 credits

This seminar course focuses on the application of logistics knowledge to specific areas of on-the-job experience. Open to Supply Chain 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

Corequisite: LOGI 241

Lab fee: \$5.00

LOGI 245 Transportation Rates and Pricing (W,–DL) 2 credits

This course presents a study of 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

Prerequisites: LOGI 100

Lab Fees: \$5.00

LOGI 246 Procurement Negotiation (SP,-DL) 3 credits

This course focuses on the skills required to prepare for and conduct purchasing negotiations.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 151 or permission of instructor

Lab fee: \$5.00

LOGI 250 Transportation of Hazardous Materials (SP,-DL)**3 credits**

LOGI 250 studies the transportation of hazardous materials within the U.S. and the regulations and compliance issues resulting from these regulations. The course delves into the usage of the Code of Federal Regulations Part 49 100-185, the manual used to regulate all materials deemed hazardous. Segregation of the 9 classes of HAZMAT, limitations of each shipment, and use of the manual are explored in this course. The student will develop a better understanding of HAZMAT and the rules and regulations concerning shipment of these types of materials.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: LOGI 100

Lab fee: \$5.00

LOGI 256 Advanced Procurement Seminar (SP,-DL) 3 credits

This is 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: \$5.00

LOGI 260 Performance Management for Logistics Managers (SP)**4 credits**

This is a capstone course designed around the steps in the performance/communication process as it relates to recognizing, understanding, planning, implementing and evaluating performance competencies. The course will look at performance challenges in the logistics arena, how to approach them proactively, and resolve them. It will also focus on creating positive relationships and ensuring effective workplace communication.

Lecture: 4 hours – Lab: 0 hours

Prerequisite: LOGI 100, LOGI 151, LOGI 211, ACCT 106

Lab fee: \$5.00

LOGI 297 Special Topics in Logistics (On Demand) 1-3 credits

LOGI 297 gives students an opportunity to examine, in detail, special topics of interest in supply chain management (logistics). Topics vary.

Lecture: 1 hour – Lab: 3 hours

Lab fee: \$5.00

Surgical Technology (SURG)**SURG 102 Surgical Technology I (A) 7 credits**

This course will provide an in-depth introduction to the role and responsibilities of the surgical technologist 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. Direct patient care interventions to include positioning, prepping, draping techniques, and related operative 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 “circulator” member of the surgical team will focus on maintaining the integrity, safety, and efficiency of the sterile and nonsterile areas throughout various surgical procedures. Investigation of instrumentation, sutures, needles, dressings, packings, drainage tubes/systems, and auto-stapling devices will continue along with a focus on endoscopy 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 “circulator” member of the surgical team continues to focus on maintaining the integrity, safety, and efficiency of the sterile and nonsterile 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 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, Pediatrics, 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

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, Pediatrics, 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 100 Introduction to Geomatics (A) 2 Credits**

This is an introductory course into the field of surveying and mapping technology. Integrated topics include drafting, surveying, cartography and geographic information systems.

Lecture: 1 hour – Lab: 3 hours

Prerequisite: Placement into ENGL 101

SURV 140 Surveying and GPS (A, SP, On Demand) 4 Credits

SURV 140 offers a comprehensive study in the acquisition of spatial data through the use of conventional surveying equipment and Global Positioning System (GPS). The course elements include measurement theory, precision and accuracy determinations, traditional and present day measurement systems, GPS theory, acquisition of spatial data through the use of total station and electronic data collectors, self-leveling and digital levels and hand-held code phase GPS receivers. Specific tasks include traversing for purpose of property boundary location, establishing horizontal and vertical control for aerial photography and topographic mapping. Data quality comparisons from all three sources (conventional and GPS) are performed. Data manipulation includes downloading data from the various means of acquisition into a common electronic format. Data generated in the course will be used in GIS 110 Scanning, Digitizing and CAD and GIS 203 Photogrammetry and Remote Sensing. Not open to students in Architecture, Civil Engineering Technology, Construction Management, or Landscape Design/Build programs.

Lecture: 2 hours – Lab: 6 hours

Prerequisite: MATH 104 or MATH 112

Lab fee: \$15.00

SURV 141 Basic Surveying (A, SP, SU) 4 Credits

SURV 141 offers 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 MATH 112

Lab fee: \$15.00

SURV 241 Route Surveying (A, SP, SU) 4 Credits

This class is 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

Prerequisites: MATH 104, CIVL 123, SURV 141

Lab fee: \$15.00

SURV 242 Computer Applications in Surveying (AU) 3 Credits

This course involves the integrated use of word processing, spreadsheet, database management, graphic and computer assisted drafting software to solve problems associated with the surveying industry and to produce formal engineering reports using Autodesk Land desktop. The course elements include data entry, data analysis, measurement theory, precision and accuracy determinations and data presentation.

Lecture: 2 hours – Lab: 3 hours

Prerequisites: ARCH 112 and SURV 140 or SURV 141

Lab fee: \$7.00

SURV 243 Heavy Construction Standards (SP) 4 Credits

SURV 243 covers the 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 explored as well.

Lecture: 3 hours – Lab: 2 hours

Prerequisites: SURV 241, CMGT 121, and CMGT 105

Lab fee: \$15.00

SURV 245 Survey Law (W) 3 Credits

SURV 245 presents 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

This course covers analysis of data and related inventory methods needed to logically plan development of all land use types. Students will be introduced to the forces and actions by public agencies and private interests that create the urban form. Course also reviews methods of resolving conflicts and understanding the applicable land use regulations or standards that govern area development.

Lecture: 1 hour – Lab: 5 hours

Prerequisite: ARCH 112 and SURV 241

Lab fee: \$15.00

SURV 248 Advanced Surveying Systems (SP) 4 Credits
SURV 248 covers planning and execution of control surveying, cadastral surveying, network adjustment and topographic surveying using total stations and data collections, satellite positioning (Global Positioning System) and photogrammetric (aerial mapping) systems.
Lecture: 2 hours – Lab: 6 hours
Prerequisites: ARCH 112 or ARCH 115, MATH 148, SURV 141, SURV 245 and SURV 249 or corequisite.
Lab fee: \$15.00

SURV 249 Land Subdivision Systems (SP) 3 Credits
This course covers advanced surveying, including section and subdivision lines and residential property lines. Major topics include 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 SURV 245
Lab fee: \$15.00

SURV 299 Special Topics in Civil Engineering Technology (On Demand) 1-5 credits
Special topics in civil engineering technology industry designed to meet specific needs.
Lecture: 1 hour – Lab: 1-15 hours
Prerequisite: Permission of Instructor
Lab fee: \$10.00

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 hour – 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: CIT 101, TCO 101 or corequisite enrollment
Lab fee: \$5.00

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: CIT 101 and ENGL 102 (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 (grade of “C” or higher) and OADM 101
Lab fee: \$5.00

TCO 214 Document Design and 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: \$5.00

TCO 215 Online Documentation (A, SP) 3 credits
This course introduces students to all aspects of creating online documentation. Students will learn about the five phases involved in creating online documentation: planning the online documentation, designing and/or modifying information for online presentation, testing it, and redesigning online documentation. TCO 215 students will develop actual online documentation for a software package.
Lecture: 2 hours – Lab: 3 hours
Prerequisite: TCO 203 and TCO 214
Lab fee: \$5.00

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 walkthroughs.
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 topics such 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
Prerequisite: TCO 203 and TCO 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 about the typical CBT development cycle and will 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

TCO 237 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. TCO 250 can be taken only 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.

Prerequisites: TCO 101, TCO 203, TCO 204, permission from the TCO Program Coordinator, and 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

Students explore special topics in technical communication designed to meet specific needs.

Lecture: 5 hours – Lab: 0 hours
Lab fee: \$5.00

Theater (THEA)

(Also see Communication Skills and English)

Note: Courses taught at a distance (Distance Learning [DL]) may have a higher lab fee than traditionally taught courses.

THEA 100 Introduction to the Theater (A, W, SP, SU,–DL) 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; \$15.00 for DL

THEA 180 Theater Practicum (A, W, SP, SU) 3 credits

Course offers 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. Course is repeatable to nine credits.

Lecture: 0 hours – Lab: 9 hours

Prerequisites: THEA 100 and permission of instructor

Lab fee: \$7.00

THEA 205 Technical Production Practicum (A, W, SP, SU) 3 credits

Course provides experience in technical production activities for a theater production. Students fulfill their role as a crew member by exploring a play script and participating in one or more technical areas: lighting design; hanging, focusing, and light board operation; sound design decisions and implementation; stage managing; costume design; building and pulling costumes for production; basic stagecraft; prop management and publicity. Technical Production Practicum entails an understanding of budget and time constraints, time management, and an appreciation for theater as a collaborative art. Course is repeatable to 9 credits.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: THEA 100

Lab fee: \$5.00

THEA 210 Technical Production Fundamentals: Stage Lighting (SP) 3 credits

Course presents an introduction to the basic principles and functions of stage lighting. Students receive experience in creating a lighting design, hanging and focusing lighting instruments and executing the design with a computer control board. Stage Lighting also gives a brief overview of the work of other members of the production staff with whom a lighting designer collaborates.

Lecture: 1 hour – Lab: 4 hours

Prerequisite: THEA 100 or permission of instructor

Lab fee: \$3.00

THEA 215 Fundamentals of Script Analysis (W) 3 credits

This course offers an intensive study of the play script as a basis for production. Students learn the basic principles and challenges of script analysis; techniques for assessing a script from the diverse perspectives of designers, directors and performers; various modes of interpretation, including traditional and contemporary forms; and ways to effectively communicate critical positions, both written and orally.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: THEA 100

Lab fee: \$5.00

THEA 231 Literature for the Theater I (W) 3 credits

Course presents a survey of selected world drama from the classical Greek period to the 17th century. The focus is on the plays as potential theater.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ENGL 101 or 111, THEA 100

Lab fee: \$3.00

THEA 232 Literature for the Theater II (SP) 3 credits

Course surveys selected Western drama from the 17th century through the mid-19th century. The focus is on the plays as potential theater.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ENGL 101 or 111, THEA 100

Lab fee: \$3.00

THEA 233 Literature for the Theater III (SU) 3 credits

Course surveys selected Western drama from the mid-19th century to the present. The focus is on the plays as potential theater.

Lecture: 3 hours – Lab: 0 hours

Prerequisites: ENGL 101 or ENGL 111, THEA 100

Lab fee: \$3.00

THEA 280 Fundamentals of Acting (A, W, SP, SU) 3 credits

Course introduces 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 hour – Lab: 4 hours

Lab fee: \$3.00

THEA Writing Plays (SP)

(See ENGL 283)

5 credits

THEA 290 Capstone Experience in Theater (SU) 3 credits

Course 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: 75 credits toward the Associate of Arts or Associate of Science Degree, including at least 12 credits in THEA beyond THEA 100

Lab fee: \$5.00

THEA 297/298/299 Special Topics in Theater (On Demand)

1-5 credits

Special Topics in Theater is designed to meet specific needs.

Lecture: 1 hour – Lab: Hours vary

Prerequisite: Varies

Veterinary Technology (VET)

VET 101 Animal Nutrition (A–DL)

3 credits

This course focuses on fundamental animal nutrition for domestic species, including caloric and nutrient requirements, and feeding techniques. The student will learn to educate clients on the nutritional needs of various animal species and explain the necessity and purpose of veterinary prescription diets in the management of diseases.

Lecture: 3 hours – Lab: 0 hours

Prerequisite: Admission to the program

Corequisites: VET 102, VET 114

Lab fee: \$15.00

VET 102 Laboratory Animal Medicine (A)

2 credits

An introduction to laboratory animal medicine and management, including basic husbandry, common diseases, and treatment protocols for various laboratory animal species and pocket pets. The student will learn the scientific names and primary use of common laboratory animals and will practice restraint, sexing, appropriate methods of venipuncture, administration of medications, and anesthetic techniques.

Lecture: 1 hour – Lab: 2 hours

Prerequisite: Admission to the program

Corequisites: VET 101, VET 114

Lab Fee: \$90.00

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

Corequisite: VET 102

Lab fee: \$15.00

VET 122 Veterinary Parasitology (W-DL) 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 102
Lab fee: \$90.00

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 thoroughly explored.
Lecture: 2 hours – Lab: 0 hours
Prerequisite: BIO 261

VET 126 Principles of Veterinary Anesthesia (W) 4 credits
An introduction to veterinary anesthesia that correlates principles of animal physiology as it pertains to anesthetic agents. Students will learn patient preanesthetic 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: 2 hours
Corequisite: BIO 262
Lab fee: \$15.00

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 261, BIO 262
Lab fee: \$15.00

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, VET 126 and MATH 100
Corequisite: VET 138
Lab fee: \$90.00

VET 135 Veterinary Hematology (SP, SU-DL) 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 262
Lab fee: \$90.00

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 102, VET 114 and BIO 262
Lab fee: \$15.00

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. Pre-anesthetic laboratory testing, postoperative patient care, and client follow-up instructions are discussed.
Lecture: 3 hours – Lab: 0 hours
Prerequisites: VET 102 and BIO 261
Lab fee: \$10.00

VET 254 Clinical Seminar I (A, SU, DL) 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
Prerequisites: All 100 level VET courses
Corequisite: 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 drug use, and methods of administration. Pharmacy management, controlled substance use and regulations, and ethical behavior when handling pharmaceutical agents will be stressed.
Lecture: 3 hours – Lab: 0 hours
Prerequisites: MATH 100 and VET 136
Lab fee: \$20.00

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 practices, including medical record maintenance, physical examination, administration of fluids and medications, pre-anesthetic evaluation, general anesthetic administration and recovery, surgical preparation, splint application, dental prophylaxis, radiographic procedures, phlebotomy and laboratory techniques.
Lecture: 0 hours – Lab: 6 hours
Prerequisites: All 100 level VET courses
Lab fee: \$90.00

VET 266 Animal Health and Disease II (A, W, SP, SU-DL) 3 credits
This course familiarizes the student with the most common diseases 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
Lab fee: \$10.00

VET 267 Veterinary Urinalysis and Clinical Chemistry (A, W-DL) 4 credits
This course serves as 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
Lab fee: \$90.00

VET 269 Veterinary Microbiology (A, W-DL) 4 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: 4 hours
Prerequisites: VET 135 and VET 136
Lab fee: \$90.00

VET 274 Clinical Seminar II (W, SP-DL) 2 credits
A continuation of VET 254, that addresses issues emanating from the students' clinical experiences. Students are prepared for employment as veterinary technicians 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 Licensing Board are distributed and the Ohio Veterinary Practice Act pertaining to veterinary technicians is discussed.
Lecture: 2 hours – Lab: 0 hours
Prerequisite: VET 291
Corequisite: 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
Prerequisites: VET 133; evening program registration
Corequisite: VET 294

VET 276 Seminar B (W) 1 credit
This course is a continuation of VET 275.
Lecture: 1 hour – Lab: 0 hours
Prerequisites: VET 275; evening program registration
Corequisite: 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 veterinary technicians 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 Licensing Board are distributed and the Ohio Veterinary Practice Act pertaining to veterinary technicians is examined.
Lecture: 1 hour – Lab: 0 hours
Prerequisites: VET 276; evening program registration
Corequisite: VET 296

VET 278 Seminar D (SU) 1 credit
This course is a continuation of VET 277.
Lecture: 1 hour – Lab: 0 hours
Prerequisites: VET 277; evening program registration
Corequisite: VET 297

VET 291 Clinical Experience I (A, SU) 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
Prerequisites: All 100 level VET courses
Lab fee: \$90.00

VET 293 Clinical Experience II (W, SP) 6 credits
This course is a continuation of VET 291.
Lecture: 0 hours – Lab: 30 hours
Prerequisites: All VET courses except VET 266 and VET 274
Lab fee: \$90.00

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
Prerequisites: All 100 level VET courses; evening program registration
Lab fee: \$45.00

VET 295 Clinical Experience B (W) 3 credits
This course is a continuation of VET 294 designed for the evening program student.
Lecture: 0 hours – Lab: 15 hours
Prerequisites: VET 294; evening program registration
Lab fee: \$45.00

VET 296 Clinical Experience C (SP) 3 credits
This course is a continuation of VET 295 designed for the evening program student.
Lecture: 0 hours – Lab: 15 hours
Prerequisites: VET 295; evening program registration
Lab fee: \$45.00

VET 297 Clinical Experience D (SU) 3 credits
This course is 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: \$45.00



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Accreditation/Certification/Approval

Columbus State Community College is accredited by The Higher Learning Commission; Member-North Central Association (NCA), 30 N. LaSalle St., Suite 2400, Chicago, IL 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.

Allied Health

Health Information Management Technology

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-5800
(312) 233-1100

Medical Assisting

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2354

Medical Laboratory Technology

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
8410 West Bryn Mawr Avenue, Suite 670
Chicago, IL 60631-3415
(713) 714-8880

Multi-Competency Health (Histotechnology)

Multi-Competency Health (Phlebotomy)
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
8410 West Bryn Mawr Avenue, Suite 670
Chicago, IL 60631-3415
(713) 714-8880

Respiratory Care

Committee on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
Bedford, TX 76021-4244
(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, VA 20175

(703) 669-6650

Business

Accounting and Finance

Business Management

Human Resources Management Technology

Business Office Applications

Association of Collegiate Business Schools and Programs (ACBSP)
7007 College Boulevard, Suite 420
Overland Park, KS 66211
(913) 339-9356

Construction Science

Construction Management

American Council of Construction Education (ACCE)
1300 Hudson Lane, Suite 3
Monroe, LA 71201-6054
(318) 323-2816

Landscape Design/Build

Professional Landscape Network (PLANET)
150 Elden Street, Suite 270
Herndon, VA 20170
(703) 736-9666

Engineering Technologies

Aviation Maintenance Technology

Federal Aviation Administration
2780 Airport Drive, Suite 300
Columbus, OH 43219
(614) 255-3120

Electronic Engineering Technology

Accreditation Board of Engineering and Technology, Inc (ABET)
111 Market Place, Suite 1050
Baltimore, MD 21202
(410) 347-7700

Health, Dental and Veterinary Technology

Dental Hygiene

American Dental Association Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611-2678
(312) 440-2915

Veterinary Technology

American Veterinary Medical Association
Committee on Veterinary Technician Education and Activities
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
(847) 925-8070

Radiography

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

Surgical Technology

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Accreditation Review Committee on Education in Surgical Technology (ARC-ST)
6 W. Dry Creek Circle, Suite 210
Littleton, CO 80120-8031
(303) 694-9262

Hospitality, Massage Therapy, Sport and Exercise Studies**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 Foundation Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
(800) 624-9458

Dietetic Technician Major

Commission for Accreditation of Dietetics Education
The American Dietetic Association
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
(800) 877-1600 ext. 4874

Dietary Manager Certificate

Dietary Managers Association
406 Surrey Woods Drive
St. Charles, IL 60174
(800) 323-1908

Massage Therapy

The State Medical Board of Ohio
77 S. High Street, 17th Floor
Columbus, OH 43266-0315
(614) 466-3934

Human Services**Mental Health/Chemical Dependency/Mental Retardation**

Council for Standards in Human Service Education (CSHSE)
Susan Kincaid, Ph.D., V.P., Prog. Accreditation
PMB 703, 1050 Larrabee Avenue, Suite 104
Bellingham, WA 98225-7367

Early Childhood Development

National Association for the Education of Young Children
Marcia Mitchell, Accreditation Coordinator
1313 L Street, Suite 500
Washington, DC 20005
(202) 232-8777

Integrated Media and Technology**Supply Chain Management****Marketing**

Association of Collegiate Business Schools and Programs (ACBSP)
7007 College Boulevard, Suite 420
Overland Park, KS 66211
(913) 339-9356

Justice and Safety Programs**Emergency Medical Technician-Paramedic Program**

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
4101 W. Green Oaks Blvd., Suite 305-599
Arlington, TX 76016
(817) 330-0080

Emergency Medical

Technician-Paramedic Program State of Ohio
EMS Agency
P.O. Box 182073
Columbus, OH 43219
(614) 466-9447

Paralegal Studies

American Bar Association
Standing Committee on Legal Assistants
750 North Lake Shore Drive
Chicago, IL 60611
(312) 988-5618

Nursing

Nursing

National League for Nursing Accrediting Commission
(NLNAC)
61 Broadway, 33rd Floor
New York, NY 10006
(216) 363-5555 ext. 153

Ohio Board of Nursing
17 S. High Street, Suite 400
Columbus, OH 43215-3413
(614) 466-3947

Nurse Aide Training Program (NATP)

Ohio Department of Health NATCEP Unit
246 North High Street
P. O. Box 118
Columbus, OH 43216-118
(614) 752-8285

Practical Nursing

Ohio Board of Nursing
17 S. High Street, Suite 400
Columbus, OH 43215-3413
(614) 466-3947

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Glossary of Terms

Ability to Benefit test - A federally authorized test used to determine eligibility for financial aid when a student has neither a high school diploma nor a GED certificate.

ACT/SAT - College Entrance Exams recommended or required for admission to some colleges.

ADA - Americans with Disabilities Act

Alumni - Graduates of a college or school

American Sign Language (ASL) - Language for communicating with the deaf.

Apply - To submit a completed admission application form to a college or university such as Columbus State.

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.

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 is received for the course.

Book Buybacks - The Discovery Exchange (bookstore) buys back used books during finals week of each quarter.

Business and Industry - Division at CSCC that assists local businesses with onsite or on-campus consulting services and training programs.

Cashier's Office - Location where students can pay fees, parking fines, purchase discount tickets and other cash related functions. The Cashier's Office is located on the second floor of 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 and Industry Division.

Certificate - Document testifying that one has fulfilled requirements of either a course or series of courses.

Clawdette Cougar - The mascot for Columbus State Community College. Clawdette appears at athletic contests and other campus gatherings.

CLEP - The College Level Exam Program that allows students to earn college credit for what they already know.

Commencement - The graduation ceremony held four times a year at the close of each academic quarter.

COMPASS (Placement Test) - 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 noncredit 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) - Opportunity for students to bridge their program of study with career-related work experience.

CougarMail/Student Mail - Free e-mail program for enrolled students.

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 noncredit coursework designed to meet licensing or certification needs.

Credit - Recognition by the College that a student has successfully completed a course requirement leading to a degree or certificate.

Credit Bank Hours - 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; same as a program of study.

Distance Learning - Classes delivered online, by video, cable TV, Public Television, or by teleconference

Deferment (student loans) - Authorized period of time granted by a lender that a student does not need to make regular monthly payments toward his/her 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 - Official record of graduation from or of a degree conferred by a school or college.

DISCOVER - Computer-based assessment tool that surveys abilities, values, experiences and interests for the purpose of identifying a career direction.

Dropping or Withdrawing (from a class) - Required process by which a student withdraws from a class in which he/she is enrolled. It is the student's responsibility to initiate that process with the College.

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, otherwise known as the library, and located in Columbus Hall.

Evening Classes - Those offered during the week and that 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, matriculation fee. Fees can be paid in the Cashier's 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 he/she received is not accurate, the student may fill out a tuition refund appeal form. Form is available in Records and Registration Dept. in Madison Hall.

Fee Refund - Refund of fees sent for student-initiated withdrawals in accordance with the refund schedule for full quarter classes. The dates for refund guidelines can be found online.

Financial Aid - Funding in various forms and from a variety of sources that helps students with college expenses. Federal and state grants, loans, and work-study programs are available to eligible students. Scholarships are offered through the College, organizations, foundations, and professional groups.

Fresh Start Rule - Can help a student who was unsuccessful in a previous academic attempt, voluntarily left the College, and has returned after a substantial period of time. If the student meets the criteria, grades may be expunged while the courses remain on the student's transcript. Fresh Start Rule can be used only one time.

Full-Time Student - A student who is taking 12 credit hours or more during a 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 the requirement of specific degree programs.

General Education Diploma (GED) - The GED is equivalent to a high school diploma and is accepted by most colleges and universities and by military recruiters.

Good As Gold Program - A tuition-free program for senior citizens (60 years old or older) who want to take college classes.

Grade-Point Average (GPA) - 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 - At the close of the quarter, and upon the completion of a course, the instructor reports a letter grade indicating the quality of a student's work.

Grant - A type of financial aid that is available to students who meet the federal eligibility criteria.

Harassment - The College strongly opposes and prohibits any offensive physical, written, spoken or nonverbal conduct as defined and prohibited by state and federal law. In cases where a student is the perpetrator, college policy defines sexual harassment and sexual assault as an example of general student 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 - 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 high academic achievement

Housing - Columbus State Community College does not provide on-campus housing options for its students. Information regarding off-campus housing may be found in the Student Activities and Athletics Office in Nestor Hall 116.

Identification Cards - Cougar (student) ID cards, issued by the Department of Public Safety, are required in order to use many campus-related services or activities. **The fee for the original ID is included in the matriculation fee paid by all first-quarter students. A \$4.00 fee for replacement of a lost CougarID can be paid in the Cashier's Office.**

Instructional Technologies and Distance Learning - Formerly known as the TLRC, this is a training area housed in the Center for Teaching and Learning Innovation where students and faculty can experiment and be trained in methods of distance learning, teleconferencing, and more.

Internship - Approved on-the-job training in a work setting in which student earns credit hours towards graduation

Intramural Sports - CSCC students, faculty and staff are eligible to participate in intramural sports, which are nonvarsity and nonintercollegiate. Intramural sports include basketball, bowling, volleyball, softball, soccer, floor hockey, wiffle ball and flag football.

K-12 Initiatives - CSCC programs that work with students in Kindergarten through 12th grade.

Laboratory (Lab) Hours - The time in the instructional plan that a student spends applying the theories presented in the lecture portion of a class.

Library - Located in Columbus Hall, the library is usually referred to as the Educational Resources Center, or ERC.

Loan - Financial aid that must be repaid with predetermined terms.

Loan Deferment - When a loan repayment is put off for a certain amount of time

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.

Modular Courses - Courses that are offered in shorter, self-contained units.

Noncredit Courses - Courses that do not offer college credit but meet individual interests or support career advancement.

Nontraditional Credit - College credit earned through means other than traditional classroom or distance learning.

Ohio University and Columbus State 3 + 1 Partnership - Under this program, students can get both an associate degree from Columbus State and a bachelor's degree from OU in four years and without leaving the Columbus State campus for classes.

Orientation - A formal or informal process to help new students become acquainted with the campus and student services at Columbus State.

OTAP - Orientation to Trade and Apprenticeship Programs is an intense, 8-week, job-training program, which teaches students the skills required to gain employment in the skilled trades and acceptance into apprenticeships or other career training programs.

Out-of-State Status - For tuition purposes, this status refers to 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. Fine must be paid prior to registration each quarter and prior to graduation.

Part-Time Student - A student who is taking fewer than 12 credit hours of classes during a quarter.

Payment of Fees - Fees can be paid online, in person, by mail, or by phone. There is a deadline each quarter for fee payment without a late penalty.

Peer Tutoring Program - Offers individual or group tutoring to eligible learners through the Developmental Education Department. Free service, but subject to availability of tutors.

Phi Theta Kappa - International honor society for students enrolled in a two-year college

Placement Test - A test given to students to determine their starting level in subjects such as writing, math and reading.

Prerequisite - A course that must be completed successfully or a skill that must be demonstrated before a particular course can be scheduled.

Prior Learning Assessment - College credit that can be earned for life or career experience; determined by testing.

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 - The Post Secondary Enrollment Options program provides a way for current high school students to attend

college, earning credit that satisfies both requirements.

Public Safety - The Department of Public Safety provides police/EMS, safety/security, parking oversight, and special services to the Columbus State community 24 hours a day, 7 days a week. Public Safety can be reached at 287-2525.

Quarter - A part of the academic year. There are four, 11-week quarters at Columbus State -- Autumn, Winter, Spring and Summer -- with breaks in between each quarter .

Records (Student) - The records kept by Columbus State for the period of enrollment, including grades, fees paid, classes taken, major declared, etc.

Refund Check - The money returned to a student if he/she has 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 - Requirements that must be met for an individual to be considered a resident of the state of Ohio for tuition purposes.

Schedule/Scheduling - The list of classes for which student has registered for/ the process of registering for classes.

Scholarship - A sum of money awarded to a student in recognition of academic achievement or other characteristic; stipend is to be used to pay fees or other college expenses and 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 Selective Service is required of all males 18-26 years old.

Speech Rehearsal Lab - The Speech Lab offers tutoring to students requiring critiques of oral presentations. SRL is located in Nestor Hall 017. Call for an appointment 287-5391.

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 academic standards to participate.

Student Ambassador Program - The primary objectives of this program are to provide students with basic leadership training and opportunities to work with multiple departments on campus and community service agencies off campus.

Student for a Day - A program for high school students which allows them to experience the college environment.

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.

Transfer Credit - College credits, earned at Columbus State or another college, that transfer as the same credits to another college or university.

Transfer Fair - Annual event at which representatives from more than 50 colleges come to campus and distribute 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.

Tuition - The money a student pays for instruction at any college; additional costs may include books and lab fees.

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 service.

Veteran's Benefits - The benefits earned by veterans of the U.S. military, which may include educational benefits

Video-Based Course - A course offered by Columbus State on videotape, on cable television, or on public television

Voucher - A statement of the funds available from a grant to pay fees.

Weather-Related Closing - Formal cancellation of classes and closing of campus forced by inclement weather; always posted on the college's Web site (www.csc.edu) and announced via TV and radio stations.

Web-Based Course - Course offered online .

Work-Study - One type of financial aid which secures part-time employment for students eligible for financial assistance. This federally funded program helps students pay for a variety of college expenses.

Writing Center - Free one-on-one composition assistance offered through the Communication Skills Department. The Writing Center is located in Franklin Hall 245.

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 lifelong 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 of and appreciation for 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

Philosophy of Student Learning Assessment

Columbus State Community College believes that the College can influence how well and how much students learn. The opening line of the College's mission statement declares that Columbus State is charged with providing "quality educational programs that meet the lifelong learning needs of its community."

Consistent with the College's institutional goal "to provide a learner-centered environment that provides the support services which assure that learners attain their educational goals," academic assessment provides systematic, routine processes that allow the faculty and students to determine the degree that students are achieving the stated student learning outcomes. The following questions guide the assessment process:

1. How are students learning?
2. How much are students learning?
3. To what extent are students learning?

Purpose of Academic Assessment

Academic assessment is the process for *ongoing improvement of student learning and success*. The assessment program at Columbus State Community College has four specific and interrelated purposes:

1. To improve student learning
2. To improve teaching strategies
3. To document successes and identify opportunities for improvement
4. To provide evidence for institutional effectiveness.

Columbus State's assessment program is mission-driven and faculty owned. It includes assessment of courses and programs in the following academic divisions:

- Arts and Sciences
- Career and Technical Programs
- Community Education and Workforce Development

ARTS AND SCIENCES DIVISION

Associate of Arts Degree

Associate of Science Degree

A.A.S. in Technical Communication

CAREER AND TECHNICAL PROGRAMS DIVISION

Associate of Applied Science

Associate of Technical Studies

Certificate Programs

(A.A.S. Degrees unless the A.T.S. degree is indicated or the program title contains the word "certificate")

Accounting

Certificate of Accounting Concentration

Certificate of Fraud Examination

Certificate of Internal Auditing

Applied Technologies

Apprenticeship Partnership Degree Programs

Associate of Technical Studies in Construction

Trades

Facilities Maintenance

Facilities Maintenance Certificate

Introduction to the Construction Industry Certificate

Appraisal

Certification Licensing

Architecture

Architecture Transfer Option

3D Visualization Certificate

Facility Management Certificate

Automotive Technology

Vocational Education Transfer Option with The Ohio State University

Automotive Service Management Major

Ford ASSET Program

Maintenance and Light Repair Certificate

TechLINK Program

YAATC

Aviation Maintenance Technology

Aviation Maintenance Technician Certificate

Business Management

Vocational Education Transfer Option with The Ohio State University

Business Management Major

Entrepreneurship Major

Entrepreneurship Certificate

Leadership Development Certificate

Managing Interpersonal Skills Certificate

Nonprofit Management Certificate

Pre-MBA Certificate

Business Office Applications

Administrative Assistant Major

Administrative Assistant Legal Cognate

Administrative Assistant Medical Cognate

Bookkeeping Certificate

Office Skills Certificate

Office Specialist Certificate

Civil Engineering Technology

Civil Track

Survey Track

Surveying Certificate

Computer Information Technology

Vocational Education Transfer Option with The Ohio State University

MIS Project Management Track

Network Administrator Track

Software Developer Track

Web Developer Track

Computer Literacy Certificate

CCNA Discovery Certificate

Database Specialist Certificate

Information Security Certificate

Network Administrator Certificate

Software Developer Certificate

Construction Management

Vocational Education Transfer Option with The Ohio State University

Construction Project Management Assistant

Certificate

Estimating/Bidding Certificate

Field Supervision Certificate

Residential Construction Management Certificate

Dental Hygiene

Dental Laboratory Technology/Small Business Management (A.T.S.)

Dental Laboratory Technology Certificate

Digital Design and Graphics

Desktop Publishing Certificate

Digital Design Certificate

Digital Media Certificate

Digital Photography

Photography Certificate

Early Childhood Development

Child Development Association (CDA) Credential

Preparation Certificate

Pre-School Education Certificate

Electro-Mechanical Engineering Technology

Electronic Engineering Technology

Computer Electronics Major (Technology Systems Technician Track)

Emergency Medical Services Technology

EMT-Basic Certificate

EMT-Paramedic Certificate

EMS/Fire Science (A.T.S.)

Engineering Technologies Certificates

Computer Aided Drafting Technician Certificate

Engineering Assembly Technician Certificate

Engineering Technician Certificate

Manufacturing Maintenance Technician Certificate

Environmental Science, Safety and Health

Health and Safety for Hazardous Waste Operations Certificate

Occupational Health and Safety Certificate

Sustainable Building Certificate

Water/Wastewater Technology Certificate

Finance

Fire Science

Geographic Information Systems

GIS Certificate

Health Information Management Technology

Medical Coding Specialist Certificate

Heating, Ventilating and Air Conditioning Technology

High Pressure Boiler License Training Program

Large Commercial Certificate

Residential/Light Commercial Certificate

Hospitality Management

Chef Apprenticeship Major

Dietetic Technician Major

Food Service/Restaurant Management Major

Travel/Tourism/Hotel Management Major

Baking Certificate

Dietary Manager Certificate

Meeting and Event Management Certificate

School Foodservice Manager Certificate

Travel Industry Certificate

Human Resources Management Technology

Interactive Media

Video Game Art and Animation Track

Digital Video and Sound Major

Interpreting/American Sign Language Education

American Sign Language/Deaf Studies Certificate

Landscape Design/Build

Law Enforcement

Corrections Major

Law Enforcement Major

Law Enforcement Major - Academy Track

Marketing

Direct Marketing Major

Retail Management Major

Direct Marketing Certificate

Pre-MBA Certificate

Massage Therapy

Massage Therapy Certificate

Mechanical Engineering Technology

Medical Assisting (A.T.S.)

Medical Assisting Certificate

Medical Laboratory Technology

Mental Health/Chemical Dependency/Mental Retardation

Mental Health Track

Chemical Dependency Track

Mental Retardation Track

Substance Abuse Prevention Track

Advanced Chemical Dependency Certificate

Advanced Mental Health Certificate

Advanced Mental Retardation Certificate

Community/Habilitation Assistant Certificate

Community Living Specialist Certificate

Substance Abuse Prevention Specialist Certificate

Multi-Competency Health

Basic Electrocardiography Certificate

Health Care Manager Certificate

Histology Certificate

Phlebotomy Certificate

Nuclear Medicine Technology

Nursing

Vocational Education Transfer Option with

The Ohio State University

Practical Nursing Program

Complementary Care Certificate

Nurse Aide Training Program Certificate

Patient Care Skills Certificate

Pranic Healing Certificate

Registered Nurse First Assistant Certificate

Train the Trainer Nurse Aide Certificate

Paralegal Studies

Paralegal Studies Certificate (Post Baccalaureate Option)

Quality Assurance Technology

Radiography

Limited Radiography Certificate

Real Estate

Respiratory Care

Registered Respiratory Therapist Program

Sleep Study Certificate

Sport and Exercise Studies

Exercise Science Major

Physical and Recreational Instructor Major

Sport Management Major

Exercise Specialist Certificate

Supply Chain Management

International Commerce Major

Strategic Procurement Major

International Business Certificate

International Commerce Certificate

Strategic Procurement Certificate

Supply Chain Management Certificate

Surgical Technology

Surgical Technology Certificate

Veterinary Technology